

Handbook of Information  
for Students and Parents of  
Leyton Elementary and  
Junior High School  
2017-2018

Mascot  
Warriors

Colors  
Cardinal and Gold

*Italics indicates changes from 2016-17*



# Leyton Elementary/Junior High School Administration

Superintendent  
Mrs. Lorrie Miller

Principal  
Mr. Lance Howitt

School Address  
521 Rose Street  
P.O. Box 178  
Gurley, NE 69141

Telephone  
308-884-2247  
Fax  
308-884-2300

## Leyton Board of Education

Jed Benish – President

Cary Linton– Vice President

Jennifer Powell – Secretary

Colleen Cruise– Treasurer

Kevin Henke – Member

Rob Rushman – Member

### **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 Leyton Public Schools. 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 and the educational program. 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.

**IMPORTANT DATES FOR 2017-2018 SCHOOL YEAR**

## **MUTUAL RESPECT**

*The Leyton Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.*

## **COMPLAINT PROCEDURES**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

### **1. Complaint procedure**

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

### **2. Conditions Applicable to All Levels of Complaint Procedure**

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## **SCHOOL HOURS & SCHOOL DAY**

School hours are from 8:10 A.M. to 3:30 P.M. at the Gurley site and 8:00 A.M. to 3:20 P.M. at the Dalton site. Students are asked to be out of the building as soon as possible after school unless they are under the supervision of a teacher or a sponsor. This teacher or sponsor must be **WITH** the student, not in another area of the building. Loitering in rooms and halls will not be permitted. If you wish to conduct an activity beyond school hours, you must have a sponsor in attendance in the same room with you (especially in the gym). **Students at the Gurley site are asked not to be at school before 7:45 A.M. unless they are eating breakfast from 7:45 A.M. to 8:05 A.M.** If a student needs specific classroom materials only that classroom teacher or administrator can provide access to the room.

## **SNOW AND BAD WEATHER POLICY**

If it is necessary to cancel or dismiss school due to bad weather or road conditions, announcements will be made at the earliest convenience on the school web page and over radio stations KSID in Sidney and KNEB in Scottsbluff. Automated messaging is also available to parents, please contact the office to sign up for this service.

## **SCHOOL VISITATION**

1. Parents are welcome visitors to our school. We ask, however, that they check in at the office prior to going to a classroom.

2. Pupils from other schools will not be permitted to the classroom unless they are immediate family members.

3. Children below school age will not be permitted to visit school unless accompanied by his/her parent.
4. Parents are asked to limit the length of their visit to two hours. If there is some reason why a parent would need to stay longer please check with the building Administrator.

### **SMOKE-FREE ENVIRONMENT**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. 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. ***Due to the new paint, no tape is allowed on the hallway walls.*** 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.

### **HALL LOCKERS AND GYM LOCKERS**

Leyton Schools will comply with state and local law enforcement agency regulations for usage of the State Patrol dogs for random searches on school owned property including the buildings and parking lots. Every student is assigned a locker and is expected to keep it orderly and clean. Sharing of lockers is not allowed. The school reserves the right to inspect lockers at any time. Do not leave money or valuables in your locker unlocked. If necessary, check these items into the office; otherwise, the school disclaims any and all responsibility. Do not under any circumstances open another student's locker. Do not deface the outside in anyway, ***only school-related material will be allowed on the exterior of lockers.*** Posters or pictures in good taste may be placed inside the doors. **NO FOOD OR DRINKS WILL BE ALLOWED IN JR. HIGH LOCKERS!**

Students participating in P.E. classes and sports may have a gym locker. Gym lockers do not have locks on them, but are available in the office for a \$1.00 deposit. The \$1.00 is refunded when the lock is returned. You are not allowed to use a lock other than the one provided by the school. Do not leave gym bags in public areas during games. If you have valuable items at school, lock them up or check in to the office during the day and take them home that night.

### **SEARCHES**

#### 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 parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules 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 is to 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 will 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.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **BICYCLES**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **LOST PROPERTY**

Lost articles are brought to the office and kept for several weeks. After that, they are donated to some worthy cause. Please don't leave your personal items lying around the school. They are hard to clean around, they make the school look messy, and it just isn't a good habit to develop. They can also be stolen and the school will not be financially responsible for lost or stolen items other than insurance reimbursements received by the district specifically for stolen items.

### **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **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, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **INSURANCE**

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **ANNOUNCEMENTS / BULLETIN BOARDS**

Announcements at the Elementary/ Jr. High school will be e-mailed to the teachers each morning. The announcements will also be posted on the bulletin board in the main office and outside the principal's office. It is your duty and responsibility to be an informed person. There is no excuse for ignorance of posted or announced information.

All notices and posters, etc. to be placed on display must be approved by the office.

## **COPYRIGHT & FAIR USE**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **ATTENDANCE POLICY**

Regular attendance is essential for academic success. A student not only misses work on the day of absence, but also is unprepared the following day because he/she has missed instruction on new material. A student cannot benefit from nor participate in class discussion or explanation if he/she is not in attendance. It is also the belief of Leyton Public Schools that credit for classes is earned through class participation, assignments, and attendance. For the purpose of this policy, attendance will be counted on a per class basis.

## **ABSENCES**

Students may be absent from school for various reasons during the semester, illness, death in the family, doctor/dentist appointments, attending a sibling's activity, etc. **Parents are expected to call the school office – 884-2247 - if their child is going to be absent from school. If we do not receive a call by 8:30, we will contact you to confirm your**



**child's absence and the absence will be unexcused. This is done for the safety of your child.**

### **TARDINESS**

Students who are tardy to class cause disruptions in the smooth running of the class. It is important for students to get to all classes on time. Any student arriving late to first period **must** stop in the office for an admit slip to get into class. *Jr. High students who have any combination of excused or unexcused tardies of five (5) or more tardies in a semester may face further disciplinary action at the discretion of the principal.*

### **MAKE-UP WORK**

It is the responsibility of students who have been absent to acquire assignments from their teacher, complete and turn in work. When a student is aware of the due date of an assignment, project or test prior to being absent the student **must** comply with that date.

### **TRUANCY**

A student who is considered truant as per state law, Neb.Rev.Stat. § 79-201, is a violation of school rules. Students who leave the school premises without permission during the school day, or who fail to come to school without a legitimate excuse, will be considered truant. In such cases, the student may receive reduced or no credit for any class work missed during the absence, will be required to make up the missed work and the school time missed, and if habitual, may be subject to further disciplinary action.

#### Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Attendance Officer. The Attendance Officer shall immediately cause an investigation into any such report to be made. The Attendance Officer shall also investigate any case when his or her personal knowledge, or by report or complaint from any resident of the district, the Attendance Officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

#### Excessive Absenteeism / Habitual Truancy

If a student exceeds ten (10) days absence or the hourly equivalent during any semester, twenty (20) days absence or the hourly equivalent during any school year, that student would be considered excessively absent.

Absences counted in this policy shall include all categories except for school related absences. When a student's absences become excessive, the parent shall be notified in writing. This letter shall notify the parent or guardian that the school is compelling attendance and shall outline the definition of such for the parent. This letter shall also inform the parents or guardian that if the

compulsory attendance guidelines are not followed, the county attorney shall be notified of the excessive absenteeism Neb.Rev.Stat. § 79-209.

## **GRADING**

Letters will be used to report grades, with the following scale used:

A	93-100
B	86-92
C	77-85
D	70-76
S	Met the standards of the class
U	Did not complete the minimum requirements
F	69-Below (Failing)

## **RETENTION POLICY**

7<sup>th</sup> and 8<sup>th</sup> grade students who have failed more than 3 semesters of core courses, which include Math, Reading, Science, Social Science, Language Arts, will not be promoted to the next grade.

## **PROCEDURES FOR NEW STUDENTS ENTERING THE DISTRICT**

1. Parents and students will meet with a school official to complete all necessary registration forms.
2. Parents and students will meet with the principal to discuss school policies and tour the building.
3. Parents and students will meet with the teachers to discuss curriculum and classroom practices. All transfer students will be admitted into the Leyton Public Schools. Recommendation of the student's previous school will be considered in placing the student.

## **ONLINE PROGRESS REPORTS**

Students and parents may check grades online via the GO.Edustar website. Please contact the office if you need help obtaining the necessary log-in information.

## **REPORT CARDS**

Report cards will be issued every nine weeks, and will be distributed as soon as possible after the end of each nine-week period.

## **PARENT-TEACHER CONFERENCES**

Conferences will be scheduled in the fall and spring. Encourage your parents to visit with your teachers if you need help or if you have done exceptional work.

## **HONOR ROLL**

Junior High students who earn all A's will qualify for the Alpha Honor Roll. Junior High students who qualify for the Beta Honor Roll (A's and B's with no C's) for the year will receive an honor roll certificate.

## **ELIGIBILITY**

Eligibility reports for activities participation will be run on each Friday for the following week. Students will be ineligible for an activity if they have:

- (1) One F
- (2) Two D's

## **PERFECT ATTENDANCE**

Students who miss fewer than 1/2 of a day in a year have perfect attendance and will be recognized.

## **INCOMPLETE WORK / LATE ASSIGNMENTS**

It is the sole responsibility of all students to complete all required work for a class. To receive credit for an incomplete, all work must be completed by the end of the first week following the nine-week term. A semester incomplete must be removed by the end of the first week following the semester. If all work is not completed within the grace period, the incomplete becomes an "F" with no further recourse.

It is the student's responsibility to turn in completed assignments on time. Individual teachers may assign a penalty for late or incomplete work.

## **CHEATING / PLAGIARISM POLICY**

Students are expected to conduct themselves honestly and with integrity in their academic work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

Copying another student's homework;

Working with others on projects that are meant to be done individually;

Looking at or copying another student's test or quiz answers;

Allowing another student to look at or copy answers from your test quiz;

Using any other method to give/get test or quiz answers or questions;

Removing a test or quiz from a teacher's desk, printer or copier, in part or in whole to use or to give to others;

Copying information from a source without proper attribution.

Taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to redoing the assignment/retaking the test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

## **SPECIAL EDUCATION SERVICES**

### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other

health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

Students identified for special education will be reevaluated at least every three (3) 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 will obtain parental consent prior to conducting any reevaluation of a student with a disability.

#### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given 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). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>

### **SECTION 504**

American's With Disabilities Act (ADA) Section 504 of the Rehabilitation Act of 1973 - The Leyton Public School is in compliance with the American's With Disabilities Act and Section 504 of the Rehabilitation Act of 1973. A survey of the facilities has been conducted and a plan written and on file in the office of the school administrator which complies with these regulations. A complaint and grievance procedure is available at the school's administrative office and the Superintendent has been appointed as the school's designated person for these regulations.

### **STUDENT ASSISTANCE**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

### **GUIDANCE SERVICES**

Leyton Public Schools employs a counselor for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by the counselor's office and make arrangements for an appointment.

### **STUDENT ILLNESSES**

School health 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 nurse 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 school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### **GUIDELINES FOR ADMINISTERING MEDICATIONS**

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### **SCHOOL HEALTH SCREENING**

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office 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 & VISUAL EXAMINATIONS**

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### **IMMUNIZATIONS**

**Students must show proof of immunization. A 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 must complete a waiver statement or affidavit. Forms are available in school health offices.**

Unimmunized students may be excluded from school in the event of a disease outbreak.

**Summary of the School Immunization Rules and Regulations  
For 2017-2018 School Year**

Student Age Group	Required Vaccines
<p><b>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</b></p>	<p><b>4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose 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. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</b></p>
<p><b>Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)</b></p>	<p><b>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 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.</b></p>
<p><b>Students entering 7<sup>th</sup> grade</b></p>	<p><b>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</b></p>
<p><b>Students transferring from outside the state at any grade</b></p>	<p><b>Must be immunized appropriately according to the grade entered.</b></p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet:

<http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 5/2015

## **BIRTH CERTIFICATE REQUIREMENTS**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: 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.

## **GUIDELINES FOR HEAD LICE**

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **TRANSPORTATION SERVICES**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.



## **RULES & EXPECTATIONS OF STUDENT CONDUCT DURING SCHOOL TRANSPORTATION**

1. Students must obey the bus driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
3. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the bus is moving.
6. Students are prohibited from throwing or passing objects on, from, or into buses.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
10. Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident
12. Student must respect the rights and safety of others at all times.
13. Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
14. Students may not leave or board the bus at locations other than the assigned stops at home or school.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

### **Riding the school bus is a privilege and can be taken AWAY.**

#### **Consequences**

Bus drivers will promptly report all student misconduct to the building principal. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges
- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

## **DRUG-FREE SCHOOL**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The

consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **PROHIBITION OF STUDENT USE OF DRUGS/ALCOHOL/TOBACCO**

The Leyton Public School board prohibits any student from use, possession or being under the influence of drugs, alcohol, or tobacco during the school day, or at any school related activity. Violation of this rule will be cause for disciplinary action up to and including discharge/suspension. The Board reserves the right to conduct personal searches of individuals and their property located on the school premises upon reasonable suspicion that the policy has been violated.

Clearly posted notices explaining the school's right to carry out search activities will be displayed in appropriate locations throughout the building. Such posting will emphasize the school's intention to maintain a safe and healthful school environment.

The Board may, upon reasonable suspicion, require a student to submit to certain tests designed to indicate the presence of drugs and/or alcohol in the student's body fluids or breath.

The Board recognized that the use of alcohol, tobacco and other drugs, and the problems associated with it, are becoming increasingly commonplace in our society. The Board recognizes that in many instances a person's misuse or abuse of alcohol and other drugs can lead to the illnesses of alcoholism and other chemical dependencies. However, if the use is identified early and treated appropriately, treatment is usually more successful.

The Board also recognizes that the misuse or abuse of alcohol, tobacco and other drugs is often precedes more severe dependencies. At some point, an individual's use of alcohol, tobacco and other drugs may be deemed destructive to himself/herself or others, causing problems in daily life, Where the capacity of making responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The Board regards alcohol, tobacco and other drug abuse, addiction, or dependency as it does any other behavioral/medical problem. Our primary purpose is to be helpful, nonjudgmental in dealing with these problems.

The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed, when used in the manner as prescribed

### **PREVENTION**

The Board believes that along with other segments of the community, the school has a role to play in helping students to make responsible decisions about the use of alcohol, tobacco and drugs. Therefore, the Board wishes to cooperate with all segments of the community in making the means of assistance available to those individuals who do develop alcohol, tobacco and other drug related disabilities.

The Board will participate in a program to provide assistance and support for students affected by drugs, controlled substances and/or alcohol-related involvement

### **PROCEDURE FOR HANDLING INCIDENTS INVOLVING DRUGS, TOBACCO AND/OR ALCOHOL**

It is the duty of the Leyton Board to provide a safe academic environment. Toward this end the Board prohibits the use, possession or distribution of any drugs and/or alcohol on or off the school premises, which impairs the student's abilities during the day or at any school-sponsored activity. Specific methods and procedures for enforcement are assigned to administration. Specific methods and procedures for enforcement are shown below.

The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed, when used in the manner and amounts prescribed, and when used in accordance with other school policies governing medications. Provisions for instructing students concerning drugs and alcohol are required by law. (79-1270). The school curriculum will include such material and it is the duty of the administration and teachers to see that it is taught. THE BOARD will participate in a program to provide assistance and support for students affected by drugs, controlled substances and/or alcohol-related involvement.

Procedures for handling incidents in the school involving the possession, use or distribution of any illicit drug or alcohol will be as follows:

Procedures for Enforcement:

1. The teacher will notify the administration immediately of any suspected violation of this rule.
2. The administration will determine the disciplinary action.
3. Such discipline may include but not be limited to:

**First Offense:** A student known to be in possession or under the influence of such substances at school, or known to have consumed such substances at school or before coming to school or to any school related activity will serve a minimum of three (3) days suspension from school and suspension of activities for a period of 20 school days or the rest of the semester.

Exception: If the student, parent or guardian agrees to professional help for the student such as counseling, specific education regarding drug and alcohol abuse treatment, the suspension may be waived.

**Second Offense:** The student will face long-term suspension, not to exceed twenty (20) school days, or until the next regular school board meeting whereby expulsion for the remainder of the semester will be recommended.

4. A student known to be distributing such substances at school will be immediately suspended from school and will be recommended to the Board for expulsion.

5. The school will cooperate with the police or sheriff's department by making every effort to identify and report the source of supply.

6. The school will cooperate with the city or county health department and individual physicians in appropriate health education and health care

Procedures for due process assurance when handling cases of drug and alcohol abuse.

1. A balance between the sustaining of a safe academic environment and the student's right to due process must be maintained.

2. "Reasonableness" is the key. A reasonable suspicion that the law or school policy has been violated and if a search is necessary, it must be reasonable in its scope in the light of the age of the student and nature of the infraction.

3. Reasonable suspicion for search could include:

\*eyewitness testimony

\*the person's past record or reputation for drug and alcohol use

\*information through an informant and/or, independent evidence

\*combination of these

4. Personal search:

\*use only as a last resort

\*a student's person and/or personal effects (e.g., purse, locker, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down or intrusive personal search is required, law enforcement will carry out these procedures.

## **PURPOSE OF STUDENT CONDUCT RULES**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

## **STUDENT DISCIPLINE POLICY**

It is the policy of the Leyton School District to comply with the Student Discipline Act of 1994. This is to ensure that students receive fair treatment, consistent with their Constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term suspensions, expulsions, or mandatory reassignments. Such disciplinary actions, therefore, will be made in accordance with the following administrative procedures.

## **SCHOOL DISCIPLINE**

Every school employee has the authority and responsibility to supervise all students within the building, on school grounds, or at any school-sponsored activity at home or away. Any rudeness on the part of a student or refusal to comply with a school employee's request will be reported to the principal and could result in disciplinary action.

## **FIREARMS/WEAPONS**

**Firearms.** No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Weapons.** NO student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds, except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

**Consequences.** Federal law requires that any student who brings a firearm, as that term is defined in 18 United States Code 921, to school be expelled from school for one calendar year. State law and this policy provide that any student who violates this policy by knowingly bringing possessing, handling or transmitting a firearm or weapon on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned. The superintendent of school shall have authority to modify the expulsion requirement on a case-by-case basis.

## **SHORT TERM SUSPENSION, LONG TERM SUSPENSION, EXPULSION, & MANDATORY REASSIGNMENT**

### **I. DEFINITIONS:**

Board means the Board of Education or School Board; Superintendent means Superintendent and/or his/her lawful designee; Principal means Principal or his/her lawful designee

## II. RIGHT TO NOTICE

It will be the duty of the Superintendent to provide clear notice to each student and his/her parent/guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the Board of Education. Such rules or standards, which form the basis for discipline, will be distributed to each student and his/her parent/guardian at the beginning of each school year. The Superintendent will also be responsible for posting in a conspicuous place within each school building during the school year such rules or standards. In the event there are changes in the rules and standards, such changes will not take effect until the Superintendent has made a reasonable effort to distribute the text of such changes to each student and his/her parent/guardian.

## III. INFORMATION CONFERENCE

Before any student is excluded, suspended, expelled, or mandatorily reassigned for a violation of the district's code of student conduct, such student will attend an informal conference with the principal. During this conference, the Principal will inform the student orally and in writing of the charges against him/her, including an explanation of the evidence relating to such charges. If the student denies or disputes the charges he/she will be given the opportunity to give his/her version of the events relating to the charge

## IV. SHORT TERM SUSPENSION

Before deciding whether a student should be subjected to a short-term suspension, the Principal will hold an informal conference with the student, at which the student will be confronted with the charges, and be provided with an explanation of the charge or charges if requested. The student will also be provided an opportunity to present his/her version of the facts relating to the charge. The Principal will decide whether the charges against the student are substantially true and whether suspension is necessary: (1) to help any student; (2) to further school purposes, or (3) to prevent an interference with school purposes. If the Principal decides that the student engaged in the conduct as charged, the Principal will impose the appropriate disciplinary action.

Development of Guidelines. It will be the policy of the district to direct the Board to develop and adopt guidelines to be used in determining whether and to what extent a student who is suspended pursuant to this policy may be given an opportunity to complete any class work, including but not limited to examinations missed during the period of suspension. The Board will take into consideration such things as, but not limited to, what impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate, obtain full credit in any course, and whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause any other educational relevant outcome. Such guidelines as the Board may develop will be provided to the student and parent/guardian at or prior to the time of suspension.

Written Notice. When a student is suspended, the Principal will send a written statement to the student, and the student's parent/guardian, describing the student's conduct, misconduct or violation of the rule or standard, and the reason for the suspension. The Principal will provide the student and the student's parent/guardian with the school district's guidelines regarding the student's opportunity to complete any class work missed during the period of suspension. The Principal will make a reasonable effort to hold a conference with the student's parent or guardian before or at the time the student returns to school.

## V. LONG TERM SUSPENSION, EXPULSION, AND MANDATORY REASSIGNMENT WRITTEN CHARGE AND WRITTEN NOTICE.

If, after the initial conference between the Principal and the student, the Principal decides that long-term suspension, expulsion or mandatory reassignment is appropriate, on the date of that decision; the Principal will file a written charge and a summary of the evidence supporting the charge with the Board. Within two days of the decision, the school will send written notice by registered mail or certified mail to the student and the student's parent or guardian informing them of their rights under the Student Discipline Act. The written notice will include the rule or standard of conduct with which the student is charged of violating, a summary of the evidence to be presented against the student, and both the penalty which the Principal has recommended in the charge and any other penalty to which the student may be subjected. The written notice will inform the student and the student's parent or guardian that they are entitled to a hearing, upon request, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked. Written notice will also contain a description of the hearing procedures provided by the Student Discipline act and the procedures for appealing any decision rendered at such a hearing. The written notice will also inform the student and the student's parent or guardian that the Principal, the Legal Council for the school, the student, the student's parent, or the student's representative or guardian will have the right to examine the student's representative or guardian will have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statements pertaining to the matter if the school has such statements, and to know the identity of the witnesses which will appear at the hearing and the substance of anticipated testimony from such witnesses. Finally, the written notice will include a form on which the student, or the student's parent or guardian may request a hearing.

Hearing Procedures for Hearing Requested Within Five Days. Schedule of the Hearing. If the student or the student's parent or guardian requests a hearing within five days after receipt of the written notice, the Superintendent will appoint a Hearing Examiner who will, within two days after being appointed, give written notice to the Principal, the student, and the student's parent or guardian of the time and place of the hearing. The hearing will be scheduled within five days after it is requested, but it may be postponed by the Hearing Examiner for good cause. Unless all the parties consent in writing, no hearing will be held upon less than two school days actual notice to the Principal, the student and the student's parent or guardian.

Single Hearing for Multiple Students. When more than one student is charged with violating the same rule and they are charged with acting in concert and if the facts appear to the Hearing Officer to be substantially the same, a single hearing may be held for such students as a group, if the Hearing Examiner believes that a single hearing will not prejudice any of the students. If during the pendency of the hearing, the Examiner finds that a student will be substantially prejudiced by a group hearing, the Hearing Examiner may order a separate hearing for that student.

Hearing Procedures. During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No long term suspension, expulsion, or mandatory reassignment hearing will be held unless it is attended by the Hearing Examiner, the student, the student's parent or guardian, the student's representative, if any, and legal counsel as defined in 79-4,187 R.R.S. 1943, if the Hearing Examiner or Board deems it advisable. Witnesses will be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone

from the hearing when his/her actions substantially disrupt an orderly hearing. The student may speak in his/her own defense and may be questioned on his/her testimony, but he/she may choose not to testify and in such case, will not be threatened with punishment or be later punished for refusal to testify. During the hearing, the Principal will present to the Hearing Examiner the student's records and statements, in affidavit form, of any person having information about the student's conduct. However, such records and statements will not be accepted by the Hearing Examiner unless they had been made available to the student and the student's parent or guardian or representative prior to the hearing. Nothing in this section will be deemed to supplant any other procedures required by law or board policy. Such explanation and interpretation as desired by the Hearing Officer pertaining to student records will be made prior to or at the hearing by appropriate school personnel.

Long Term Suspension, Expulsion, Mandatory Reassignment. The Hearing Officer will make reasonable efforts to compel the attendance of any witness requested by the student, his/her parent/guardian or representative. The Hearing Officer may invoke the subpoena procedures of the District and will in his/her sole discretion issue a subpoena in the name of the Board of Education upon reasonable advance request in writing by the student, parent, guardian, or representative seeking the assistance of the Hearing Officer in obtaining the attendance of a witness or witnesses.

Hearing Examiner's Report and Superintendent's Determination. After the hearing is concluded, the Hearing Examiner will, within a reasonable time, prepare a report of his/her findings with a recommendation of the action to be taken and the reasons for the recommendations of that particular action. The Hearing Examiner's recommendation may range from no action, through the entire field of counseling, to long term suspension, expulsion, or mandatory reassignment. The Superintendent will review the Examiner's report and may change, revoke or impose the sanction recommended by the Hearing Examiner as long as the Superintendent does not impose a sanction more severe than that recommended by the Hearing Examiner. Written notice of the findings and recommendations by the Hearing Examiner and the determination of the Superintendent will be made by certified or registered mail or by personal delivery to the student or the student's parent or guardian and upon receipt of such written notice, the determination of the Superintendent will take effect immediately.

Appeal of the Superintendent's Determination. The student or the student's parents may appeal the Superintendent's determination to the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within seven days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of 10 school days after such request, unless the time for the hearing is changed by mutual agreement of the student and the Superintendent. The appeal hearing may be held before a committee of the Board of Education as long as at least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by Statute 79-4,199R.R.S., such committee will make a recommendation to the Board of Education which will at its first regular meeting next following the hearing before the committee consider the committee's recommendation and take such action as the Board may elect, as provided. However, that action may not impose a more severe sanction than that recommended by the Superintendent. Nothing in this policy will be construed to require a committee of the Board of Education to receive any new evidence unless the failure to do so

would, in the judgment of the Board or the committee as applicable, cause substantial unfairness in the proceedings. Final action of the Board will be evidenced by personally delivering or mailing by certified mail a copy of the deliberating bodies' decision to the student and the student's parent or guardian

Hearing Procedures for Hearings Requested After Five Days But Within 30 Days.

If the student or the student's parent or guardian requests a hearing more than five school days but not more than 30 calendar days following actual receipt of written notice, the hearing will be held, but the imposed punishment will continue in effect pending final determination, subject to the exceptions provided in the immediately following subsection. The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of the notice of expulsion or long-term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (1) interference with an educational function or school purpose, or (2) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the Principal make such determination in writing, nothing in this policy will so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his/her findings with the Superintendent, if the Principal has made a determination as above described.

Maximum Length of Expulsion in General. Except as herein otherwise provided, the expulsion of a student will be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following school year.

Automatic Review of Expulsions Which Continue During the First Semester of the Following Year. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review and will be reviewed by the Hearing Examiner before the beginning of the school year. The review will take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review will be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his/her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the Board of Education took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the Board.

Suspension of the Enforcement of Expulsion. Once a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program, which it deems appropriate for rehabilitation of the student. This district is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled student to any school, class or program operating in the other district. The rehabilitation program if offered may be a



community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, or as an individually prescribed educational and counseling program. Such programs will include an individualized learning program to enable the student to continue academic work for credit toward graduation. If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the district will permit the student to return to the school of former attendance or to attend other programs by the district. However, if the student's conduct has been unsatisfactory, the district will enforce the expulsion action. If the student is reinstated, the district, by its Superintendent, may also take action to expunge the record of the expulsion action. Nothing in this section will be construed to require the District or the Administration to suspend the enforcement of any expulsion or to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as described in this section of the policy.

Reports to Law Enforcement. In the event the Principal knows or suspects that a violation of the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in Statute 79-4,180, the Principal will notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the Principal will undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section will be construed to require the reporting of any law violation by the Principal except if the criminal act to be reported occurred on the school grounds of the district or during an educational function or event in which the district is involved, but off school grounds.

Release to Peace Officer. Consistent with any other lawful policy of the district, when a Principal or other school official releases a minor student to a sheriff, coroner, jailer, marshal, police officer, state highway patrol officer, member of the National Guard on active service by direction of the governor during periods of emergency, or any other person with similar authority to make arrests, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer. The principal will inform the parent, guardian, or responsible relative of the place which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse in which case, the Principal or school official will provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

Coordination with Other District Policies. Nothing in this policy will be construed to modify any of the district's existing policies on student privacy, student records, or policies pertaining to the district's role in dealing with the Department of Social Services, law enforcement officials, or other authorities who seek information from the school about a student when such knowledge is or may be privileged or private by applicable law.

## **SUSPENSION AND EXPULSION**

Suspension or expulsion of any student will be in accordance with existing laws and policies. Students who are suspended from school may make up class work missed while suspended and will receive credit not to exceed 70% on any make up work. Leyton School Board policy states the principal will have the authority to remove a student from the classroom and send him/her home. At no time will a student be suspended from school for more than five consecutive school days and no such exclusion will occur unless the principal advises the student of the grounds for the exclusion and grants the student an opportunity to present his side of the issue in the presence of the principal or superintendent.

The Board of Education alone will have the right to order expulsion of a student from school and the student will have the right to a hearing at the time of the expulsion. Specific procedures for a hearing on expulsion can be found in the Leyton Public School Board Policies and on the following pages.

Any pupil may be suspended from school as provided herein by the superintendent or principal on the basis of evidence that strongly indicates that the pupil committed one or more of the following offenses against school discipline or moral codes of personal conduct while attending school or participating in or attending activities sponsored by the school:

1. Use of or possession of intoxicating liquor
2. Gambling
3. Inappropriate sexual activity
4. Unsportsmanlike conduct involving visiting school teams or delegations, his or her own school teams and representatives, or officials of such contest.
5. Fighting or assault
6. Distribution or misuse of prescribed or non-prescribed drugs
7. Destruction of school property
8. Gross disrespect of teachers, school officials or other employees
9. Continuing behavior that seriously interferes with class work or other students or the activities of the school
10. Theft at school or at any school being visited by the student
11. Use of, being under the influence of, or possession of marijuana, depressants, opiates, stimulants or hallucinogenic non-prescribed drugs
12. Possession of drug paraphernalia
13. Use of or possession of tobacco
14. Possession of weapons
15. Harassment
16. Providing false information to school officials

### **STUDENT APPEARANCE POLICY**

Students at Leyton Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### **COMPUTER/INTERNET USE**

Leyton Public School provides students the opportunity to use computers and the Internet as a part of their class work. Students have no expectation of privacy using district computers and other technology equipment and need to use them appropriately. The district will monitor student use of technology including but not limited to computers and the Internet. If a student is found to have violated any part of the Acceptable Use Policy, they will face disciplinary action up to and including *expulsion* from school. Prior to using district technology, students and parents are required to sign the acceptable use policy

### **STUDENT PHOTOGRAPHY AND VIDEO POLICY**

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in this policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from teachers or administration. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **CELL PHONES**

*Students will not be allowed to use a cell phone once they enter the school building during the school day from 8:00 a.m. to 3:30 p.m. Students will not be allowed to have cell phones in their possession during the school day. Student cell phones will be checked in to a designated area in each classroom each class period. Students may retrieve their cell phone at the end of each class period. Students may use their cell phones during passing time & lunch time only. If a student is found in possession or using their cell phone during a class period, it will be confiscated and the student can retrieve it from the principal at the end of the school day for the first offense. For the second offense, that student's parent or guardian must retrieve it from the principal at the parent's convenience the student will serve a 30 minute after school detention*

that day. For the third and subsequent offenses, the student will serve a day of In-School Suspension and the parent or guardian must retrieve the cell phone.

### **PORTABLE MUSICAL DEVICES**

The use of portable electronic music devices such as MP3 players will NOT be allowed during the school day from 7:50 a.m. to 3:30 p.m.

### **SCHOOL LIBRARY/ MEDIA CENTER**

The library media program is an integral part of the curriculum offered by Leyton Public Schools. 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 center will provide intellectual and physical access to the resources required for quality learning experiences and the empowerment of lifelong learning skills. Each student will be provided with specific guidelines and expectations of the media center as he/she enrolls as a student at Leyton or at the beginning of each academic year. To locate needed materials, students may use the OPAC (Online Public Access Catalog), periodical indexes, the internet, and available computer database. Please ask about online subscription services that Leyton Public School has available for student and staff usage.

As a student of Leyton Public School, you are encouraged to use the library media center as much as possible. You are always welcome and are expected to abide by the following guidelines.

### **GENERAL REGULATIONS FOR LIBRARY/MEDIA CENTER**

- \*\*NO food or drinks should ever be brought into the media center.
- \*\* Materials may be checked out of the library for a period of two weeks. Current periodicals may be checked out overnight with special permission.
- \*\*Each student must be individually responsible for returning materials by the due date, and to be sure that any materials taken from the media center are checked out in his/her name.
- \*\*Lost materials must be paid for upon checkout of the current school year and before grades will be released upon graduation or transfer to another school.
- \*\*Students need a signed pass to work in the library, unless accompanied by a teacher.
- \*\*Students must be courteous to the needs of fellow students and faculty members.
- \*\*Library materials are to be checked out by the library media specialist or library aide for that period.
- \*\*Please feel free to ask for guidance from the media aides and the library media specialist.
- \*\*Failure to comply with these guidelines will result in a student having limited or possibly no access to the media center.
- \*\*Permission to use the Internet must be approved by the library media specialist or another faculty member who will be with the student in the media center.

## **MOBILE LAB**

**\*\*LAPTOP COMPUTERS OR TABLETS ARE NOT TO BE TAKEN HOME BY ANYONE.**

\*\*Computers & tablets must be checked out by the library aide or Library Media Specialist. At the end of each class period computers are to be returned to the library.

\*\* NO computers are to be checked out over the lunch hour.

## **BULLYING/HAZING**

Leyton Public Schools prohibits engaging in bullying as defined by board policy. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. There is no student initiation process or hazing to belong to any sports team, class, or activity. Students bullying others for whatever reason will face consequences by losing privilege to participate in activities for a period of time set by the principal. Continued bullying may also result in suspension from school. Students who believe they are being bullied should immediately inform a teacher or the building principal.

## **SEXUAL HARASSMENT**

The school district clearly and unequivocally prohibits sexual harassment of students. Sexual harassment of students is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion,. Students who feel they have been sexually harassed should immediately inform a teacher or the building principal.

## **DATING VIOLENCE**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska Law.

## **PUBLIC DISPLAYS OF AFFECTION**

**ONLY HOLDING HANDS WILL BE PERMITTED!** Public displays of affection, which are overtly suggestive and disruptive to the learning environment, will not be allowed at Leyton Public School and may result in disciplinary action.

School staff and administration will request students to refrain from inappropriately affectionate behavior. Consequences to inappropriate displays of affection could include:

- Verbal reprimand/Written reprimand,
- Detention,
- Suspension,

## **CLASSROOM DISCIPLINE**

The classroom should be conducive to learning at all times, therefore:

1. Students who behave in a manner, which disturbs the classroom and hinders the learning process of other students will be counseled by the teacher concerning their behavior in the classroom and then allowed to return to class.
2. If the student continues to misbehave, the student will be sent from class to the principal's office.
3. The second time a student is sent from a class to the principal's office, further disciplinary action will result. Students who are dismissed from class will still be responsible for class assignments during the dismissal and will receive credit not to exceed 70%.
4. If problems continue in that class and a student is dismissed for a third time, the student may be suspended from school, dropped permanently from the class, or expelled.
  - 4a. Students who are dismissed from class will still be responsible for class assignments during the dismissal and will receive credit not to exceed 70%.
  - 4b. After one week, the student will be allowed to return to class.
5. All behavior problems should be recorded on the school's information system.
6. Each teacher must follow this procedure for it to be effective.

## **GENERAL SCHOOL RULES**

1. Walk in the halls.
2. Do not play in the hall between doors.
3. Do not throw objects(rocks, snowballs, etc.)
4. **DO NOT BRING ELECTRONIC DEVICES OR LIVE ANIMALS TO SCHOOL UNLESS GIVEN SPECIFIC PERMISSION BY A TEACHER.**
5. No name-calling.
6. No fighting.
7. Pop will not be allowed to be stored in lockers.
8. Gum or candy in classrooms will be determined by classroom teachers.
9. No knives.
10. Laser pointers will not be allowed for safety reasons.

## **FIRE AND TORNADO DRILLS**

Your school is equipped with an automatic fire alarm system. When the alarm sounds, you are to immediately leave the building in an orderly manner by the designated exit. Your teacher will explain which exit you are to use and the route to be taken. Severe weather evacuation will be denoted by signals on the fire alarm system. Your teachers will designate your shelter area. These drills are important and need to be taken seriously.

## NOTICE OF NONDISCRIMINATION

The Leyton Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

## DESIGNATION OF COORDINATORS

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 504 MAIN STREET, DALTON, NE 69131, telephone number (308) 377-2301

## ANTI-DISCRIMINATION & HARASSMENT

Elimination of Discrimination. The Leyton Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### Preventing Harassment and Discrimination of Students.

Purpose: Leyton Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Leyton Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's

race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Leyton Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem.



Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **MULTICULTURAL POLICY**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

## **NOTIFICATION RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extracurricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Leyton Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### Notice Concerning Designation of Law Enforcement Unit:

The District designates the Cheyenne County Sheriff as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Notice Concerning Disclosure of Student Recruiting Information**

Federal law requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

### **Notice to Parents of Students in Programs Receiving Title I Funding**

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) is teaching in the field of discipline of the certification of the teacher.
  
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—

- (i) attain English proficiency;
- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

## **STUDENT PRIVACY PROTECTION POLICY**

It is the policy of Leyton Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights

under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related

to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **PARENTAL INVOLVEMENT POLICY**

### **A. General - Parental/Community Involvement in Schools:**

Leyton Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the student's well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

### **B. Title I Parental Involvement Policy:**

The District's Title I Parental Involvement Policy is established in compliance with Federal law. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental



Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental

involvement in such meetings by offering transportation, child care, or home visits.

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a schoolwide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other

programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

## **HOMELESS STUDENT POLICY**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment

disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or

guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Leyton Public Schools based on it being the school of origin, the new school and Leyton Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### ***OPTING OUT OF ASSESSMENTS***

*The Leyton Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in the law. The policy (#5018) can be requested by contacting the Superintendent of Schools at 504 Main Street, Dalton, Nebraska.*

### **BREAKFAST & LUNCH PROGRAMS**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petting Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer.

### **FOOD ALLERGIES**

Students with food allergies who desire to eat in the school lunch program do so entirely at their own risk and to the exclusion of all school district liability.

### ***NONDISCRIMINATION STATEMENT***

*The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information*

*requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)*

*Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

*PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs*

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and

school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- A publicly-announced, simple method for making an oral or written request for a hearing.
- An opportunity to be assisted or represented by an attorney or other person.
- An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
- An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
- The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

## **LUNCH PROGRAM**

Leyton Public School participates in the **National School Lunch Program** and offers free and reduced-price meals based on a student's financial need. Application forms and information are enclosed.

Hot lunches are available to students, teachers and visiting adults. The cost of lunches and milk will be set prior to the beginning of each school year. For the current school year, the meal price will be \$2.50 for students K-3, \$2.60 students 4-8 and \$3.40 for adults. An extra carton of milk is .35¢. Seconds may be available provided that all students in that lunch section have been through the line once. There will be a \$0.60 entrée charge for seconds. Discarding food so you can go for seconds is not allowed. Food is to be eaten in the lunch area only.

## **SCHOOL MEAL CHARGE POLICY**

The Leyton Public Schools policy on charging school meals has changed for the 2017-18 school year. Please refer to Policy #3012 for the entire school meal charging policy.

The district's policy on charged meals is:

*If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.*

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. However, school staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

## **LUNCH / CAFETERIA EXPECTATIONS**

Leyton Public School provides a balanced, nutritious meal every day. Students may choose to eat the school lunch or a sack lunch and must eat in the lunchroom unless asked to eat elsewhere by a teacher or administration. Food (milk and ice cream included) needs to stay in the lunchroom.

## **SCHOOL MATERIALS/TEXTBOOKS**

The taxpayers of Leyton Public Schools provide the best possible materials for students to use in their learning. It is the responsibility of students to care for those materials properly. Students do not own these materials. They only use them for the length of a course and another class has to use the same materials. If materials are mishandled and returned to the teacher damaged, students will be charged replacement costs. It is recommended that students cover their books and do not make any extraneous marks in them.

Students are required to furnish their own school supplies. The office does sell some supplies such as notebook paper, pens, pencils, etc. These may be obtained from the office before school, during lunch, and after school. These items are for purchase only and the student will not be able to charge them to their account.

*The only items that will be allowed on student charge accounts will be class dues, specific class supplies and fees.* Sponsors of all activities are required to collect money for t-shirts, parents night items and for any and all fees to cover costs of extra curricular activity items. Any student with a balance carried over from the previous school year, will not be allowed to charge at all until it is paid in full.



## **AHERA NOTICE**

An inspection by certified personnel has determined that there are asbestos containing building materials used in the buildings. A management plan concerning the asbestos containing materials has been filed with the State Department of Health and a copy is available in the office of the superintendent.

The Leyton Public Schools will follow the operation and maintenance guidelines as stated by the AHERA. Scheduled inspections will be completed on schedule. Any removal or treatment of asbestos containing material will result in proper notification.

**OSHA - Bloodborne Pathogens** The Leyton Public School has developed a plan for the protection of its students and employees from bloodborne pathogens. This plan is on file in the administrative offices of the district. The school has designated the Superintendent as the person to direct this program.

## **LOCATION OF CHILDREN WITH HANDICAPPING CONDITIONS**

The Leyton Public School is actively seeking handicapped children between the ages of birth to 21 within this district. The law requires the location of such students and the district is to offer necessary services for each handicapped child. The school has designated the Superintendent as the person to contact with information.

## **POSITION AND POLICY STATEMENT OF TITLE IX**

It has been and is the policy of the Board of Education of Leyton Public Schools to comply with the intent of the regulations implementing Title IX of the Education Amendments of 1972 as stated in the law as such: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Education program or activity receiving Federal financial assistance."

We will review and improve our policies as they relate to nondiscrimination on the basis of gender in the areas of:

- a. Employment practices
- b. Educational programs
- c. Activity programs

**LEYTON SCHOOLS  
BOARD OF EDUCATION POLICY #5045  
Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

**A. Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

**B. Listing of Fees Charged by this District.**

**1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

**2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

**3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

**4. Materials Required for Course Projects.**

The district does not provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

**5. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

**6. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

**7. Transportations Costs**

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

**8. Copies of Student Files or Records.**

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the student's' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

**9. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- **Breakfast Program – Grades K-8**
  - Regular Price *\$1.40*
  - Reduced Price \$ .30
  
- **Lunch Program – Grades K-3**
  - Regular Price *\$2.50*
  - Reduced Price \$ .40
  - Second Entrée \$ .60
  
- **Lunch Program – Grades 4-8**
  - Regular Price *\$2.60*
  - Reduced Price \$0.40
  - Second Entrée \$0.60
  
- **Lunch Program – Grades 9-12**
  - Regular Price *\$2.85*
  - Reduced Price \$0.40
  - Second Entree \$1.20

#### **10 . Charges for Musical Extracurricular Activities.**

**Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:**

- **Band ~ Students must provide their own instruments. Students will be assessed a uniform rental fee to cover the cost of dry cleaning.**
- **Swing Choir ~ Students must purchase outfits and shoes selected by the sponsor and/or student group.**

#### **C. Waiver Policy.**

**Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.**

#### **D. Distribution of Policy.**

**This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.**

#### **E. Voluntary Contributions to Defray Costs.**

**The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.**

#### **F. Fund-Raising Activities**

**Students may be permitted or required to engage in fundraising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fundraising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.**

#### **G. Student Fee Fund.**

**The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.**

**CERTIFICATION**

**On the 10th day of July, 2017, the Board of Education of Leyton Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2013-2014 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.**

---

**Superintendent of Schools**

**Adopted on: January 15, 2009**

**Revised on: July 8, 2013**

**Reviewed on: \_\_\_\_\_**

**LEYTON PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICY #5052**

**School Wellness**

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness.

- 1. Goals for Nutrition Education**
  - a. The health curriculum will include information on good nutrition and healthy living habits.**
  - b. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.**
  
- 2. Goals for Physical Activity**
  - a. The physical education curriculum shall include instruction on physical activity and habits for healthy living.**
  - b. Students will be encouraged to engage in physical activities throughout the school day.**
  - c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.**
  
- 3. Goals for Other School-Based Activities Designed to Promote Student Wellness**
  - a. Students will be provided sufficient time in which to eat school-provided meals.**
  - b. The district's lunchrooms will be attractive and well-lighted.**
  - c. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.**
  
- 4. Nutrition Guidelines**
  - a. Food providers will take measures to ensure that student access to foods and beverages meet federal, state and local laws and guidelines.**
  - b. Food providers will offer students a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools and high schools.**
  
- 5. Community Advisory Committee**
  - a. The superintendent of schools shall create a community advisory committee which will include at least one member from each of the following groups: parents, teaching staff, food service staff, students, and the community at large.**
  - b. The committee will meet at least twice during the school year. The committee will be co-chaired by the head cook of each building.**
  - c. The committee will review this policy, suggest possible revisions, and submit its suggestions to the board of education.**
  - d. The head cook of each building is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. Each head cook will submit a report to the board on the district's progress in implementing this policy.**

**Adopted on: August 11, 2008**  
**Revised on: July 11, 2011**  
**Reviewed on: July 10, 20157**

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (“NSAA”)  
Student and Parent Consent Form

School Year: 2017-2018

School: Leyton Public Schools

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

The undersigned(s) are the Student and the Parent(s), Guardian(s), or Person(s) in charge of the above named Student and are collectively referred to as “Parent”.

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;

(2) Understand and agree that (a) by this Consent Form the NSAA has provided notification to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body’s bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even with the best coaching, use of the best protective equipment, and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA bylaws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,

(4) Consent and agree to the Student being photographed, videotaped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Student (Print Name)

\_\_\_\_\_  
Student Signature

(I am)/(We are) the Student’s (circle appropriate choice) (Parent) (Guardian). (I)/(We) acknowledge that (I)/(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (3) above and understanding the potential risk of injury to my Student, (I)/(We) hereby give (my)/(our) permission for \_\_\_\_\_ (insert student’s name) to practice and compete for the above named high school in activities approved by the NSAA, except those crossed out below:

Baseball	Golf	Tennis	Play Production	Basketball
Swimming	Track	Speech	Cross Country	Soccer
Volleyball	Music	Football	Softball	Wrestling
Debate	Journalism			

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

**\*\*For Jr. High Athletic Physicals Only!**

**OF LEYTON PUBLIC SCHOOLS**

**This signed receipt acknowledges receipt of the 2017-2018 Student-Parent Handbook of LEYTON Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature**

**Parent or Legal Guardian's Signature**

**Return to: KATHY SURBER**

**LEYTON Public Schools**

**PO Box 178**

**GURLEY, NE 69141 2017-18**



## AVAILABILITY OF HANDBOOKS

The 2017-2018 Student-Parent Handbook of Leyton Public Schools is available on the internet at [www.leytonwarriors.org](http://www.leytonwarriors.org)

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2017-2018 Student Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 28, 2017**. This will allow us time to get the Handbook to all students and parents shortly after school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2017-2018 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
  
- I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

## RECEIPT OF 2017-2018 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2017-2018 Student-Parent Handbook of Leyton Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature