



LAKEVIEW JR-SR HIGH SCHOOLS

2023-2024

STUDENT HANDBOOK

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1 to 1 Student Technology Program Policy

Lakeview Community Schools is proud to offer our students a diverse offering of technology resources for use at school and at home. The Student Technology Program, which provides computing systems and internet access to all students, has been designed to enhance the delivery and individualization of educational instruction. This policy covers all devices and accessories provided to students that are property of Lakeview Community Schools. It also covers any access to school information resources and internet or intranet access. Because of the many challenges associated with this program, it is imperative that all of our students understand the privilege and responsibility that usage and operation of technology involves. In addition, we consider this to be a learning opportunity as our students become adults in our technically diverse culture. The purpose of this policy is to communicate these expectations. You may access the entire policy on the school website at www.lakeview.esu7.org under the Lakeview Jr Sr High tab, in the Student and Parent Information drop down.

GOOGLE APPS FOR EDUCATION

Students at Lakeview Community Schools will be issued a Google Account in order to utilize Google Apps for Education. As a part of their Google Account, students will have access to Google Apps such as Gmail (an email account), Classroom (a learning management system), Calendar (an online calendar and task manager), Drive (a collection of apps such as word-processing, spreadsheet, presentation, and drawing), and Sites (a website builder). These services are entirely online and available 24/7 from any Internet-connected device.

In order for our students to use these educational programs and services, certain Board Policy approved directory information may be provided to the website operator strictly for educational purposes. This directory information may consist of the student's name, username, district e-mail address, grade level, age and/or date of birth. The need for such information is necessary to utilize software and web-based services as part of the classroom instruction. **A signature on the Student Handbook Signature Page constitutes consent for our school district to provide this directory information.**

Technology use in the Lakeview Community School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Lakeview Community School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. COPPA <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Right and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (refer to Board Policy 507.02E1), but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. FERPA <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

1. Official Email Address. All students will be assigned a username@lakeview.esu7.org email account. This account will be considered the student's official LCS email address until such time as the student is no longer enrolled with Lakeview Community Schools.
2. Prohibited Conduct. Please refer to student handbook and Acceptable Use Policy.
3. Access Restrictions. Access to and use of student email is considered a privilege accorded at the discretion of the Lakeview Community School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violation of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. Security. Lakeview Community Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. Lakeview Community Schools and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access these Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

By signing off on the student handbook, the parent(s) and student confirm that they have read and understand the following:

Under FERPA and corresponding Nebraska law, a student's education records are protected from disclosure to third parties. They understand that the student's education records stored in Google Apps for Education may be accessible to someone other than the student and the Lakeview Community School District by virtue of this online environment. By signing off on the student handbook, the parent(s) and student confirm their consent to allow the student's education records to be stored by Google.

The parent(s) understand that by participating in Google Apps for Education, information about the student will be collected and stored electronically. The parent(s) have read the privacy policies associated with the use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). The parent(s) understand that they may ask for their child's account to be removed at any time.

Foreword

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lakeview Junior-Senior High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

SCHOOL CONTACT INFORMATION

LAKEVIEW COMMUNITY SCHOOLS

3744 83RD STREET

COLUMBUS, NE 68601

PHONE: 402-564-8518

402-564-8519

FAX: 402-564-5209

2023-2024
PARENT-STUDENT HANDBOOK OF
LAKEVIEW JUNIOR-SENIOR HIGH SCHOOL

BOARD OF EDUCATION		FACULTY - HIGH SCHOOL	
Keith Runge	President	Jeff Bargaen	Science
Joy Escen	Vice President	Joseph Haschke	Science
Jeremy Sprunk	Treasurer	Nicole Miller	Science
Jerry Jaixen	Secretary	Patrick Clark	Social Science
Eric Stuthman	Member	Aaron Rudloff	Social Science
Chad Anderson	Member	Ashley Arlt	Spanish
ADMINISTRATION		McKenna Dodd	Health/Physical Education
Jason Cline	Superintendent	Kurt Frenzen	Physical Education
Steve Borer	Principal	Jack Shadley	Physical Education
Dan Krueger	Asst. Principal/ Activities Dir.	Dave Licari	Resource
K. Frenzen, A.Wilson, D. Ahlers	Junior High Activities Dir.	Alex Heard	Resource
Kurt Frenzen	Junior High Dean of Students	Jacob Brand	Resource
Jodi Behlen	SPED Coordinator	Laura Wellman	Resource
Jimmy Biggs	Technology Coordinator	Don Ortman	ESL
FACULTY - JUNIOR HIGH			
Jody Helms	Science	Megan Legenza	Language Arts/ESL
Jasey Reinhart	Language Arts	Kate Schatz	Language Arts/Yearbook
Monte Jones	Social Studies	Amy Eisenmenger	Language Arts
Alex Elliot	Vocal Music	Kelly Schaad	Language Arts
Aaron Wilson	Industrial Technology	Aaron Wilson	Industrial Technology
Tyler Colvin	Computers/Multi Media	Eric Dalaviras	Vocal Music
Kelly Schaad	Communications	Eric Dalaviras	Instrumental Music
Mitch Helms	Mathematics/SASP	Betsy Stara	Mathematics
Jan Went	Intro to Business	Jennifer Higgins	Mathematics
Kaydie Brandl	Exploratory Agriculture	Jill Krienke	Mathematics
Eric Dalavaris	Instrumental Music	Jan Went	Business
Mollie Rambour	Guidance	Tara Dlouhy	Business
Natalie Kent	Family & Consumer Science	Lacey Luebe	Media Specialist
Jack Shadley	Physical Education/Health	Natalie Kent	Family & Consumer Science
McKenna Dodd	Physical Education/Health	Morgan Lambrecht	Art
Tara Dlouhy	Careers	Paige Rambour	Guidance
Megan Legenza	JH Spanish		

SUPPORT STAFF		JUNIOR HIGH ACTIVITY/SPONSORS	
Nicole Osborn	Administrative Assistant	K. Frenzen, A.Wilson, D. Ahlers	Co -JH Activities Director
Cindy Wendt	Administrative Assistant		8 th Head Boys Basketball
Rachael Rodehorst	Administrative Assistant	Drew Ahlers	8 th Asst. Boys Basketball
Kim Miller	Bookkeeper	Jeremy Killham	7 th Head Boys Basketball
Jillian Cuda	Bookkeeper	Tony Krings	7 th Asst. Boys Basketball
Doug Mickey	Bus Driver	Sydney Roth	7 th Head Girls Basketball
Larry Mohrman	Bus Driver	Jennifer Osten	7 th Asst. Girls Basketball
Bill Tworek	Bus Driver	Natalie Kent	8 th Head Girls Basketball
Anthony Miller	Bus Driver	Tony Krings	8 th Asst. Girls Basketball
Trent Jarecki	Bus Driver	Chris Thoms	7 th Head Football
Greg Lubischer	Bus Driver		7 th Asst. Football
Cody Osten	Maintenance Supervisor	Tyler Colvin	8 th Head Football
Matt Cross	Maintenance		8 th Asst. Football
Lisa Cedar	Custodian		7/8 Asst. Football
Kimm Martensen	Custodian	Eric Dalaviras	Instrumental Music
Rosanne Wiester	Media Para	Alex Elliot	Vocal Music
Jenny Sloup	Food Service Manager	Lacey Luebe	JH Student Council
Tammi Kapels	Lunch	Jacob Brand	Head Track
	Lunch	Billie Jo Wemhoff	Asst. Track
Jason Aldag	Lunch	Gloria Henke	Asst. Track
Ann Johannes	Lunch	Jennifer Osten	Asst. Track
Sandy Taylor	Lunch		7 th Head Volleyball
Josh Aldag	Lunch	Mandy Urkoski	7 th Asst. Volleyball
Dawn Olson	Resource Para	Natalie Kent	8 th Head Volleyball
Shelli Johnson	Resource Para	Conner Luedtke	8 th Asst. Volleyball
Janice Lehman	Resource Para	Aaron Wilson	Head JH Wrestling
Jodi Loseke	Resource Para	Brandon Glendy	Asst. JH Wrestling
Kate Lutjens	Resource Para	Jody Helms	Junior Science Academy
Holli Bettenhausen	ESL Para	Lacey Luebe	National History Day
	ESL Para	Mitch Helms	Math Counts
Kimm Martensen	District Transportation		
Jason Aldag	District Transportation		

ACTIVITY SPONSORS/COACHES HIGH SCHOOL			
Dan Krueger	Activities Director	Ashley Arlt	National Honor Society
Jill Krienke	Senior Sponsor	Nicole Miller	Science Club
Kelly Schaad	Junior Sponsor	Aaron Rudloff	Head Boys Soccer
Megan Legenza	Sophomore Sponsor	Gerber Recinos Menendez	Asst. Boys Soccer
	Freshman Sponsor	Mike Zimmerman	Head Girls Soccer
Natalie Kent	Student Council	Kelly Schaad	Asst. Girls Soccer
Tyler Colvin	Head Boys Basketball	Jasey Reinhart	Head Softball
Aaron Rudloff	Asst. Boys Basketball	Kassidy Soulliere	Asst. Softball
Jacob Brand	9th Boys Basketball	Emma Williams	Asst. Softball
Dave Licari	Head Girls Basketball	Amy Eisenmenger/Jennifer Higgins	Speech
Mitch Helms	JV Girls Basketball	Quinn Vinson	Asst. Speech
McKenna Dodd	9th Girls Basketball		Head Boys/Girls Track
Gwen Sander	Cheer/Dance Sponsor	Drew Ahlers	Asst Track
Hillary Sander	Cheer/Dance Sponsor	Kelly Frenzen	Asst. Track
Kim Hoadley	Wrestling Cheer	Dave Licari	Asst. Track
Jenny Sloup	Concessions Mngr	Ray Wagner	Asst. Track
Dave Licari	Head Cross Country	Ian Slama	Asst. Track
McKenna Dodd	Asst. Cross Country	Matt Cross	Asst Track
Amy Eisenmenger	Cross Country Volunteer	Eric Dalaviras	Vocal Music
Tara Dlouhy	FBLA/FBLA Asst.	Eric Dalaviras	Instrumental Music
Kaydie Brandl	FFA	Kerry Belitz	Head Volleyball
Kurt Frenzen	Head Football	Billie Jo Wemhoff	JV/Asst. Volleyball
Jeff Bargaen	Asst. Football	Jacob Brand	Asst Volleyball
Jack Shadley	Asst. Football	Mikaela Classen	9th Asst. Volleyball
Jimmy Biggs	Asst. Football	Kendall Knapp	9th Asst Volleyball
Zach Lesiak	Asst. Football	Jeff Bargaen	Head Wrestling
Patrick Clark	Asst. Football		Asst. Wrestling
Aaron Rudloff	Asst. Football	Aaron Wilson	Asst. Wrestling
Cade Ranslem	Asst. Football	Ed Kinzer	Asst. Wrestling
Alex Heard	Asst Football	Logan Rodehorst	Asst. Wrestling
Matt Cross	Asst. Football	Tanner Balfour	Asst Wrestling (Girls)
	Head Boys Golf	Jacob Kloppel	Asst Wrestling
Jimmy Biggs	Asst Boys Golf	Anthony Deanda	Asst Wrestling
	Girls Golf	Kate Schatz	Yearbook

Jimmy Biggs	Head Unified Bowling/Bowling	Kurt Frenzen	Weight Training
Jennifer Higgins	Mock Trial	Jack Shadley	Asst Strength Coach (Girls)
		Mike Sloup	Asst. Strength Coach (Girls)
		Lacey Luebe	Web Manager
		Tyler Colvin	Striv Manager
		Tony Blaser	One Act
		Alex Elliot	Asst. One Act
		Don Ortman	Multi Cultural Club
		Joe Haschke	Robotics

ARTICLE 1 - MISSION AND GOALS

Section 1 School Mission Statement:

The Viking Way – We strive to build a strong academic foundation with educational opportunities that develop character and the mindset needed for all students to be successful members of their community.

We Will...

- ...work together as a team to develop a sense of community involving patrons, staff, and students of the Lakeview district.
- ...establish a positive learning environment that will hold students accountable to themselves, their school, and their community.
- ...uphold high expectations, which will develop a sense of pride for self and school.
- ...effectively communicate with staff, students, parents, and patrons, within our community.
- ...create an engaging educational environment that supports risk taking and learning.
- ...model the importance of lifelong learning and exhibiting intellectual curiosity in our content areas.
- ...keep information regarding both the students and staff confidential as necessary for the well-being of everyone.
- ...provide support and encouragement to all students and colleagues in their activities and organizations.

Section 2 Goals and Objectives:

The School Improvement goal for Lakeview Community Schools is: All students will improve their reading skills in all curriculum areas.

Section 3 Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Lakeview Community School, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Section 4 Concerns or Grievances:

Lakeview wishes to ensure fair and equitable treatment in resolving at the lowest possible level any misunderstanding arising from an alleged violation of policies, rules, regulations, procedures, negotiated agreements, or individual rights. A grievance shall mean a claim by one or more persons of such a violation. If a person feels that a grievance is present, the matter should be discussed informally and within thirty (30) days of the occurrence with the person who allegedly was responsible for the violation. The alleged violator must give an answer orally within five (5) days of such meeting.

If the grievant is not satisfied with the disposition of the problem through this informal procedure, a formal grievance may be submitted in writing, to the supervisor of the alleged violator, copies of the procedures for filing a grievance are available in the school office.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for certified employees and the superintendent for support staff.
3. Unsettled matters regarding certificated employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled board meeting in accordance with board policy 204.10.

Section 5 Notice of Discrimination

The Lakeview Community Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Superintendent Jason Cline
Lakeview Community Schools
3744 83rd Street
Columbus, NE 68601

If parents, employees or students do not feel that their complaints regarding Title IX, Title VI, and Section 504 have met with resolution at the local level, they can appeal their grievance to the regional Department of Education, Office for Civil Rights. This would be their final opportunity for resolution. This address is:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550
FAX: 816-823-1404

In accordance with Federal Law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC. 20250-9410, or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Article 2 – SCHOOL DAY

Section 1 Severe Weather and School Cancellations

Each year the Superintendent is faced with the decision of closing school because of severe weather. Basically this decision is made after closely monitoring weather reports and forecast, talking to selected patrons that live in different sections of the district and visiting with neighboring schools.

The decisions will then be made whether school will be open, closed, or delayed to a later starting time. If at all possible, this decision will be made by 6:30 am and broadcast via the district School Reach phone system. It will also be announced on US 92, KJSK, KKOT, and KLIR radio stations, area television stations and on their websites. We ask for your cooperation at these times by not calling the school to ask for information about school closing. It is important that we keep the school phone lines open for our communication needs. **We also want to emphasize that the ultimate decision to keep your children home rests with the parents and guardians.**

During these times of inclement and severe weather, it takes the utmost cooperation on the part of parents and school officials to insure that the students get as much education as possible without endangering the students' well-being.

Section 2 Leaving School

Students are not permitted to leave the school grounds at any time during the school day without permission from the office. If you must leave the grounds because of illness or other emergency, you must check out at the office. You must also check in with the office when you return to school. Failure to follow the proper procedure may be considered as an unexcused absence. Students who have signed up for College Release or Work Release must also sign in and out at the office.

Students checking out from school during the school day will be excused only if:

1. The parents grant permission for the student to be excused from school.
2. The office calls the parent to inform them of the student wanting to leave school. In an emergency, the principal or his designee may excuse the student wanting to leave.

Section 3 Daily Schedule **JUNIOR HIGH AND HIGH SCHOOL DAILY SCHEDULE**

8:03-8:50	Period 1
8:55-9:42	Period 2
9:45-10:32	Period 3
10:35-11:22	Period 4
	Lunch/Class
Period 5	time
	1 st Lunch -
11:25-11:51	JH
11:54-12:20	2 nd Lunch
12:23-12:49	3 rd Lunch

12:52-1:39	Period 6
1:42-2:29	Period 7
2:32-3:19	Period 8
3:22-3:37	Period 9

Article 3 - Use of Building and Grounds

Section 1 Entering and Leaving the Building

Before School: The doors will open at **7:15am**. No student should be in the building before **7:15am** unless they are in the building for a supervised school activity. Students who arrived early should stay in commons and cafeteria area and should not be loitering anywhere in the building.

After School: Students waiting for transportation after school must be picked up by **4:45pm**. Students waiting for their ride should wait in the commons and cafeteria area. Any students in the building after **4:45pm** may be asked to leave the building if they are unsupervised.

Beginning Of School: During the regular school day the warning bell will ring at 8:00 am and the first bell will ring at 8:03 a.m. After the first bell, all exterior doors will be locked. All visitors and students needing to enter the building must press button and be allowed in by office personnel.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:37 p.m. Make-up work, special help, after school assignments, club meetings, and other school activities will begin after the school day. It is important that students who are involved in any of these activities, report to the designated area on time. Central detention begins five (5) minutes after the student's final period.

Section 2 Visitors

The school policy is to accept only those visitors who have legitimate business at school to attend. Guests and visitors must check in at the office and receive a visitor's badge. Students wishing to bring a guest to school must obtain prior approval from the office.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. It is recommended that all books be covered. Free covers may be available in the library. If the book covers are not available, the student will need to make his/her own covers.

Fines may be determined on books according to the following guidelines:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover on New Book:	\$15.00
Missing Page:	\$2.00 per page (up to replacement cost)
Torn Page:	\$2.00 per page (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 4 Lockers

Student Lockers -- Each student will be assigned a locker. Students must use their own locker and are not to share a locker with other students except as assigned by school officials. We recommend that the locker is locked with a combination lock. Students are also responsible for the cleanliness inside their locker and the door of his/her locker. Students may be assessed a fine for damage to lockers.

Lockers for Physical Education -- All large lockers in the boys and girls locker rooms will have combination locks on the doors. Students who wish to use these lockers will have to rent the locks at a cost of \$5.00. At the end of the school year, if the locker is in good condition and the lock is returned, the student will be refunded \$4.00. Unless a student receives permission from an administrator, he/she is not allowed to provide his/her own lock. Lockers are property of the school and can be searched at any time.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles, book bags, coats, cell phones and computers. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 6 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 7 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 8 Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, and science labs. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 9 Announcements

During the school day announcements will be emailed to all students and staff and may be read in class by individual teachers. Daily Announcements can also be found on the Lakeview web page at www.lakeview.esu7.org . If a student is absent when the announcements are read it is his/her responsibility to check the announcements.

Section 10 Conduct on Buses

Lakeview Busing is only for K-8 Students.

For the safety and convenience of everyone, good behavior must be observed on all buses. Directions may be given by the driver or other school personnel, so there can be no unnecessary noise. Buses are as much school property as textbooks, and therefore should not be defaced or damaged in any way. The following are the rules expected to be followed on school buses and vehicles:

1. Always remain seated while the bus is in motion.
2. Follow all directives given by the bus driver and school personnel.
3. Conduct on the bus is the same as in the classroom or building. No hitting, rough actions, physical abuse, inappropriate language, defiance of authority, throwing items, inappropriate gestures, possession of contraband is allowed.
4. Stay on the sidewalk or loading zone until the bus has stopped when loading.
5. Use the emergency door only in an emergency.
6. Damaging or stealing items on the bus will be treated similar to the same offenses in the school building.
7. Students must ride the bus he/she is assigned and extra passengers such as friends are not allowed on the bus without administration approval.

The Bus Discipline Ladder will be used to enforce rules for students on school transportation:

1. First Offense- A student who does not follow rules and regulations will be issued a verbal warning.
2. Second Offense- A student who does not follow rules and regulations will be written up on a bus discipline form. The form will be given to the school administration and the student's parents will be notified.
3. Third Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and given assigned seating on the bus. The student's parents will be notified.
4. Fourth Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and will be suspended from riding the bus for three to five (3-5) days. Upon returning to the bus the student will have assigned seating until the student is notified that he/she can return to sitting in the general population. The student's parents will be notified.
5. Fifth Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and will be suspended from riding the bus for a period of not less than five (5) days and possibly the remainder of the semester or school year. The student's parents will be notified.

The Lakeview administration reserves the right to skip steps on the bus discipline ladder due to the severity or persistence of a student's offenses.

Section 11 School Media Center

The mission of the media center is to ensure that students and staff are effective users of ideas and information. The library media program seeks to provide an educational atmosphere where students are encouraged to find, evaluate, analyze, synthesize, and communicate information necessary to function in this rapidly changing world. The media skills are integrated into the regular classroom and taught as needed. The media center will provide intellectual and physical access to the resources required for quality learning experiences and the empowerment of lifelong learning skills. The

resources in the media center are organized by format. The print sources are books and periodicals. Non-print sources are videos, DVDs and on-line services via the computer. The interlibrary loan system provides access to materials outside the library. Students are welcome and encouraged to check out the materials, but expected to return them on or before their due date. Each format has a specified loan period. Access to these resources is enhanced with the Alexandria automation system. Materials that are not returned by students must be paid for.

As a student at Lakeview Junior-Senior High School, you are encouraged to use the library media center as much as possible. You are always welcome to utilize the materials and resources to facilitate both your learning and your reading enjoyment. Your compliance with the following guidelines is appreciated.

Hours: The library media center is open from 7:45 a.m. until 3:45 p.m. each regular school day. Requests for other available times to be opened will be honored, if possible.

Circulation: Materials may be checked out of the library. Your student ID is required to check out any materials. All materials need to be checked out that need to be taken out of the library, even if it is just for one period. The loan period is determined by format, such as books, periodicals, or videos. The loan periods are as follows:

- Non-fiction and fiction book.....3 weeks
- Periodicals (current and back issues).....1 week
- Periodicals (current issues).....1 day
- Videos or DVDs.....1 week
- Reference books (R).....Overnight

Over dues: All students will be notified of overdue items with an overdue slip given to students' English teachers and through school email. Over dues will be charged a 5 cent per day fee until the replacement cost of the item is reached. Materials will be considered lost if they are not returned after 2 months and you will be charged the cost of the book.

Section 12 Hallways

Students will have sufficient passing time between classes. If a student needs to be in the hallways during class time, he/she should be there for a valid purpose and should be prepared to justify that purpose. Students abusing this privilege will not be allowed to leave the classroom during class time.

Section 13 Gum, Beverages, and Food

No open beverages other than water are allowed in the carpeted hallways, pit and commons areas. All other beverages must have a lid. Chewing gum may be prohibited by individual teachers. Food should be packaged while in the pit, commons, and hallway area. Students are expected to clean up their messes or report any spills to the office.

Section 14 School Dances

The following will apply at all dances:

1. Outside dates may attend if registered previously. All outside dates must fill out a date registration form and return the form to the school office. Outside dates must be under the age of 21. Approval of outside dates are at the discretion of Lakeview Administration.
2. Doors will remain open one hour following starting time of dance.
3. Anyone leaving the building will not be allowed to re-enter.
4. Late arrivals must make prior arrangements.
5. Music and dance must be school appropriate
6. Sponsors of the dance must approve all music.

Section 15 Vending Machines

Access to beverage machines by staff and students is a privilege. Access to the vending machines will be regulated by the administration. The degree of accessibility to the machines will be determined by the responsibility of the users.

Section 16 Video Surveillance

The use of video cameras in school hallways and the parking lot is to ensure the health, welfare, and safety of all staff, students, and visitors to the district and to safeguard facilities and equipment. Recorded video images may be used by staff and law enforcement to assist in determining any violation of school policies/regulations or local, state, and federal laws. Video recordings may become part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Section 17 Emergency Shelter

Emergency shelters for tornadoes and emergency evacuations for fires and other dangers are posted in each classroom and the school office. From time to time the staff and students will practice the necessary drills in order to become knowledgeable in case of an emergency.

Section 18 Student Parking/Driving

Each student desiring to park his/her vehicle on school property will be required to register their vehicle with the school office. In the event that a student drives more than one vehicle to school or uses other family vehicles to drive to school, students must register all vehicles.

For the privilege of parking a vehicle on campus and in continued efforts to create a safer learning environment, students will be responsible for the contents of the vehicle regardless of vehicle ownership. Under reasonable suspicion, the school reserves the right to inspect the contents of vehicles parked on school property in the student's presence. Refusal to allow a vehicle to be searched may result in denial of parking privileges and additional disciplinary or legal action.

Upon arrival at school, no student will be allowed to drive his/her car without permission until dismissal. The maximum speed limit on school property is 10 MPH. Any student speeding or driving recklessly in the parking lot may lose his/her privilege of using the school parking lot. Repeated violations of the traffic laws of the State of Nebraska will be reported to law enforcement officials.

Students are not permitted to be in cars or the parking lot at any time during the school day unless coming to or leaving school.

There is no student parking on the south side of the school building or parking stalls that are painted with blue lines in the west parking lot. Students are not to park in the driveway north of the parking lot and school. This driveway is a fire lane so students will not be allowed to park there for school activities as well. All students are required to park in designated stalls only. Handicapped parking is reserved for handicapped individuals only.

Section 19 Communication with Student/School

When calling the school during school hours for a student. Please call during their lunch time or leave a message to have students return calls during their lunch time or after school. Students will not be called from a class or from study hall for a phone call unless it is an emergency. Students having cell phones will not be allowed to have their phones turned on during class time. The school office is open during regular office hours (7:30 am-4:00 pm). If you need to call the school office before or after these times you will need to know your parties extension. If you want to leave a message for a student that is absent, dial extension 301. If you wish to leave a message in the main mailbox, dial extension 300. Your call will be returned the next day school is in session.

Section 20 Study Halls

The study hall supervisor will give each student the expectations of study hall procedures. It is a place for quiet study. If students wish to leave their study hall, the student will have a pass in advance signed by another staff member in order for the student to leave study hall. All students are to check back in to the study hall prior to the end of the class period.

Article 4 – ATTENDANCE

Section 1 Attendance Policy

While absences are a fact of life, and lessons can be made up following an absence, much of the learning which takes place is due to interaction with the teacher and other students. Therefore, it is important that students be in class each day if they are to gain all that is essential. Likewise, if part of our purpose is to prepare students for the adult world, then two virtues which our society demands in order to succeed are punctuality and attendance. The following rules and regulations shall be enforced in order to provide every opportunity for educational quality for every student.

Section 2 Attendance and Absences

1. Absences totaling up to 9 per semester may be considered excused if the student's parent or guardian notifies the school with a phone call or in writing as soon as it is known that the student will be absent and if the student is either home-bound or in the accompaniment of his/her parent or guardian. The school will attempt to contact the parents or guardian when the student is absent. If the parents (guardian) were unable to be reached on the day of the absence, it becomes the student's responsibility to verify that absence. If the school has not been notified, either by phone or a note from the parents, within two school days of the student returning to school, the student may be considered unexcused and disciplinary measures enforced.
2. It is the student's responsibility to contact his/her teachers or classmates for makeup work.
3. Students will be allowed nine (9) aggregate days of absence per semester.
4. Any student who exceeds the nine absence rule will receive no credit for the class or classes in which the excessive absences took place.
5. Parents and students will have access to the same appeal procedures that apply to long-term suspension and expulsion from school.
6. Any absence may be deemed as unexcused regardless of what the phone call or note from the parent or guardian states.
7. **TRUANCY** shall be defined as being absent for all/or part of the school day without prior school or parent knowledge and/or consent. Absences due to truancy will be considered unexcused and disciplinary measures such as in-school suspensions or detentions to make up the lost time will be considered. Any staff member who knows of violation of the state school attendance laws (79-201) shall report the violation to the school attendance officer within 3 days. The attendance officer will immediately investigate the report of any child who may be in violation of the states compulsory attendance statutes.

A student who engages in unexcused absences may be considered truant as per state law, Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. Students who are truant or have excessive absences may be referred to other agencies such as but not limited to, Platte County Assessment Center including the Attendance Monitor program, Professional Partners organization, and the County Attorney's office.

Section 3 Tardies

TARDIES – It is important that our students understand the value of being punctual in order to function in today's society. Therefore, the following policy will be enforced. There will be no distinction made between excused and unexcused TARDIES to school. There are several tardies built into the policy that allow for those special times the students are running late. On the fourth tardy and all tardies thereafter students will serve a half hour detention.

Tardies to class during the school day will be handled by the individual instructors. If a student has three (3) or more tardies to a teacher's class during the school year the teacher will assign a half hour detention for that student.

Section 4 Excessive Absenteeism Policy

Level 1- When a student reaches 5-7 absences during any semester, a Level 1 letter and copy of the student's attendance record will be mailed home to notify parents of the student absences. Absences verified in writing by a mental or physical medical professional, school related absences, and absences allowed by the administration due to extenuating circumstances will not be included in the total. Law enforcement may be notified for students under age 18 per the Nebraska compulsory education statute. Nebraska Statute 79-201-211 states that parents/guardians of students under the age of eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility.

Level 2- When a student reaches 8-11 absences during any semester a Level 2 letter will be sent and a conference is requested with the parents. During the conference ways to solve the attendance problems will be discussed. Curriculum changes and disciplinary actions are explored and an effort is made by the district to compel student attendance. As per Nebraska Statute 79-209-the school has the right to compel student attendance.

- For students in grades 9-12 once 10 absences are reached in a class period, students may lose credit for that class. (See Article 4, Section 2 of the student Handbook)

Level 3- Once a student reaches 15-18 absences, a Level 3 letter is sent to parents notifying them of the district's intent to involve the county attorney if 21 absences are reached. Administration may review options for curriculum changes and disciplinary action and an attempt to remediate the problem will be communicated. When 21 absences occur, the county attorney is notified and possible legal actions will be made.

Students who are truant or have excessive absences may be referred to other agencies such as but not limited to, Platte County Assessment Center including the Attendance Monitor program, Professional Partners organization, and the County Attorney's office.

Section 5 Attendance Required for Participation

Students who are absent, because of an illness, on a day when he/she is scheduled to participate in an activity, will not be allowed to participate in the activity unless the student returns to school and is in attendance no less than the three class periods immediately preceding the activity. Any other extenuating circumstances must be approved by administration.

Section 6 Make-up Work

A minimum of two school days will be allowed to make up work for each day missed. If make-up work is not completed, students will receive no credit for the work required. Teachers are responsible for clearly communicating the deadline expectation. The student has the responsibility to contact teachers initially, regarding make-up assignments. If the parents or students have concerns they are encouraged to contact the teacher.

Article 5 - SCHOLASTIC ACHIEVEMENT

Section 1 Grading System

In addition to the requirements for graduation, the Lakeview Junior-Senior High School board of education regulates the methods of student evaluation and progress. A grading system based on percentages will be used by all staff members except in some cases where the administration may approve pass-fail grading. High School students are awarded percentage grades (which cannot exceed 100%) the semester percentage grade will be recorded on the student's permanent transcript. and Junior High students are awarded letter grades on their report cards. All student work not returned to the student will be held by the instructor for a minimum of 15 days after report cards are issued. The grading system is as follows:

A+	100-98
A	97-96
A-	95-93
B+	92-91
B	90-88
B-	87-86
C+	85-83
C	82-81
C-	80-78
D+	77-75
D	74-73
D-	72-70
F	69-0
INC	Incomplete

Each teacher should define for students the grading procedures to be used in their classes. Grading procedures will be communicated to students and posted on teachers' webpage. All teachers will post their grading policy on the webpage.

Class Rank- The total Grade Point Averages are placed in a simple rank order from high to low in determining class rank.

Section 2 Lakeview Dual Credit Conversion Chart

Lakeview currently offers College English (Intro to Literature & English Composition), General Biology, College Algebra, Calculus, US History, AP Psychology, and Mechatronics as Dual Credit Courses.

From the typical college grading system where 90=A, 80=B, etc. Lakeview Grading System:

<u>CCC Grade</u>	<u>Lakeview Converted Grade</u>				
100	=	100			
99	=	100	79	=	85
98	=	99	78	=	85
97	=	98	77	=	84
96	=	98	76	=	83
95	=	97	75	=	82
94	=	96	74	=	81
93	=	96	73	=	80
92	=	95	72	=	79
91	=	94	71	=	79
90	=	93	70	=	78
89	=	92	69	=	77
88	=	92	68	=	76
87	=	91	67	=	75
86	=	91	66	=	74
85	=	90	65	=	74
84	=	90	64	=	73
83	=	89	63	=	72
82	=	88	62	=	71
81	=	87	61	=	71
80	=	86	60	=	70

Section 3 Graduation Requirements

All graduating seniors must have 240 credit hours to receive a Lakeview High School Diploma.

English	40 credits
Mathematics.....	30 credits
Social Studies	30 credits
Science.....	30 credits
Physical Education I	5 credits
Intro to Business Communications.....	5 credits
Info Technology Applications I	5 credits
IT Fundamentals	5 credits
Speech Intro	5 credits
Health	5 credits
Careers	5 credits
Personal Finance	5 credits
Electives	70 credits
TOTAL.....	240 credits

A class meeting daily for one semester will constitute five (5) credits.

Students who do not pass the required hours each year are moved along with their class. If at the end of their four years in high school, they have not met the requirements, they are awarded a certificate of attendance in place of a diploma.

Section 4 Drop & Add Classes

All freshmen, sophomores, and juniors must have a minimum of seven periods scheduled during the eight period school day. Sometimes, it is difficult to know much about a class when signing up. Therefore, students have the first five days of the semester to drop and add classes. After that time, and if a student has all eight periods scheduled, the student may elect to drop one class with permission of the teacher, counselor, principal, and a parent or guardian. The proper drop form must be completed and signed by these 4 people. Forms may be picked up from the counselor's office. This must be done within the first nine weeks of the semester. After that, the student will remain enrolled in the class for the entire semester and the class will be included on the student's transcript. No classes can be added after the five day drop and add period. The same guidelines apply to seniors with the exception that they must be scheduled for a minimum of twenty (20) credits.

Section 5 Honor Roll

In order for a student to be eligible for the honor roll, the student must be a full time student which means that he/she would have to be carrying 20 credits. Teacher and office aide grades will not be included for honor roll. The honor roll will be published at the end of each semester. Any student with an incomplete will not be considered for honor roll.

Distinction	Average of 93% overall
Honor Roll.....	Average of 90% overall

Section 6 Down List/ Parent Reports

After the first two weeks of the grading period, all parents of students with an average of 70% or below in any two subjects will receive notification of these low grades. This notification will be issued every week of each nine week period. A down slip may be sent out at other times if a teacher feels that parent(s)/guardian(s) need to be notified of a student's lack of progress.

Section 7 Incomplete Grades

Students are reminded that incomplete grades received at the end of a nine week or semester grading period must be made up within a period of TWO WEEKS following the close of the grading period. Work not made up could be recorded as a "0" in the grade book. Exceptions may be approved by the administration.

Section 8 Parent-Teacher Conferences

Two parent-teacher conferences will be scheduled throughout the year one in the fall and one in the spring of the school year. Students are encouraged to attend with their parents. Parents are also encouraged to contact teachers whenever they wish to discuss their child's progress. Parents can also access their child's Power School account to access student grades and attendance.

Section 9 National Honor Society

The Lakeview Chapter of the National Honor Society is an organization designed to recognize outstanding students at Lakeview High School and to encourage hard work and excellent behavior. The Chapter is duly chartered and affiliated with the national organization. Membership is open to juniors and seniors who meet the required standards in four areas of evaluation: Service, Leadership, Scholarship, and Character. Students who have at least a 93% cumulative GPA are invited to submit an informational form which outlines activities they have completed which demonstrate character, leadership and service. A 5 member Faculty Council evaluates the forms and chooses those students that they feel best demonstrate the required characteristics. The NHS chapter advisor is not allowed to vote on any issues surrounding the organization. Student members who fall below the criteria by which they were selected will be removed from the organization. Questions about the organization should be directed to the chapter advisor.

Section 10 Mid-Term Graduation

Any student considering midterm graduation during his/her senior year must make a written request for midterm graduation prior to the beginning of his/her seventh semester of attendance. The request should include the reason(s) the student wishes to be considered for early separation. Upon receipt of the request, the counselor shall, within five working days, determine if the student will have met all the course requirements needed to graduate from Lakeview. If the student is on track to meet the requirements, the principal shall consider the request and shall provide a recommendation for approval. The principal will then present the mid-term graduation list to the school board for approval. At the completion of the seventh semester, the student will not be allowed to participate in any other

school activities or functions as a student. However, the student will have the option of participating in the commencement program at the end of the year. Lakeview Summer School credit will not be allowed for the purpose of attempting to graduate at midterm. Summer School is for credit recovery purposes only.

Section 11 Distance Learning/College Classes

In general, if a class is offered at the high school level, a student may not take the same class via a different source and have it placed on his/her high school transcript. Exceptions must be cleared through the principal's office. Students enrolling in college or correspondence courses have the option of including these courses on his/her high school transcript. If the course is being counted toward the requirement to be a full-time student at Lakeview Senior High School, the course must be included on the transcript. If it is included, the grade will be calculated in the GPA using the college grade conversion chart found in Section 2 of the student handbook. All students intending to have a college class included on their high school transcript shall complete the permission to release records form found in the guidance office. This must be completed within four weeks of the beginning of the class.

Section 12 Commencement

A credit check will be completed at the end of the first semester student's senior year. Any student who needs more than thirty five (35) hours of credit to graduate will not be allowed to participate in the commencement ceremony until granted permission to do so by the principal. Students must have completed 205 credits before they can participate in the ceremony.

Section 13 Semester Assessments

For students in grades 9-12, two days will be scheduled at the end of each semester for semester assessments. Assessments will be comprehensive in nature and will count five (5%) to twenty percent (20%) of the final semester grade.

Section 14 College Visitation

Students, who wish to take college visits, are limited to three visitations per school year. Pre-absent slips are required and written authorization from parent or guardian is necessary before the student is excused. All visitations must be scheduled through the counselor's office and college visits are not considered as a school absence.

Section 15 Job Shadowing Guidelines

Juniors will be allowed two days of unexcused absences to complete their job shadowing experience through the required careers class. Students may also schedule their job shadow experience during their study hall, and attend the job shadow on multiple days. The job shadow must be approved by the careers teacher and submitted to the office prior to the student absence. Seniors will be allowed two days of excused absences to complete a job shadow experience to further their career search as they prepare for college and career readiness. All job shadowing arrangements and paperwork needs to be approved by the school counselor prior to the student absence.

Section 16 Work Release/Internship Programs

The purpose of the work release program is to expand educational opportunities. Students may experience on the job work experience, apprenticeships, and career development opportunities that are not available at Lakeview High School. Seniors who register for work release are expected to be responsible, productive students on the job and in the community. If students do not act responsibly and engage in conduct or behavior which reflects poorly on Lakeview Community Schools, he/she may lose the work release privilege. The following criteria are expected of each student that takes part in the work release program. Students who meet all expectations spelled out in the work release contract will receive five (5) credits per semester for work release. Any circumstances not meeting these criteria must be approved by the Principal.

1. Students must create and turn into the Guidance Counselor a 1.) work release contract, 2.) a letter of application and resume for the job the student is applying for, if the student already has attained a job the student must still turn in a letter of application and resume.
2. Students must return to the Guidance Counselor evaluation forms filled out by the employer.
3. Students must maintain good attendance to be eligible for the work release program.
4. Students must be on track for passing the required number of credits for graduation.
5. Students must be in good academic standing in order to be eligible for the work release program. If a student is considered at risk or is consistently failing two or more classes, the student may lose his/her work release and may be placed in a study hall until the student returns to good academic standing.
6. Students are expected to act responsibly, if a student engages in conduct or behavior which reflects poorly on Lakeview Community Schools they may lose the work release privilege.
7. Students who leave for work release must sign out in the office prior to their departure. Once student has signed out he/she is expected to be in attendance at the work site. Students should not loiter in the building. (Any exception to this schedule must be approved by the Principal.)
8. Students must be enrolled in twenty (20) credit hours per semester.
9. Students must register for work release in consecutive periods. (Any exception to this schedule must be approved by the Principal.)

Section 17 College Release/Conquest Program

The purpose of college release program is to expand educational opportunities. Due to the proximity to Central Community College, Lakeview High School students may register for college release. College release can be used to earn college credit. Courses will be taken at the student's expense. The college course must work around the Lakeview class schedule. Students will report to Lakeview for their 1st scheduled class. For example---College courses may be scheduled at any time during the day (Beginning, Middle or End of Day) the school will follow these guidelines when taking attendance for College Release during the Beginning, Middle or End of Day. **Beginning of the day:** If students are enrolled in a college course during first period on Monday, Wednesday and Friday, during their off days of Tuesday and Thursday these students do not need to report to Lakeview until 2nd period. The same would apply if it were a Tuesday, Thursday course. **End of the day:** If a student has a college course at the end of the day (8th period) on Monday, Wednesday and Friday these students do not need to attend Lakeview on Tuesday and Thursday during 8th period. **Middle of the day:** If a student has a college course which is scheduled during the middle of the day on Monday, Wednesday and

Friday on their off days of Tuesday and Thursday these students must report to Lakeview during this period and they will be assigned a study hall.

The college courses must be approved in advance by the Guidance Counselor. Students must also meet the necessary college requirements before they take college level coursework. The student's grade and credit may be placed on the high school transcript and the grade may become a part of the high school grade point average.

Section 18 Clubs and Extra Curricular

The Lakeview Board of Education endorses the creation of clubs related to the curriculum, for the purpose of reaching the interests of as many students as possible. There are student leadership opportunities available in the following clubs and organizations: Senior Class, Junior Class, Sophomore Class, Freshmen Class, FFA, National Honor Society, Student Council, Future Business Leaders of America (FBLA), Journalism/Yearbook, Cheerleading/Dance, Music, Language Club, Science Club, Speech, One Act, Mock Trial, Robotics, Multi-Cultural Club, Science Olympiad, National History Day Club, and Math Counts. All student meetings or activities on school premises shall be permitted only upon permission from the principal or assistant principal's office indicating the date, time, and place of the meeting and an explanation of the meeting's relevancy to the curriculum.

Section 19 Activity Credit

Lakeview students are required to earn 240 credits to meet Lakeview graduation requirements, out of those 240 credits, 75 credits must be elective credit. Students who participate in extra-curricular activities may earn elective credit for the activities they participate in. In order to receive credit, students must participate the entire season from the beginning of the season to the end. The coach or sponsor of the activity will report to the Activities Director at the beginning of the season a list of students who are participating in the activity. At the end of the season the coach or sponsor will inform the Activities Director of any student who did not complete the season. If a student does not complete the season, the student will not be awarded elective credit for that activity. Any extenuating circumstances will be determined by the administration. Students who participate and complete the season will receive the identified number of credits. Credits are awarded as elective credit, and are marked as Pass or (P) on the student's transcript. Students are limited to receiving no more than 4 activity credits per school year. Extra-Curricular activities are divided among 1st and 2nd semester activities. First and 2nd semester activities are listed below:

1st Semester 2nd Semester

One Act - 2 Speech - 2

Cross Country - 1 Basketball - 1

Football - 1 Wrestling - 1

Volleyball - 1 Track - 1

Girls Golf - 1 Boys Golf - 1

Softball - 1 Soccer - 1

Bowling - 1

*The number above indicates the # of credits awarded for that particular activity.

Section 19 8th grade Algebra I

Students in the 8th grade who pass Algebra I, will receive High School credit for their Math requirement. The Math credit will be placed on their official High School transcript. The grade earned will also be calculated into student's high school GPA.

Article 6 - Support Services

Section 1 Special Education Identification And Placement Procedures:

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, which may include transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within thirty (30) days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on an annual basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Lakeview Community School district plan for special education students. Anyone interested in obtaining a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Lakeview Community School Office.

Section 2 Guidance Services:

Guidance services are available for every student. These services include assistance with educational planning; interpretation of test scores; occupational information; study helps; help with home, school and/or social concerns; or questions the student may feel they would like to discuss with the counselor. Students wishing to visit a counselor should contact the guidance office to arrange for an appointment.

Section 3 Health Services:

Student Illnesses

The school office personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school administration that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your the office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

School Health Screening

Children in kindergarten through eighth grade, and a random selection of 9-12th graders are screened for vision, hearing, dental defects, height and weight. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his/her child. The statement will be kept in the student's file.

Section 4 Immunizations:

Immunizations against the following diseases are required for every child:

- measles
- mumps
- rubella
- poliomyelitis
- diphtheria
- pertussis
- tetanus
- chicken pox

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine, one given on or after the 4th birthday.
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine given on or after 12 months of age and separated by at least one month.
- 3 doses of pediatric Hepatitis B Vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.
- 2 doses of Varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of Varicella disease from parent, guardian, or health care provider will be accepted. If the child has had Varicella disease, they do not need any Varicella shots.
- **Additionally for 7th graders only**, 1 dose of Tdap (must contain pertussis booster), this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

Any 2-5 year-olds enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR vaccine given at or after 12 months of age
- 3 doses of pediatric Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age.
- 1 dose of varicella (chickenpox) given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students must show proof of immunization upon enrollment in Lakeview Community Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school offices. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Section 5 Birth Certificate Requirements:

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Lakeview Community School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born.

Please note: In Nebraska, the document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the State of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 6 Daily Lunch Procedures:

Prior to the beginning of school year the lunch policy and procedures are communicated to all families through orientations, the school handbook and the communication of daily procedures. The policies and procedures are also communicated on the school webpage under the student handbook section. The following lunch procedures apply to all students; it is the student and parent/guardian's responsibility to monitor their child's daily balance. Parents are encouraged to monitor their child's lunch account on PowerSchool. If you need assistance with how to monitor your child's lunch account on PowerSchool please contact the school office and our staff will assist you through this process. Students are allowed to charge up to 3 meals. If a student does not bring money after the 3 charges, the student is not allowed to eat the main meal unless they are given permission by an Administrator. The student is provided and is allowed to eat an alternate meal until their money is paid and the child has a positive lunch balance. The child does not need to pay for the alternate meal but will not receive the main meal until his or her lunch account is in the positive. The alternate meal is accessed in the same lunch line as the main meal and is presented in the same manner as the main meal. The school office communicates your child's negative lunch balance by sending an automated phone message informing parents/guardians that their child has a negative lunch balance. If a child transfers to a different school district or it is at the end of the school year and your child's lunch balance is in the negative the school will not officially sign the student out and records may not be released until the child's lunch account is paid. If you have any questions with your child's lunch account you can contact the school office and visit with Kim Miller at 402-564-8518.

All meals served must meet meal patterns established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, we will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please get in touch with us for further information. All students eating lunch (either their own or from the school) will eat in the cafeteria and not on the carpet or in classrooms.

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov or Kim Miller kmiller@lakeview.esu7.org

This institution is an equal opportunity provider.

Section 7 PowerSchool:

PowerSchool is a data base management system for student records. Parents and students can log on the PowerSchool site to monitor student grades and attendance and to request periodic progress reports. Each student will receive a login name and password. Parents and students are encouraged to make use of this resource. Parents and students can access PowerSchool by logging on to the school web site at: www.lakeview@esu7.org and clicking on the PowerSchool link.

Student Records:

The Family Educational Rights and Privacy Act (2000) ensures that parents and students have access to and an opportunity to challenge the content of a student's record, and that schools will not release contents of that record to a third party without consent. However, certain information has been deemed "directly information." This information may be released for purposes such as sporting events, honor roll, etc. Also the No Child Left Behind Act of 2001 created new mandates for schools receiving federal funds. The act requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutes of higher education. However, students and parents may opt out so that information is not released with prior consent. Opt out forms will be provided upon request in the school office. Directory information shall include name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height, of members of athletic teams, date of attendance, and degrees and awards received.

******According to Nebraska's requirement through the passage of LB 575 parents may now provide a written request to the school within the first 30 days of school or if the student is a transfer student during the middle of the year the first 30 days within their enrollment of school. The parental request should state that parents do not want the school to release information or allow access of their student's files to military recruiters for the purpose of military recruiting.

Section 9 Pregnant or Parenting Students:

The District recognizes that pregnant or parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. The district will educate pregnant or parenting students and will provide reasonable accommodations to support and encourage all pregnant or parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences:

Pregnant or parenting students will be permitted to attend their own health care, their child's medical care, or other appointments related to pregnancy or parenting with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other prenatal and postnatal related medical needs, along with related recovery for the duration that is considered medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant or parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and following unless administrators determine such participation poses a significant risk to injury to the student or to others. A pregnant or parenting student may be asked to obtain certification from the student's licensed health care provider regarding the student's safe participation in an extracurricular activity when such certification may be required of students for other conditions which require the attention of a licensed health care provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant or parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant or parenting students will be provided with assignments, classwork and any additional support needed to help the student keep up with class requirements due to absences related to pregnancy or parenting.

Alternative means to complete course work:

The district will provide at least one alternate method, in addition to traditional classroom instruction to keep pregnant or parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant or parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant or parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation:

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or a closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food-safe refrigerator to store breast milk.

Child Care:

If in-school care is not provided, a list of qualified licensed child care providers will be provided when requested by pregnant or parenting students. The list will be updated annually and include providers that participate in the quality rating criteria for at least a step-three rating in keeping with the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early Head Start program or any other available community resources.

Privacy and Confidentiality:

Pregnant or parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about student's pregnancies and related conditions will not appear in their cumulative record and will not be used when they are being considered for educational or job opportunities, awards, or scholarships.

Other Accommodations:

Pregnant or parenting students are here notified that they may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis by the building principal. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed.

Bullying and Harassment:

Pregnant or parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are in place and apply to all students.

Policy Dissemination:

This policy will be included in the student handbook and will be available on the district's website.

Section 10 Behavior Point of Contact

Each Lakeview Community Schools building has a behavioral awareness point of contact that is trained in behavioral awareness and has knowledge of community service providers and other resources that are available for the students and families in the district. The contact shall maintain or have access to a registry of local mental health and counseling resources for the students and families. The behavioral awareness point of contact shall coordinate access to support services for students whenever possible. If information for an external support service is provided to an individual minor student, school personnel shall notify a parent or guardian of the contact in writing unless such recommendation involves law enforcement or child protective services. The following are the Lakeview Community Schools Behavioral Awareness Point of Contacts:

- Platte Center Elementary – Mollie Rambour
- Shell Creek Elementary – Miranda Hellbusch
- Lakeview Junior High – Mollie Rambour
- Lakeview High Schools – Paige Rambour

Article 7 - Drugs, Alcohol, Tobacco, and Vape Products

Section 1 Drug and Alcohol Policy

The possession and use of alcohol, tobacco, and illicit drugs is unlawful, harmful and wrong. Therefore, mandatory disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct.

Any student possessing, distributing, or under the influence of illicit drugs, tobacco products, nicotine products, vapor products, or alcohol on school grounds or while attending any school activity as a participant or spectator, shall be subject to the following:

1. First Offense: Mandatory suspension up to 1-5 days. Parents will be contacted details of the infraction will be discussed, information about drug and alcohol counseling and tobacco cessation programs will be made available, and expectations for the student's future will be outlined.
2. Second Offense: Mandatory suspension up to 10 days. A conference with student, student's parent/guardian, principal or assistant principal, and school counselor will be necessary prior to school re-entry. At this conference, details of the infraction will be provided, information about drug and alcohol counseling and tobacco cessation programs will be made available, and expectations for the student's future will be outlined.
3. Third Offense: Mandatory suspension up to 15 days, and until the student has enrolled in a drug and alcohol rehabilitation program or tobacco cessation program. A third violation could be grounds for the principal/assistant principal to make a recommendation for expulsion from school.

Article 8 – STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 Student Conduct and Discipline Policies

The common goal of students, parents, faculty and administration of Lakeview Jr.-Sr High School is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Lakeview Junior-Senior High School will continue to review and distribute a set of reasonable, fair rules and policies. Violations of Lakeview Junior-Senior High School rules and regulations may result in disciplinary action.

The Lakeview Community Schools will adhere to the Nebraska Student Discipline Act, Nebr. LB 658 and Nebr. Law 79-263 through 79-295. Copies of this act are available upon request from the school's administrative office.

Section 2 Discipline at Lakeview Junior-Senior High School

In order for Lakeview Junior-Senior High School to operate at its best, it is important that everyone help create an atmosphere which is conducive to learning. Nonproductive and negative conduct or behavior by students will not be tolerated. Our goal for education is that all students have an equal opportunity to a basic education. No student has the right to deprive or interfere with any other student's right to that education.

With the above in mind, Lakeview Junior-Senior High School will take any necessary action in regard to inappropriate behavior. Teachers should use multiple strategies to try to change the inappropriate behavior of the student. After the teacher has tried to change the behavior of the student, and the student has not changed behavior or has not meet the expectations of the teacher, the following measures will be used.

Tier 1- Discipline	Tier 2- Discipline	Tier 3- Discipline
Teacher/staff will assign a Student Problem Solving Session. During the Student Problem Solving Session. The teacher will meet with the student and go through a Problem Solving Session to help change student behavior.	Teacher/Staff will assign a student detention. The detention may be served with the teacher/staff or in central detention. (See central detention rules below)	Administrative Discipline: If the teacher/staff member has used multiple strategies to try to stop the inappropriate behavior and the student becomes disrespectful with the teacher or other students in the classroom, or if the student is causing such a disruption in the classroom that it is impacting the

<p>There is no time limit on the Problem Solving Session. The intention of the problem solving session is to curb inappropriate behaviors and serve as a learning opportunity for the student. Teachers may use the following questions and have students fill out a Problem Solving Session Form.</p> <p>Student Problem Solving Questions:</p> <p>What did I do wrong?</p> <p>Why is this behavior wrong or how did I disrupt class or impact other students and the teacher?</p> <p>What should I do instead?</p> <p>What do I plan to do next time?</p>	<p>If a staff member assigns the student a detention. The staff member will fill out a detention form. On the form the teacher will identify whether the student will serve the detention with the teacher or in central detention.</p> <p>Once the form is filled out the staff member will give the student the "white" copy of the detention form. Teachers will keep the "yellow" copy of the detention form. The administration will receive the "pink" copy.</p> <p>Staff may assign a 1 day detention or a 2 day detention. If a 1 day detention is assigned the student has - 2 days to serve the detention</p> <p>If a 2 day detention is assigned the student has-3 days to serve the detention.</p> <p>Detentions will be served after school from 3:45-4:15 or before school 7:30-8:00.</p>	<p>educational environment for other students, or if the classroom is no longer a safe environment the student will be referred to the office for administrative discipline.</p> <p>Administration will use multiple forms of discipline to try to change the behavior which may include but not limited to:.</p> <p>Lunch Detentions Parent Conference ISS OSS Change Of Placement Or Expulsion</p>
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	<p>If the student does not serve his/her detention the detention will be doubled.</p> <p>If the student does not serve the doubled detention the student will be referred to administration for Tier 3- Administrative Discipline.</p> <p>Staff will be responsible for communicating with parents if a detention is assigned. This communication should be an attempt to resolve concerns, communicate the students current behaviors and how the teacher has tried to change the students behaviors.</p>	
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If the teacher has used multiple strategies to try to stop the inappropriate behavior and the student becomes disrespectful with the teacher or other students in the classroom, or if the student is causing such a disruption in the classroom that it is impacting the educational environment for other students, or the classroom is no longer a safe environment the student will be referred to the office for administrative discipline.

Lunch detentions for junior high school students will only be assigned by the Junior High Dean of Students. Junior high discipline issues that are handled by the individual classroom teacher must be written up on the detention forms and submitted to the JH Dean.

Section 3 Grounds for Reprimand, Detention, Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

The failure to refrain from the following conduct shall constitute grounds for, detention, suspension, long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a

vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Lakeview Community School buses;

14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;
16. Extortion of any student;
17. Engaging in any activity that is reflective of gang affiliation.
18. Disrespect;
19. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish;
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
 - c. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
 - d. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - e. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
 - f. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Depending upon the severity of the infraction, any step at any time could be used including expulsion. A letter to parents will be used as well as phone calls to inform the parents of the student involved in a serious infraction. In order to help a student the district may request parental consent for a student to receive counseling, psychological evaluation, or psychological instruction.

Step 1 Conference

Step 2 Detention

Step 3 Short Term Suspension

Step 4 Long Term Suspension

Step 5 Recommended for expulsion

Procedures for all types of exclusion are on file at the school. Parents and students will be made aware of procedures if and when it becomes necessary. Any action taken against a student will comply with existing state and school board policies and shall afford the student due process.

Section 4 Harassment and Bullying Policy & Procedures

Harassment of students, staff, or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaging in school activities; while using cell phones and other forms of technology and social media; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Unwelcome and offensive public sexual display of affection;

- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- Creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc;
- Demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The administration or designated investigator will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

Harassment by Students Investigation Procedures

Harassment of students by other students will not be tolerated in the school district.

Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students or individuals who feel that they have been harassed by other students should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:
 - Tell a teacher, counselor or principal; and

- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the individual said or did, either at the time or later;
 - How the individual felt; and
 - How the harasser responded.

Complaint Procedure

An individual who believes he/she has been harassed shall notify the building administrator or designated investigator. The alternate investigator is guidance counselor. The investigator may request that the individual complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Section 5 Additional Student Conduct Rules:

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Public Displays of Affection:

Public display of affection can be a distraction to the purpose of school. For high school students, hand holding is the limit. For junior high students, there shall be no public display of affection.

Initiation or Hazing

Hazing another student will not be tolerated and will be subject to suspension from school. Any conduct which demeans or is humiliating to another constitutes hazing and will not be tolerated. We are here to support each other not to degrade and cause hardships between students.

Electronic Communication Device

Cell phones, media players, digital recording devices, and other electronic communication devices are prohibited during school time. Students may have the device in possession in their locker or book bag, however, it must be off. No electronic devices are to be used in restrooms or locker rooms. Cell phones or electronic devices must never be used to record others without their knowledge during the school day. The sending, sharing, viewing or possessing of pictures, text messages, e-mails or other material of a sexual nature or any type of harassment in electronic form or other form on a computer, cell phone, or other electronic device is strictly prohibited. By bringing cell phones or other electronic devices to school, the student and parent consent to the search of the device when school administration have reasonable suspicion that such a search will reveal a violation of school rules. Cell phone use is allowed between classes, at lunch, and before/after school.

Consequence:

The device is confiscated and the student has the option to pay a \$10 fine or serve a 1 hour detention before the device is returned. If the student does not pay the fine or serve the detention the device may be returned after 2 days.

The device will be returned to the student unless the device is dangerous, contrary to law, or has been turned over to legal authorities.

If the device is used for cheating, bullying or any type of harassment, it may be confiscated, and students may lose the privilege of using the device during school hours.

Cell Phone Procedures for 7-12 grade:

Before School/ After School/ Between Classes and during Lunch: Students are permitted to use their phones.

During Class: Students will place their cell phone in the door sleeve at the start of each class period. This will be mandatory for all students. If teachers want to allow students to use their cell phone for academic purposes during class time they may do so.

Student Dress Code

Students may wear clothing, accessories, or exhibit tattoos which do not interfere with the purpose of school or break school rules. Clothing and accessories which create a distraction to staff or students or disrupts the learning process in any manner will not be allowed. Tattoos doing likewise will need to be covered. Any piece of clothing, accessory, tattoo, or any other items brought to school by a student should not contain any reference to violence, gang affiliation, profanity, sexual innuendoes, or promote the use of tobacco, alcohol, or drugs in any manner.

* Clothing, tattoos, or items that promote violence, including anything identified by outside agencies as gang-related, is prohibited. Violence is defined as any mean word, look, sign or act that hurts a person's body, feelings, or things. This includes all gang-related apparel or markings.

*Clothing which is too sheer or too short, midriff tops, or clothing that has large holes in the hip, thigh, genital or upper chest areas, exposes or accentuates excessive cleavage, or unnecessarily shows off any of these areas. Such attire violates the district sexual harassment policy.

*Clothing or tattoos which contain profanity, derogatory reference or sexually suggestive language or pictures. Clothing or tattoos which advertise drugs or controlled substances or life-styles. Such clothing and tattoos violate district controlled substance, profanity, and harassment policies.

*No undergarments should be showing.

*Shorts must be long enough so as not to cause an unnecessary distraction in the school. As a guideline, shorts hemline should be at least to the student's palm.

*Shirts must be long enough to cover the midriff.

Examples of appropriate Girls attire:



Examples of inappropriate Girls attire:

No spaghetti strap type, low cut shirts, or midriffs.

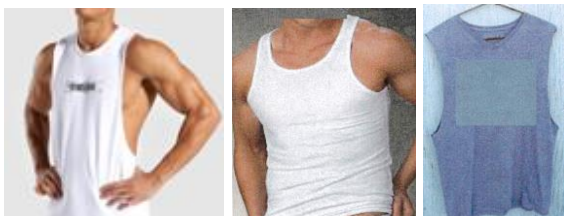


Example of appropriate Boys attire:



Example of inappropriate Boys attire:

No Cut-out T-Shirts or tank tops.



Please keep this in mind when you pick out the clothing you will buy for school or wear to school.

Students are not permitted to wear caps, hats, hoods, or bandannas, inside the building. If we are going to respect others we must follow the rules of etiquette and show our respect by taking our hats off inside the building. In addition, when hats are worn in the building they tend to become disruptions and distractions because students take them away from each other, lose them, etc.

Coats intended to be worn as outer wear may not be worn inside the classroom.

Students who dress inappropriately may be asked to change into clothing provided by the school, to put on other clothing which belongs to them, or call parents and ask them to deliver a new set of clothing to the school. The administration reserved the right to determine appropriateness of student dress. Students not meeting these standards may be sent home to dress appropriately before reentering school.

Students should not bring a blanket to their classroom. If a blanket is brought to school it should be left in their backpack or locker.

Cheating

Cheating is defined in any one of the following three ways and is not condoned at Lakeview Jr Sr High:

1. Plagiarism: knowingly taking or using any other person's work and representing it as your own.
2. Knowingly providing work or information to another student so that he/she doesn't have to do or know that work on his/her own.
3. Use of any unauthorized devices or means such as looking at someone else's paper on tests, quizzes, homework, etc.

After an investigation has been made and it has been decided that there is enough evidence that supports the student has cheated the following discipline will be enforced. Any incidents of cheating will be recorded on the student's discipline record. Students may serve multiple hours of detention for their behavior. It is important for teachers to understand if our students have learned the content or skills. Therefore students will be expected to redo the assignment, test, paper, or project that they have cheated on. If the current assignment or test has been compromised teachers may have the student complete an alternate assignment, test, paper, or project that is worth an equal amount points. Teachers may have students use their detention time to redo the assignment, test, paper or project.

Section 6 Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of **Lakeview Community Schools** to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. (Parents should understand that the internet filtering system is not in effect when the school technology is outside of the school network.)
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or

otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations. Staff shall confine e-mail use to work-related purposes and only limited, incidental personal use.
4. Unacceptable Uses.
The following are unacceptable uses of the technology resources:
 - a. **Personal Gain**: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with

prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or other data storage devices.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.

6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network. Students shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 9. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or other data storage devices.
 10. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting, is forbidden.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator or administrator.
 5. to engage in or promote violations of student conduct rules.
 6. to engage in illegal activity, such as gambling.
 7. in a manner contrary to copyright laws.

8. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

9. Consequences. Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the information, ANY of the following consequences may be imposed:
 - a. Appropriate legal action will be taken.
 - b. Conference with parent or guardian.
 - c. Individual access privileges will be revoked.
 - d. Loss of Internet access for a determined period of time.
 - e. School disciplinary action according to the handbook and posted rules.
 - f. Suspension in or out of school.
10. Responsibility for Damages. Individuals shall reimburse the School District for repair or replacement of District property lost, stolen, damaged or vandalized while under their care.

Legal Reference: Children's Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b)

and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) **Date of**

Adoption: June 11, 2012

Section 7 In-School Suspension

The following procedures shall be followed by any student who receives an in-school suspension:

1. The student shall report to the office on the day of the suspension.
2. Cell phones and electronic media devices must be turned in to office secretaries when reporting to in school suspension.
3. The student shall bring home work and reading material for the day.
4. No radios, games, cards, sleeping, etc, will be allowed.
5. The student will eat lunch in seclusion.
6. The student will not get up from the assigned suspension seat without permission.
7. The student shall get assignments from each of their teachers prior to school on the day of their suspension.

Section 8 Authority

Students should fully understand that any employee in the building has the authority to correct misconduct at any time. All students must comply with any and all reasonable directives from any school employee.

Section 9 Suspension or Expulsion on day of school activities

Any student suspended out of school or expelled from school on days of regular scheduled school activities shall not be permitted to attend or represent Lakeview Junior-Senior High School in these activities whether at home or away.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Extra-Curricular programs

Participation in extracurricular activities at Lakeview Junior-Senior High School is a privilege and not a right. The following regulations must be met for continued involvement.

Section 2 Athletic Physical Examinations and Parental Consent Form

Each student who wishes to participate in a sport must present to the coach, for filing by the athletic director, a physical examination form completed by a physician, physician's assistant, or nurse declaring the student is physically fit for athletic participation. The form must be signed by a physician, physician's assistant, or nurse; and by a parent or guardian; and the student. (The physical should be given after May 1 of the preceding summer.)

A specific parental consent form is on the back of the physical card and must be read and signed before participation will be allowed. Only one physical-parental consent form is required for the school year.

All students must use the NSAA Physical Form provided by the school office. It is a NSAA and a Lakeview Junior-Senior High School rule that all athletes must have a physical completed and a card on file before the first day of their scheduled season. Any athlete who fails to have a physical before the first practice will miss the first regularly scheduled contest of that season.

Section 3 Eligibility Rules:

2.2.1 Student must be an undergraduate.

2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

2.3 Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.

2.5.1 Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

2.5.2 Student must have been enrolled and received twenty hours in school the immediate preceding semester.

2.6.2.1 Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their

domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.

2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days.

If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

Student eligibility related to domicile can be attained in the following manners:

2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

2.6.9.2 If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

2.6.9.3 If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

2.6.10 If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

2.7.7 Transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.8 Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2013-2014 school year prior to May 1, 2013; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2013. The student would, however, become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2013, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

3.5/ 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 19, 2013, (August 12th for most football, girls golf, boys tennis and softball teams) and ends with the state meets in the fall sports. The winter sports season begins November 18, 2013, and ends with the state meets in the winter sports. The spring sports season begins March 3, 2014, and ends with the state meets in the spring sports.

3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to 3.5.1.1 for exception in Swimming & Diving.)

3.6 A student shall not participate on an all-star team while a high school Undergraduate.

3.7 A student must maintain his/her amateur status.

Section 4 Nebraska Schools Activities Association

The Lakeview Junior-Senior High School District is a member of the Nebraska School Activities Association (NSAA) which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promotion and regulating the competition between schools in what is generally known as the co-curricular activities. Lakeview Senior High School is subject to and governed in part by the rules and regulations for co-curricular activities of the NSAA. These rules and regulations are available for inspection and review in the office of the school principal or athletic director.

Section 5 Practice

Practices for each organization team will be scheduled on a regular basis by the coach/sponsor in charge. Athletes will be informed of practice times and are expected to be at all practices. If a student is unable to attend a scheduled practice, the coach should be contacted in advance. Wednesday night is recognized as a church night by Lakeview Junior-Senior High School. In an attempt to cooperate with various religious activities, all Wednesday afternoon practices at Lakeview Junior-Senior High School will be completed by 6:30 p.m.

Section 6 Rules of Conduct for School Activities

The behavior of students involved in activities not only reflects their personal self-esteem but also the amount of pride they have in their school and activity. Students who participate in activities represent their school and are therefore required to adhere to standards which exceed those required of students who do not participate in activities.

All students who wish to participate in activities at Lakeview Junior-Senior High School will be required to conform to the following general rules.

1. Obey all rules of the school as stated in the Student Handbook.

2. Show respect for teachers, teammates, opponents, and officials.
3. Exhibit good sportsmanship and citizenship.
4. Care for school equipment and facilities at home and away.
5. Exhibit a sense of responsibility. For example, be on time for practices, meetings, and home and away activities.
6. Avoid any conduct harmful to the image of Lakeview Junior-Senior High School.
7. Obey the laws of the state
8. Obey all rules established by individual activity sponsor/coach.

Failure to follow these rules will result in disciplinary action. The penalty assigned by the sponsor/coach may vary depending upon the severity of the infraction. While a student is suspended he/she must comply with the following regulations:

1. Attend and participate in all practices and meetings as required by the sponsor/coach.
2. Display a good attitude.
3. Put forth a good effort in all practices and meetings.

The sponsor/coach will determine if the student has met the above requirement during his/her suspension. If the student has successfully met the requirement, then he/she will be allowed to attempt to regain his/her position in the activity. If the student does not meet the above requirements, he/she will be subject to dismissal from the activity for the rest of the season.

Section 7 Drugs, Alcohol, Tobacco, and Vape Products

All students involved in activities at Lakeview Junior-Senior High School are required to adhere to the following specific rules on drugs and alcohol.

1. The possession and/or use of tobacco in any form is prohibited.
2. The possession and/or use of alcoholic beverages is prohibited.
3. The possession and/or use of illegal drugs is prohibited.
4. The possession and/or use of vape products is prohibited.

Drug and Alcohol Violations

Meaning of Terms

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance.

Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol.)

If an alleged violation occurs, the administration will conduct an investigation. If the results of the investigation determines that a violation has occurred, the consequences will be as follows.

First Offense: The penalty will be a thirty (30) calendar day suspension from the activity/competition unless the student agrees to enroll in and meet with the school counselor or principal for four (4) consecutive weeks, in which case the suspension will be twenty (20) calendar days.

Second Offense: Students will forfeit the privilege of participating in all activities/competition for the remainder of that school year.

Immediate suspension will be enforced if:

1. The student admits that he/she was in violation of the rules or
2. The student was convicted of a drug/alcohol violation of state statutes.

The parent and/or student has the right to appeal the immediate suspension. This appeal must be in writing addressed to the principal and filed within five days of the suspension. The appeal will then be brought before the superintendent within five days. The superintendent will listen to the appeal and make a determination if due process has been followed and will communicate a final decision. The suspension will remain in place during the appeal process.

When a student is suspended or dismissed from an activity the following procedure will be followed.

1. The student shall be informed verbally of the suspension or dismissal and the reasons why this action is taking place.
2. The student and his/her parents will be informed in writing within 48 hours of the verbal acknowledgment of the suspension or dismissal and the reasons why the action is taking place.

Definition of Activities, Competitions and Events:

Competitions include- Athletic competitions, Musical competitions, Robotics competitions, Academic Competitions, and any competitions that students represent Lakeview Community Schools.

Activities include- Cheer/Dance, FFA, FBLA, Mock Trial, One Act, Speech, Student Council, Music, National Honor Society, and any activities extra or outside of the graded curriculum.

**** Students who violate the policy are still allowed to attend school events but are not allowed to serve as a candidate, speaker, or leader of the event.**

Events include- Graduation, Homecoming, Prom, Banquets, dances, candidate representation of any of these events, conventions, or conferences.

****This list serves as a guideline but extra programs and activities change according to need and staffing. This list may not be all-inclusive. The intent of this policy is to cover all extra-curricular activities. These are activities that are outside the curriculum area and are intended as extra and do not impact the graded curriculum. When the determination is unclear, the principal will make the final decision.**

Athletic, speech/drama, one-act, and music seasons will be defined according to the calendar set by the Nebraska School Activities Association. All other activities will be divided into a fall, winter, and spring season by using the dates set by the NSAA for the start of each season.

Section 8 Transportation

Members of school sponsored organization that travel on transportation arranged by the school to an event will be required to return home on the same transportation. Exceptions will be granted only if the parents make a written request the day prior to the event they wish to take their son/daughter with them following an away event. This request must be approved by the coach/sponsor after consultation with the athletic director. If approved, the parent must inform the coach/sponsor after the event that they are leaving with their son/daughter. Any emergencies or special situations must be approved by an administrator or head coach/sponsor. Under no circumstances should a student be allowed to drive to and from out of town activities.

Section 9 Weekly Eligibility

Each participant in extracurricular activities must meet the eligibility requirements on a weekly basis. A student is ineligible if he/she is failing two or more classes in one week. A student failing two classes in one week will not be eligible to participate in or miss class to attend extracurricular activities the following week. The ineligibility period will begin the next day (Tuesday) and will extend through the following Monday evening. Student grades will be pulled from the PowerSchool system on Monday morning by 9:00am.

Section 10 Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized, attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of a school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- a. Participation in extracurricular activities;
- b. Postsecondary education costs; and
- c. Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the above paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the above paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the Board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal child nutrition program.

Waivers must be requested prior to the commencement of the activity. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time prior to commencement of activity but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the child nutrition program.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

Specific types of fees are offered below as examples. Actual fees will vary according to district needs. Some activities will have multiple fee levels based on charges per session, per season, degree of participation, length of usage or pay period, transportation distance, cost of damaged property, and so on.

Activity	Maximum Dollar Amount or Fee
Lunch	\$3.20 or current fee if adjusted
Milk Break	\$0.50
Game admission fees-activity card purchase or Admission	\$4.00 all Varsity
	\$2.00 all JV-JH
Class Dues:	
Freshman	Up to \$20.00
Sophomore	Up to \$20.00
Junior	Up to \$60.00/Magazine Sales
Senior	Up to \$20.00
Science Club	\$5.00
Robotics	\$35.00
FBLA Dues	\$12.00
FFA Dues	\$20.00
FFA Jacket	\$65.00
FFA Official Dress	\$85.00
Agriculture Class-if student wishes to own project.	Actual Cost Per Project
Horticulture	\$30.00
Natural Resources	\$75.00
Industrial Arts/Technology-if student wishes to own project.	Actual Cost Per Project
Reimbursement for lost or damaged property.	Actual New Replacement Cost
AP Psychology	Cost of AP Exam

PAY TO PARTICIPATE: \$35.00 for each Nebraska School Activities Association (NSAA) sponsored activity to a maximum of \$140.00. All activities beyond the \$140.00 maximum are at no charge. All activities beyond the \$140.00 maximum are at no charge. The money generated from these fees goes to support the individual activity by helping with official expenses, worker expenses and other associated costs to run each program.

Teachers shall follow the guideline below when establishing requirements for non-specialized clothing to be worn for the specified courses. All requirements should be consistent with meeting the health,

safety and instructional needs of the course. Brand of the clothing should not generally be criteria for appropriateness.

Physical Education:

All students: T-shirt, tennis shoes, sports socks, gym shorts.

Junior High and High School Boys: Athletic supporter.

Junior High and High School Girls: Sports bra

Industrial Arts, Mechanics or Vocational Agriculture in workshop areas: Long trousers or denim jeans

Teachers may not require students to supply various personal or consumable items for use in courses. However they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students.

The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources. The following list provides an example (and is not all inclusive) of the type of consumable items that teachers may request but not require the students to provide.

Pencils	Erasers	Colored Pencils	Scissors
Pens	Elmer's Glue	Paper	White Out
Graph Paper	Highlighters	Tablets	Compass
Notebooks	Protractor	Activity Calendars	Calculator
Organizers	Planners	Crayons	Markers
	Blank Computer Disks		

The district may require students to provide such personal and consumable items for extracurricular activities as follows: (this is not an all-inclusive list).

Blank audio or video tapes

Reeds for musical instruments

Make-up kits for drama

Protective mouthpiece for sports

The following extra-curricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

<u>Activity</u>	<u>Description</u>
Cheerleading	Cheerleading uniform
Flag Corps	Flag Corps uniform
Dance team	Performance uniform
Golf	Golf clubs, bag, tees, balls
Track	Track shoes
Swing Choir	Performance outfit
Football	Football shoes
Basketball	Basketball shoes
Soccer	Soccer shoes
Softball	Softball shoes, glove
Baseball	Baseball shoes, glove
Volleyball	Volleyball shoes
Cross Country	Cross Country shoes
Wrestling	Wrestling shoes

LAKEVIEW COMMUNITY SCHOOLS

*****Note** – This form needs to be signed and returned to the office by August 25th, 2023. If handbook form, demographic form, and license plate registration are signed and turned in by August 25th, students will receive a free activity pass.

STUDENT HAND BOOK REVIEW

We have reviewed and understand the 2023-2024 Lakeview Junior-Senior High School Student/Parent Handbook, including the provisions relating to the acceptable and safe use of computers, internet safety, and technology found in this handbook.

Student Signature _____ Grade _____

Parent/Guardian Signature _____

PERMISSION TO PUBLISH

As part of your child's educational program, he or she may have the opportunity to publish assignments and projects on the World Wide Web. These projects may include a class homepage, wiki or blog, a story, a poem, a drawing, a research project, photographs, video, audio file, or a multimedia project. Individuals with Internet access will be able to view your child's work. We think this is an exciting and enriching opportunity for your child to publish content for a global audience. We will do everything in our power to protect the identity of your child, but can make no promises about how other people will use this information.

If you DO NOT want your child's photo or information posted on the web or in the school newsletter, please mark below and print your student's name.

_____ Do Not publish items for _____

STUDENT NAME - PARENT SIGNATURE

FOR 11TH GRADE STUDENTS ONLY

For parents of 11th grade students:

Your student will take the ACT in the spring of their junior year. When students register for the ACT, they have the option of participating in their Educational Opportunity Service (EOS) and to provide test scores to up to four colleges/ universities for free. I give my student permission to participate in the ACT EOS and to provide score reports if they wish when registering for the ACT. If not, I will communicate with my student that they should mark "no" to the EOS and sending score reports to their school of choice.

Parent/Guardian Signature/: _____

LAKEVIEW JR/SR HIGH SCHOOL - LICENSE PLATE #
REGISTRATION POLICY

Each student desiring to park his/her vehicle on school property will be required to register their school vehicle. In the event that a student drives more than one vehicle to school, or uses other family vehicles to drive to school, please register all vehicles you may drive to school.

For the privilege of parking a vehicle on campus and in continued efforts to create a safer learning environment, students will be responsible for the contents of the vehicle regardless of vehicle ownership. Under reasonable suspicion, the school reserves the right to inspect the contents of vehicles parked on school property in the student's presence.

Thank you for assisting us in creating a safer learning environment.

I, _____, agree to the policy defined above with respect to parking on school property, and have registered the following vehicles.

License Plate # _____

License Plate # _____

License Plate # _____

Student Signature

Date

Parent Signature

Date