

# TWIN RIVER PUBLIC SCHOOLS

## *'HOME OF THE TITANS'*

### Grades K-6 Student/Parent Handbook 2009-2010

#### **Vision Statement:**

*Providing educational excellence for a changing tomorrow.*

#### **Mission Statement**

*As an innovative educational system,  
the mission of the Twin River Public Schools  
and its communities  
is to provides opportunities for individuals  
to become lifelong learners.*

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

## **MESSAGE FROM THE SCHOOL PRINCIPALS**

The Twin River Public School District enters the 2008-2009 school year with high hopes and high expectations for all of its students, staff, and community members. We have put ourselves in position where we can realize the shared goals of providing the best education possible for our students. The Twin River Public School mission states: *As an innovative educational system, the mission of the Twin River Public Schools and its communities is to provide opportunities for individuals to become lifelong learners.* It is this statement that directs the decisions that we make concerning the educational opportunities of our students.

All students come to school with the ability to learn. Administrators, teachers, staff, family, community members, and students themselves all share in the responsibility of maximizing each individual's learning potential. An enhanced curriculum, a caring and professional teaching staff, and fair and timely discipline offered at Twin River Public Schools give students a chance for mental, physical, emotional, and social development so they may become responsible, contributing citizens in today's global society.

The Twin River Public Schools experience is one that is educational and enjoyable to our students as they form a basis for their lives as successful adults. Students are encouraged to make the most of their opportunities in their time spent at school as they learn to set personal goals, foster positive life habits, develop democratic ideals and create lasting friendships. By making certain that every student gets every opportunity to be successful we are ensuring that all students will realize their potentials and become life-long learners.

Tod Heier, K-12 Principal  
Terry Gray, Assistant Principal

## **MESSAGE FROM THE STUDENT COUNCIL**

Twin River Students and Faculty, Welcome back everyone!

"The struggles of life are a way to build a better you. Anything is possible as long as you look far and develop the best in everything. Learn what success means to you. Be significant."

Rhett Laubach is telling us a valuable lesson through his words. If we, as students, work with each other as well as our faculty, we will have a wonderful year. I hope everyone had an exciting summer break which will be followed by a successful and prosperous school year. If anyone has questions or concerns about the school, contact me or another student council representative and we will be happy to address your needs. We have a lot of ideas for this year and we hope your will help us fulfill our goals. I leave you with this quote by John F. Kennedy: "Leadership and learning are indispensable to each other."

**TWIN RIVER PUBLIC SCHOOLS - BOARD OF EDUCATION**

President – Larry Stec

Vice President – Marc Swantek

Treasurer – Dan Preister

Member- John Rice

Member- Dave Baxa

Member-Joe Beck

**ADMINISTRATION**

Donald Graff - Superintendent

Tod Heier – K-12 Principal

Terry Gray – Assistant Principal/Activities Administrator

Dan Koziol - Guidance Counselor

**Secretaries and Bookkeeper**

Darlene Whitlow - Adm. Assistant

Sandy Gottsch – Jr. High/High School Principal’s Secretary

Diane Cutsor –Silver Creek Elementary Secretary

Chris Parry – Genoa Elementary Secretary

Lori Swantek - Bookkeeper

**Elementary Staff**

<b><u>Grade</u></b>	<b><u>Genoa</u></b>	<b><u>Silver Creek</u></b>
Pre-Kindergarten	Annette Swantek	
Kindergarten	Anne Mohr	Cindy Rohde
1 <sup>st</sup> Grade	Carol Green	
1 <sup>st</sup> & 2 <sup>nd</sup> Combination		Jane Kietzke
2 <sup>nd</sup> Grade	Kris Bosak	
3 <sup>rd</sup> Grade	Lori Cave	
3 <sup>rd</sup> & 4 <sup>th</sup> Combination		Crystal Hilkemann
4 <sup>th</sup> Grade	Kelli Stankoski	
5 <sup>th</sup> Grade	Julie Strain	
5 <sup>th</sup> Grade	Scott Fehringer	
6 <sup>th</sup> Grade	Kris Rogers	
5 <sup>th</sup> & 6 <sup>th</sup> Combination		Joel Pint

Joel Pint—Assessment Coordinator—Both Sites

Janet Gabel —SPED -- Genoa

Deb Rippke – Title – Genoa

Amanda Lund—Reading--Genoa

Renae Van Driel – Physical Education – Both Sites

Tamara Wittwer – Vocal Music/Reading –Genoa Site

Connie Ransen – SPED – Silver Creek

Lori McIntosh– Art/Reading –Genoa Site

Roxanne Olson – Media/Computers/Reading – Genoa Site

Kerri Jones—Instrumental-Vocal Music/Reading—Both Sites

Jeff Morris – LAN MAN – Both Sites

Karol Bankson—Speech/Language Pathologist

**School Aides**

Sharon Czaplak-Media Tania Kershaw-Aide

Tina Reeg- SPED Johanna Engstrom-SPED Amanda Lund - Aide

Kelly Ditter – Aide Lori Banzhoff – Aide Christy Kemper - Aide

*\*\*note: “All staff is highly qualified” by NCLB standards.*

**Insert Calendar Here**

# GENERAL INFORMATION



## STUDENT FEE POLICY

The Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

### DEFINITIONS.

- (1) Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
- (2) Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev. Stat. 79-1106 to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

### FEES AUTHORIZED.

Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

- (1) Participation in extracurricular activities;
- (2) Admission fees and transportation charges for spectators attending extracurricular activities;
- (3) Postsecondary education costs;
- (4) Transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, and 79-611; 7 (5) Copies of student files or records pursuant to Neb. Rev. Stat. 79-2, 104;
- (5) Copies of student files or records pursuant to Neb. Rev. Stat. 79-2, 104;
- (6) Reimbursement to the district for school district property lost or damaged by the student;
- (7) Before-and-after-school or prekindergarten services offered pursuant to Neb.
- (8) Summer school or night school; it not otherwise prohibited by **IDEA, ADA** or Section 504;
- (9) Breakfast and lunch programs;
- (10) Any other fee authorized by law.

### PERSONAL OR CONSUMABLE ITEMS

The district shall require students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks, and similar personal or consumable items. Students shall be required to furnish the following personal or consumable items for the following courses and activities:

\*Calculators, etc. for Math/Science/CAD In the event that a student pays the consumable materials fee and loses, wastes, or damages the provided materials through careless, reckless, or irresponsible behavior, the student may be required to provide his or her own consumable materials.

**NONSPECIALIZED ATTIRE (CLOTHING)**

Students shall be required to furnish and wear the following nonspecialized attire meeting the following general written guidelines for the following specified courses and activities:

- \* Jackets for FFA
- \*Band shoes, shirts, and blouses
- \*Music slacks, shirts, blouses

**COURSE PROJECT MATERIALS**

Students shall be required to furnish the following materials for the following course projects, which become the property of the students upon completion:

- \*Industrial Tech items such as wood, metal, glass, handles, knobs, etc.
  
- \*Ag Science
  
- \*Family & Consumer Science items for sewing, fabric, buttons, etc. -

**MUSICAL INSTRUMENTS AND ACTIVITIES**

Students shall be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that a musical instrument shall be provided without charge for any student who qualifies for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.

**NON-MUSIC EXTRACURRICULAR ACTIVITIES**

Students shall be required to furnish the following specialized equipment or attire for the following non-music extracurricular activities:

- \*Shoes
  
- \*Personal shirts, blouses, socks
  
- \*Health apparatuses

**POSTSECONDARY EDUCATION**

Students shall be required to pay the following fees for postsecondary education:

- \*Tuition
- \*College entrance tests (ACT, SAT, etc.)

**TRANSPORTATION COSTS**

Students/Parents will be required to pay transportation costs pursuant to Neb. Rev. Stat. 79-241,79-605,79-611.

**SCHOOL STORE**

The school does not have a store.

**STUDENT RECORD COPY CHARGES**

Students, their parent(s), and/or their guardian(s) shall be charged 5 cents per page for copies of a student's files or records provided pursuant to Neb. Rev. Stat. 79-2, 104.

**BEFORE AND AFTER SCHOOL**

The district does not currently offer before-and-after-school services offered by the district pursuant to Neb. Rev. Stat. 79-1104.

**SUMMER AND NIGHT SCHOOL**

The district does not currently offer these services.

**BREAKFAST AND LUNCH PROGRAM**

Following is a schedule of fees required for any lunch program offered at the district: Elementary-\$1.80; Jr. and Sr. High-\$2.05; and Adults-\$3.00. Seconds are \$.75 and slushes are \$.25.

**OTHER ITEMS**

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.

### **PUBLIC HEARING**

On or before August 1, 2002, and annually each year thereafter, the School Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy, following 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 prior school year. The student fee policy shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other charge is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

### **STUDENT FEE FUND**

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school. No other money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

### **FEE WAIVER**

Any fees to be charged, or materials required to be provided for the following, shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs:

- (1) Participation in extracurricular activities;
- (2) Admission fees and transportation charges for spectators attending extracurricular activities;
- (3) Specialized equipment or specialized attire for participation in extracurricular activities;
- (4) "Course Project Materials" as provided in paragraph E;
- (5) Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Students who do not qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs whose families are experiencing a temporary financial difficulty due to such factors including but not necessarily limited to illness in the family, unusual expenses such as fire, flood, storm damage, etc., seasonal employment, or emergency situations may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's Office for a waiver form. The Superintendent or his/her designee shall determine whether the fee waiver should be granted in whole or in part, and the student's parent(s) or guardian(s) shall be notified of the decision in a prompt manner. This waiver does not carry over from year to year and must be completed annually.

### **PENALTIES**

Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.

### **FUND-RAISING**

Students may be required to partake in fund-raising activities in order to participate in extracurricular activities. If fund-raising is required for a particular extracurricular activity, any student in said activity shall be expected and required to participate equally and share in whatever funds are raised.

### **SEVERABILITY CLAUSE**

If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

### **ACTIVITY PASSES**

Yearly Activity Passes will be available in the school offices. Family - \$140.00, Adult - \$60.00, Student K-12 - \$35.00, and Senior Citizen - No Charge. Single event admission charges will be: Adult \$5.00, Students \$4.00, Preschool - No charge, and Senior Citizen - No charge. Junior Varsity/Junior High admission will be \$2.00 for adults and \$2.00 for students.

## School Wellness Policy (Board Policy 736)

A mission of Twin River Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

### **1. Goals to Promote Student Wellness**

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

- a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- c. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

### **2. Nutrition Guidelines**

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

### **3. Assurance for Reimbursable School Meals**

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to the District.

### **4. Plan for Measuring Implementation and Designation of Responsible Persons**

The Superintendent or the Superintendent's designee is charged with operational responsibility for ensuring that the school meets the Wellness Policy. The Superintendent or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

### **5. Development of Policy**

The District assures that development of the Wellness Policy involved parents, students, representatives of the District's nutrition services department, the school board, school administrators, and the public.

## ARRIVAL/DEPARTURE

Students in Grades K-6 are to remain outside their classrooms until their teacher brings them in. Elementary classes will begin at 8:00 a.m. and dismissal at the Genoa site at 3:15 p.m. and Silver Creek site at 3:30 p.m. Students are to be out of the building by 3:40 p.m. unless other arrangements have been made.

## ASSEMBLIES

There will be various educational and entertainment assemblies sponsored during the year. Courtesy is a must for all assemblies. Each student will attend the assembly supervised by the classroom teacher whose class the student is in preceding the assembly. Students are expected to give the speaker or performing group their attention and cooperation so that everyone in the auditorium can hear the program. Students disrupting assemblies will be removed and privileges suspended.

The Twin River Public School is judged by outsiders on the basis of assembly conduct. At pep assemblies, students are expected to cooperate with the cheerleaders, speakers, and band. All pep assemblies or other assemblies must be scheduled in advance by the sponsor through the Principal's office.

## BIKES

All students will be allowed to ride a bike to school. All bikes are to be placed in the bike racks upon arrival and remain there until dismissal. Bikes should be walked to the bike racks and should not be ridden on school grounds. Students who do not adhere to safety rules will be asked to leave their bikes at home. Please caution your student about the danger involved in crossing the highway and encourage your student to use the street crossings where the signal lights are located.

## BUSES

The bus transportation provided by the school is for the convenience and safety of ALL students. Students have the right to ride to and from school in a manner which is clean, comfortable, and orderly. For that reason, no food or drink will be consumed on the buses at any time. Students will stay in seats and conduct themselves in an appropriate manner. Drivers have been instructed to report all instances of misconduct. These instances will be dealt with immediately and with consistency.

1st Offense - The student will be given a warning by the Principal and/or other such punishment as may be required.

2nd Offense - The student will be barred from riding the bus for a period up to but not to exceed two weeks.

3rd Offense - The student will be barred from riding the bus for the remainder of the school year.

In all instances parents/guardians will be notified by phone, or in person, or by letter of the action to be taken. In cases of vandalism, the student will be required to pay for damage in addition to the action indicated above.

## DISPENSING OF MEDICATION

Any prescription or over-the-counter medications **MUST BE CHECKED IN AND WILL BE KEPT IN THE OFFICE**. No medication is to be kept in lockers or on person **WITHOUT PRIOR PERMISSION**. The consequences for having medication in school without permission will be severe. *Students with asthma or diabetes who need to self-administer medications must first fill out the proper forms have them signed by their parents and on file in the office.*

## DRESS AND GROOMING

Be discreet, good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean and neatly dressed. Apparel must meet with health and safety codes, be in good repair, and not interfere with the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis.

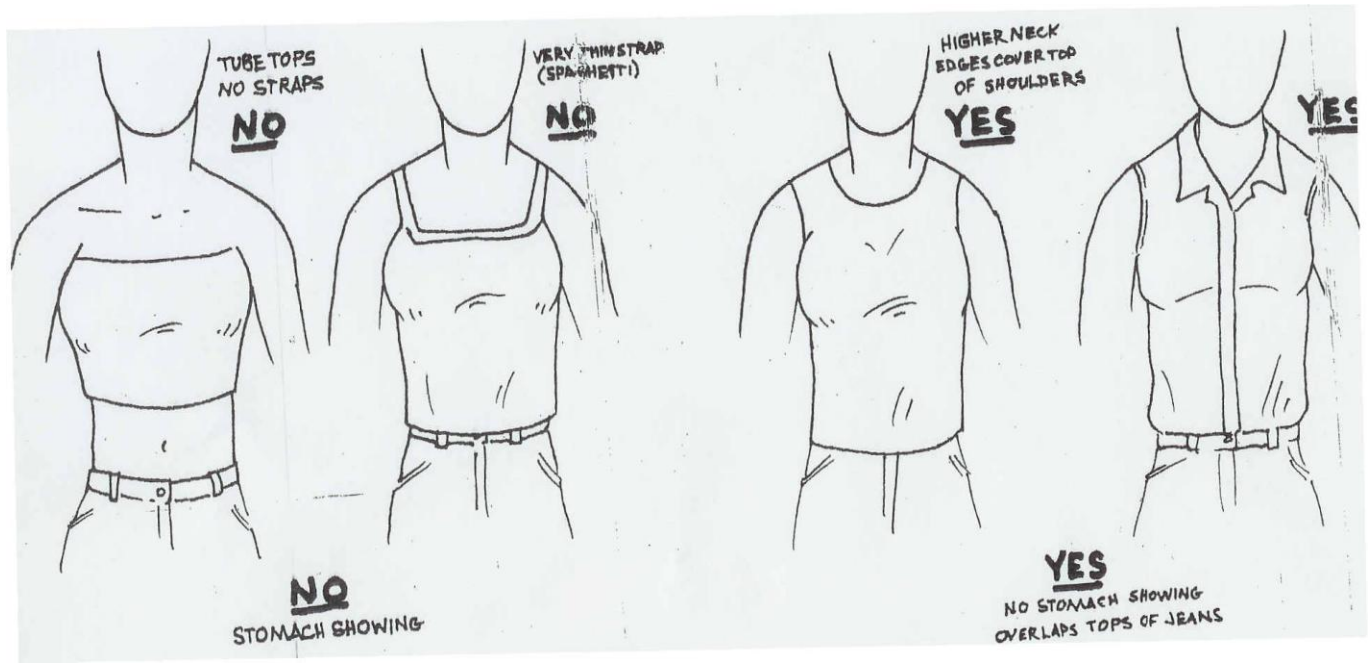
1. Clothing which creates a distraction to staff or students or disrupts the learning process in any manner will not be allowed. Any piece of clothing or any other item brought to school by a student should not contain any reference to violence gang affiliation, profanity, sexual innuendoes or promote the use of tobacco, alcohol, or drugs in any manner. Students who wear clothing to school that is considered inappropriate will be asked to change their attire for the remainder of the day. Tank tops need to have credit card wide straps.
2. Shorts, jams culottes, beachcomber and other similar styles of clothing will be considered appropriate if worn with discretion. **Swimwear, biker shorts, muscle shirts, halter tops, or tube tops are not considered appropriate** (even when worn with a cover shirt). Straps on tops must be at least credit card wide.
3. Jackets, belt buckles, T-shirts, sweatshirts and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertising which is inappropriate, suggestive, have sexual or obscene connotations. This specifically includes anything advertising or promoting alcoholic beverages, drugs, or tobacco products and applies to apparel worn in PE classes, during athletic practices, and on trips with school clubs or organizations, as well as to school
4. All students must wear Shoes, boots, or sandals.
5. Hats, Headgear, bandannas or headscarves, and sunglasses are not to be worn in the school building during school hours (7:50 - 3:30). **AFTER THE FIRST WARNING, HATS AND CAPS WILL BE CONFISCATED.** Caps may be worn during athletic activities provided they are removed during the National Anthem, are not disruptive in manner, and are worn responsibly.
6. See through clothing is not considered appropriate and may not be worn.
7. Clothes revealing open midsections are not considered appropriate.
8. Hair must be kept clean.
9. When long hair or clothing is deemed a safety factor in a shop class or an activity, it is the prerogative of the teacher to remove the student from that class or activity until the hair or clothing is no longer a safety factor.
10. Sponsors of extra-curricular activities have the right to establish reasonable guidelines for dress and appearance more stringent than those above.
11. Building administrators have the authority to deem inappropriate articles of clothing, which violate the intent of this policy but may not be specifically addressed above.
12. Offensive markings on the body may be deemed inappropriate. Students may be asked to remove or cover them.
13. Designer contact lenses, other than tinted, may not be worn.

Continued:

14. Vocational/Shop Students: **Safety glasses are mandatory** for any person in the shop room.

Students taking a shop class will be required to purchase glasses themselves, or through the shop instructor. Junior High students will have safety glasses provided for them.

15. "Roller-shoes" or shoes with wheels in them are not allowed in school or at school sponsored activities. Students who are not in compliance with the dress guidelines will be sent to the office. Administration will decide on any dress or grooming issue not covered in this list. In most instances, students will be asked to change or will be sent home to change. **Time missed from classes will be unexcused and made up. (Refer to unexcused absences)**



### **FIRE AND TORNADO DRILL AND EVACUATION**

The fire bell will sound during fire drills and will sound until it is shut off at the control board. Fire alarms are located throughout the building. Only in case of emergencies should these alarms be set off. Anyone tampering with the alarm system or causing a false alarm will immediately be suspended from school.

When the alarm sounds, do not talk or take any personal belongings with you. Fire Drills will be routinely conducted so the students are aware of the proper exits in case of a true emergency.

All students must be a minimum of 100 feet from the building. Teachers should be prepared to account for all students under their supervision, i.e. attendance book, etc. Teachers, please check your rooms to be sure that all students have made a safe exit, windows and doors closed, lights turned off, doors left unlocked, etc.

Students will return in an orderly manner into the building when the all clear signal is given (Second bell). All staff on planning duty at the time of the alarm please helps in clearing the exits in an orderly manner.

In case of threatening weather, i.e. tornadoes, etc. directions via the intercom will be given. In case of a power failure, a messenger (directed by the administration) will be used. Students will be housed in the interior elementary rooms (301, 302, 303, and 304).

### **FUNDRAISING**

School activity money will be spent by activity groups only for school functions sponsored AND APPROVED by the group sponsors and the administration. Solicitations by organizations must be approved by the group sponsors and the administration. Before starting a fundraising activity, be certain that it has been approved by the AD, administration and included on the school master calendar.

### **HELP FROM TEACHERS BEFORE AND AFTER SCHOOL**

Any pupil who requires additional time at school under the direction of a teacher to adequately master their work may arrange such sessions with teachers. If it seems advisable for the benefit of the pupil, teachers may require pupils to come in for extra help or supervised study. **GET HELP WHEN YOU NEED IT!!!**

### HOMEWORK

Homework is used for students to practice skills and concepts that they have learned in class. While time will be allowed during the school day to get some of the work done there will be times when students will have work to complete after school hours. At the elementary level homework should not take an excessive amount of time and should be a positive experience that helps to build responsibility, self-discipline and self-confidence.

### LOST AND FOUND

The lost and found department is located in the downstairs office. If you have lost articles or lose anything, check with the elementary secretary.

### LUNCH

**JR. HIGH AND HIGH SCHOOL:** Hot lunch will be available to elementary students at a cost of \$1.80 and to 7-12 students at a cost of \$2.05. Milk will also be available for \$.25 for students who bring their own lunch. Slushes will be available for \$.25 daily. Seconds are available for \$.75. In order to facilitate the computerized record keeping, it would be appreciated if lunch tickets were purchased for 2-4 weeks at a time. No pop will be sold during the school day and *absolutely no pop in the cafeteria during lunch*. **NO FOOD OR DRINK WILL LEAVE THE CAFETERIA!!**

### PARTIES/GIFTS

The school and/or teachers may schedule classroom parties for special holidays such as Halloween, Holiday Break, Valentine's Day, and end of the school year. Other parties will be scheduled at the teachers' discretion with permission of an administrator. If the parents/guardians do not wish a student to be involved in these parties, a note to that effect should be sent to the classroom teacher.

School board policy discourages the giving of gifts to teachers by students. Parents/guardians are asked to explain this to their student(s). Parents/guardians are asked not to send invitations for parties, etc. to school to be distributed. There have been instances of very hurt feelings when someone is left out. The teachers WILL NOT pass them out to students.

### NOTICE TO STUDENTS

All students are responsible for obeying state law, policies of the board of education, and the rules of the school. Students are prohibited from engaging in any intentional activity that will embarrass or discredit the school, its students and staff. No student should bring anything to school that is prohibited by statute, policy or school rule. School representatives have the authority to search school property, student property, including cars and student belongings, and students themselves when there is reason to believe a student has violated a statute, policy, or rule. Also, at its discretion, the school may utilize surveillance cameras in appropriate areas as well as dog searches. There are to be no conversations dealing with guns, bombs, weapons, or any other violent activity towards other students, school property or school personnel.

Lockers and desks are the property of the school district and are made available to students for their convenience. Each student is responsible for the content or security of his or her locker. Lockers should be kept locked at all times when they are not opened for use. Each student is responsible for locking his or her locker after use and no student should reveal the combination to anyone else. Junior High students will be provided a lock to lock their lockers

These rules are applicable at school, during school functions or activities whether they take place at school or at a different location, and while traveling to school functions or activities.

For information on Interrogations and Searches please refer to School Board Policy 705.

### SEVERE WEATHER/SCHOOL CLOSING

In case of severe weather - snow, low temperatures, ice, etc., the official announcement for school closings may be seen over KOLN-TV, Channel 10, KHAS-TV, Channel 5, and KLKN-TV Channel 8. Tune in the stations and watch for information. **DO NOT** call the school or teachers. KTTT-1510 AM and 93.5 FM, KLIR-101.1 FM, and KZEN-100.3 FM radio stations will also announce school closings.

### TELEPHONE

Acquaint your parents with your class schedule so that they will not call you from class. Students will not be excused from class for telephone calls except for emergencies. If a student receives a call during class time, a message will be taken and forwarded to the student. The school telephone is a business telephone and should be used only in cases of extreme importance. Do not use telephones during school hours unless you have permission. Personal calling cards may be used if calling long distance. Long distance calls made without use of a calling card or collect call will be charged 25 cents to the student. **NO cell phones** will be allowed to be turned on while in the building during school hours without administrative approval.

### VISITORS

Students will be allowed to bring visitors (cousins, friends, etc.) for a day or part of a day only on special occasions. These occasions must be cleared through the Principal's Office **ONE WEEK** ahead of time. Visitors whose visit has not been approved previously will be asked to leave.

Parents are encouraged and welcome to visit school. Visitors are expected to report to the office before going to the classroom. A visitor will be recognized by the teacher either upon entering the room or at an appropriate break in class activity.

It is suggested that parents visit during the first part of the day rather than the close of the day when activities are being culminated. Parents are **encouraged** to contact teachers to set up a visitation date and time.

### STUDENT RIGHTS AND RESPONSIBILITIES

Twin River Public Schools recognize that differences, disputes and conflicts among students, between students and staff members will occur. The school also recognizes individual student rights and responsibilities must be clearly defined so that an orderly process for discussing and resolving these differences may be established.

The student has the right to be respected as an individual, to receive the benefits of all school services, to attend a school which is clean, comfortable, safe and adequately equipped, to have a framework for student government which indicates the areas of student involvement, to express himself or herself so long as the rights of others are not violated in the process, to have access to printed copies of school regulations, and to expect rules to be reasonable and consistently applied.

The student is responsible for **knowing** and **complying** with school rules, for **respecting** and **submitting** to the authority of the school staff, for applying himself/herself to the best of their ability to the learning tasks assigned, for attending school regularly and punctually, for using school facilities in a way which conserve their continued usefulness. The success of your experiences and total results from your schooling is only as great as the efforts of each individual. This agenda is designed as a guide for you towards an understanding and cooperation among students, faculty and other school staff, and to provide for a better educational environment.

### PARENTAL INVOLVEMENT POLICY

It shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school. It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Law 79-4, 157, the Federal Education Right to Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

At the District level, it is the policy of Twin River Public Schools that parents of all participating children in Title III Programs have the opportunity to be involved in the joint development of the district plan and the district's review process. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contribution.

### NOTICE OF NONDISCRIMINATION

In compliance with the Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; section 501 of the Rehabilitation Act of 1978; Twin River Public Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates.

It is the intent of Twin River Public Schools to comply with both this letter and spirit of the law in making certain discrimination does not exist in the policies, regulations and operations.

Specific complaints of alleged discrimination under Title IX (sex) and section 504 (handicap) should be referred to Donald Graff, Supt. Twin River Public Schools, PO Box 640, Genoa, NE 68640(Phone: 402-993 2274). Title IX and Section 504 complaints can also be filed with the Office of Civil Rights, as follows: Region VII Office of Civil Rights, Department of Education, 10220 No. Executive Blvd., 8<sup>th</sup> floor Kansas City, MO. 64153 (Phone 810-891-8026)

**TITLE I PARENT INVOLVEMENT POLICY**  
**Participating Schools: Genoa site and Silver Creek site**

P.L. 103-382 affirms the principle that parental involvement is a vital part of the Title I Program.

At the district level, it is the policy of the Twin River Public Schools that parents of all participating children in Title I school have the opportunity to be involved in the joint development of the district plan and the district's review process for the purpose of school improvement. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parent involvement activities the district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; education school personnel about involving parents and the value of parent contribution.

It is the policy of Twin River Public Schools that:

1. This jointly developed: written Title I policy is distributed to all parents. This policy will be included in the parent handbook.
2. An annual meeting is held for all parents. An annual meeting will be held each year. Notification will be given in a letter mailed to parents.
3. Parents are given assistance in understanding the requirements of the Title I Law, National Educational Goals, content standards, performance standards, and assessments. Assistance will be provided at the annual meeting, parent-teacher conferences, informational meetings, the State Parent Involvement Conference, and in school publications.
4. Parents receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results. Individual reports will be given to parents at the parent-teacher conferences.
5. Parents receive timely responses to all parent recommendations. All information is sent to parents in the language used in the home. Full opportunities are provided for all parents to participate in Title I activities. Responses can be either verbal or written. An interpreter or translator will be used when necessary.
6. A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the state's high standards. All parents and staff were able to provide input into the development of the compact. The compact will be reviewed at the annual meeting.
7. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. Parents are given help monitoring their student's progress. The school provides assistance to parents on how they can participate in decisions related to their student's education. The school provides reasonable support for parental involvement activities as requested by parents. The Title I staff can attend training sessions. Parents and staff may attend the Parent Involvement Conference each year. Opportunities for further training will appear in local publications.
8. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate. Genoa/Silver Creek Schools provide shared training opportunities, transitional meetings, and publications.
9. An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of this policy for increasing parent involvement. Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies. Surveys will be given to the parents. The results will be used for the distribution of reports/summaries and for action plans for improvement.

This policy was adopted by the Board of Education on April 17, 2006.

# STUDENT PROCEDURES



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## TWIN RIVER PUBLIC SCHOOL GOVERNING PRINCIPLES

(Adopted by the Board of Education – June, 2005)

### **WE BELIEVE:**

- 1. Education is a partnership among school, family, and community.**
- 2. Students need to develop respect for all people and their surroundings.**
- 3. Students need to develop skills to critically, creatively, and ethically make decisions and solve problems in a global society.**
- 4. A safe and comfortable environment promotes student learning.**
- 5. Students need to share responsibility for their education.**
- 6. Students need to develop social responsibility.**

## **ATTENDANCE POLICY 701.05 AND STUDENT PROCEDURES**

*Article 2, Section 79-201 - Compulsory education in all Nebraska School Districts.*

"Every person residing in a school district within the State of Nebraska who has a legal or actual charge or control of any child not less than seven or more than sixteen years of age shall cause each child to attend school regularly. The public, private or denominational or parochial schools each day that such schools are open and in session except when excused by school authorities, or unless such child has been graduated from high school. The term shall not be less than nine months in any district.

A student is expected to attend Twin River Public school for the full day that school is in session. Any deviation from this requirement is considered an absence. A student who is absent from a class in excess of SEVEN days must obtain a doctor's note or make arrangements with the building Principal in advance for that particular absence, or it may be counted as an unexcused absence. All absences for students will be recorded on a per period basis.

After SEVEN days of semester absences a student may have their credit withdrawn and go before an attendance committee. The committee shall consist of the Principal, Counselor, and four Faculty members. At least four members must be present at each meeting. At such hearings the attendance committee will determine whether or not the student will have any credit revoked. The attendance committee will meet at the end of each semester.

Notification to parents/guardians:

\*on the 6th absence, a notification letter will be sent.

\*on the 7th absence, a possible loss of credit letter will be sent.

These letters will be sent even when prior arrangements and notifications have been verified.

Reinstatement of Credit/Appeals Procedure: When a student/parent/guardian has been notified that a possible loss of credit may occur, they have two procedures from which he/she may regain credit.

**Procedure One:** In cases of extreme hardship such as extended illness, accidents, or other exceptional health related problems a student/parent may appeal through communication with the building Principal for reinstatement of credit.

**Procedure Two:** When a student/parent/guardian has been notified of a possible loss of credit due to absences, an appeal may be made to the Attendance Committee. The Attendance committee will have the authority to reinstate credit if a majority of the members present agrees that sufficient reason for a waiver of the policy exists. The purpose of the meeting is to allow the student/parent/guardian the opportunity to present any information or argument as to why the Attendance Policy provisions should be waived. Notice: THE APPEAL MUST BE IN WRITING AND ADDRESSED TO THE PRINCIPAL AT LEAST THREE DAYS IN ADVANCE OF THE LAST DAY OF EACH SEMESTER.

When a student will be or has been absent or tardy, he/she will follow the following procedures:

1. The student/parent/guardian should call the school offices before 9:00 A.M. (If there is no phone contact the school will try to contact the parent/guardian).
2. From the parent/guardian the student will bring within **two school days a written excuse, signed and dated by the parent/guardian for the reason of the tardy or absence.**

**If there is no phone contact on the day of the absence or tardy AND no written excuse within two school days of the absence registered in the office the tardy or absence will be declared unexcused. For each unexcused absence or tardy the student receives he/she will lose two points from their quarter grade for each class. Students tardy 1<sup>st</sup> and 6<sup>th</sup> period will be given two excused tardies, after that, a 2 point reduction will be taken off the Qtr. grade only for the class reporting the tardy. Students will have twice the time missed due to absences to make up instructional work, OR an agreed upon time between teacher and student. Any student absent during the last week of a quarter or semester will receive an incomplete or their current grade on their report cards, which will be updated when assignments are recorded within the make up period. (It is imperative to have written excuses on file as the attendance committee will use them as documents if a loss of credit becomes an issue.)**

### **Tardies**

**Board Policy 701.06 Tardies:** Students who are tardy unexcused more than twice during any one semester for first or sixth period will lose **two** points from their **quarter** grade for those classes. First and Sixth period tardies will be recorded in the office. Students will be granted one unexcused tardy per semester. On the second and continuous unexcused tardies a two point deduction in the quarter grade will be administered. A 15 minute detention will be administered by the instructor for each unexcused tardy. Class tardies will be recorded by the instructors. The building Principal reserves the right to make exceptions in extreme or unusual circumstances. **Teachers will not admit tardy students to class without a tardy slip signed by the previous instructor, explaining the reason for the tardiness. DO NOT try to go to class late. Pick up your tardy slip before you go to class. Students who are tardy more than twice during any one semester for first or sixth period will lose two points from their quarter grade.**

### Illnesses

**Board Policy 701.09: Illnesses:** Any student who wishes to leave the school grounds due to illness **must** obtain permission from the office. Parents/guardians or other designated adults must first be contacted by telephone to authorize release. If the student is to be dismissed early for a professional appointment, a written note, signed and dated must be sent to school with the student and registered in the office or a phone call from the parent/guardian must take place before the student will be released. Any student leaving school without permission will be deemed **TRUANT**. (Note truancy procedures).

### Truancy

**Board Policy 701.07 Truancy:** Students who are absent without their parent/guardian consent will be deemed **truant** and will make up twice the amount of time missed from school and will be declared ineligible for all extra-curricular activities until the time is made up. The building Principal will decide when the time will be made up. Students leaving school without permission will be considered truant. Students will lose **two (2 points)** of credit from their **semester grade** for each class on the day of the truancy.

### Suspensions

**Board Policy 701.10 Suspensions:** Each day of absence due to out of school suspensions shall result in a **two point grade reduction per class per day off their quarter grade.** Students will have access to the general instruction curriculum for in school suspensions and will receive credit established by classroom teachers.

### Activity Attendance

**Board Policy 701.08 Activity Attendance:** *Students are expected to be in school on time the day of the activity and the morning after a night activity.* **The student must be in school Periods 4, 5, 6, and 7 to attend or participate in school sponsored activities (10:45 a.m.-3:15 p.m.).** The administration reserves the right to make all decisions in extreme or unusual circumstances. If a student has been suspended from school they will not be allowed to attend the activity.

### DEFICIENCY REPORTS

Notices of concern will be mailed periodically during the school year. They are intended to provide you and your parents with information concerning your lack of progress. Down slips do not necessarily mean a student is failing the subject, only that he or she is doing below average work and/or not working up to their ability. Students and parents are strongly encouraged to directly contact individual teachers to discuss strategies for improving student learning.

### HOMEWORK FROM ABSENCES

If your child would like homework sent home on days they are unable to attend school, **they must make arrangements with the secretary in the morning when they contact the school of the absence.** Due to tight scheduling, this cannot be done on a last minute basis.

### DETENTIONS

**Board Policy 728.02 Detentions:** **Every** adult staff member can issue a detention for disruptive behaviors. The time of the detention will be served the day the detention was issued. The staff member giving the detention will supervise the detention. Those students riding the bus will be given an extra day to make transportation arrangements. When a detention is given during class time and the student chooses not to serve the detention, the student will not be admitted back into the classroom until the detention is served. The student will report to the alternative room and work on the generic lesson given by the instructor. If the student chooses not to serve the detention within two days the student will serve an in-school suspension and the detention will be considered served. **Detentions must be served before students can participate in extra-curricular activities.** During the detentions students will be expected to fill out a student self-evaluation or a discipline essay.

### DISCIPLINE

. When discipline problems occur in the classroom, learning stops or is reduced. It is the right of every student to have a classroom where learning can take place. It is the responsibility of every staff member to ensure that every student abides by the school rules and normal good citizenship.

Proper care and use of buildings and equipment is a responsibility which has been entrusted to the staff and students of the school by the patrons and taxpayers of the school district. Deliberate or unthinking damage or destruction of school property could cause the student to be expelled and most certainly will require the student to pay for the repair or replacement. In case of marring or defacing the building or equipment, the student may be required to spend after school time cleaning or removing marks.

Students must also fully understand that **every** adult in the building has the authority to correct misconduct at any time. Detention may be assigned by any staff member to a student. This applies to all school related activities and functions.

**DISCIPLINARY DETENTIONS AND REFERRALS**

To be effective, discipline must be known by all, be precise, and be uniformly applied. We all need to make a commitment to our children, so that they can come to school to learn in an orderly environment.

Verbal warnings by instructors may result in students serving detention time, either before school or after school, depending on a teacher/student conference. Detentions will be served the same day or as arranged by the instructor. Students that ride the school bus should be given an extra day to serve the detention time so travel arrangements can be made by families. During the detention, students will be expected to fill out a student self-evaluation or write a discipline essay that will be signed by the parent/guardian. When a student has a detention, the parent/guardian will be notified by phone. Students that are given a discipline essay to take home must have the form signed and turned into the office before being admitted to first period. Students that carry a discipline card must turn in the completed card to the office after school and pick up a new card from the office (if applicable) before school begins. Teachers may grant student time-outs to the office, counselor or suspension room.

**‘Terrific Titan’ Positive Behavior Program**

*The ‘Terrific Titan’ Positive Behavior Program is designed to encourage proper behavior and social skills by all Twin River elementary students. Two of these types of skills include: demonstrating respect for people and property; and, responding appropriately to faculty directives.*

**LEVEL 1**      *Classroom Level* (Classroom teacher, parent, student)

<b>Problem Occurrence</b>	<b>Grades K-3<sup>rd</sup></b>	<b>Grades 4<sup>th</sup>-6<sup>th</sup></b>
<b>Problem 1</b>	5 minute after school conference	5 minute after school conference
<b>Problem 2</b>	10 minute after school conference	10 minute after school conference
<b>Problem 3</b>	15 minute after school conference	20 minute after school conference

*\*\*Once a student has reached Problem 3 at Level 1 a mandated parent-teacher conversation will occur.*

**LEVEL 2**      *Building Level* (Classroom teacher, parent, student, and administration/support staff when required/requested.)

<b>Problem Occurrence</b>	<b>Grades K-3<sup>rd</sup></b>	<b>Grades 4<sup>th</sup>-6<sup>th</sup></b>
<b>Problem 1</b>	Lose 1 day social lunch/recess; student telephone call home	30 minute detention per teacher discretion; student telephone call home
<b>Problem 2</b>	Lose 2 days social lunch/recess; student telephone call home	45 minute detention per teacher discretion; student telephone call home
<b>Problem 3</b>	Lose 3 days social lunch/recess; student telephone call home	60 minute detention per teacher discretion; student telephone call home

*\*\*Once a student has reached Problem 3 at Level 1 a mandated parent-teacher meeting will occur.*

**LEVEL 3**      *SAT Level* (Classroom teacher, parent, student, administration, SAT representatives.)

<b>Problem Occurrence</b>	<b>Grades K-3<sup>rd</sup></b>	<b>Grades 4<sup>th</sup>-6<sup>th</sup></b>
<b>Problem 1</b>	30 minute detention and loss of social privileges for 1 day; student telephone call home	1 day in-school suspension and an after school conference; student telephone call home
<b>Problem 2</b>	60 minute detention and loss of social privileges for 2 days; student telephone call home	2 days in-school suspension and an after school conference; student telephone call home
<b>Problem 3</b>	One day in-school suspension, student telephone call home and a mandated parent meeting	1 day out-of-school suspension, student telephone call home and a mandated parent meeting

continued

<b>Problem Occurrence</b>	<b>Grades K-3<sup>rd</sup></b>	<b>Grades 4<sup>th</sup>-6<sup>th</sup></b>
<b>Problem 1</b>	1 day out-of-school suspension, an after school conference, a student telephone call home or consequences stated in IEP/TTP	1 day out-of-school suspension, an after school conference, a student telephone call home or consequences stated in IEP/TTP
<b>Problem 2</b>	2 days out-of-school suspension, an after school conference, a student telephone call home or consequences stated in IEP/TTP	3 days out-of-school suspension, an after school conference, a student telephone call home or consequences stated in IEP/TTP
<b>Problem 3</b>	3 days out-of-school suspension, an after school conference, a student telephone call home or consequences stated in IEP/TTP	5 days out-of-school suspension, an after school conference, a student telephone call home or consequences stated in IEP/TTP

\*Detentions will be served on the day issued (unless other arrangements are made).

\*Suspensions will be served the day issued or the next school day (as arranged).

\*Students who fail to attend an after school conference and/or detention without first making arrangements with the teacher will have their time doubled and/or serve an in-school and/or out-of-school detention as determined by the administration.

\*Once a student has reached a level where a parent meeting must occur that meeting must be held within 5 school days of the problem that caused the meeting to be called. *It is the responsibility of the parent/guardian to reschedule the meeting within 5 school days—failure to meet within the allotted time frame will result in the student being removed from school until the meeting is conducted.*

*\*The administration reserves the right to make exceptions or alterations to any step of this process.*

### **HOMEWORK**

Homework is used for students to practice skills and concepts that they have learned in class. While time will be allowed during the school day to get some of the work done there will be times when students will have work to complete after school hours. At the elementary level homework should not take an excessive amount of time and should be a positive experience that helps to build responsibility, self-discipline and self-confidence. *Homework discipline goals include: arriving to class prepared, using work time appropriately, and completing assigned tasks on time.*

<b>ELEMENTARY PLAN FOR STUDENTS WHO DO NOT GET WORK DONE ON TIME</b>	
<b>The Student Will:</b>	<ol style="list-style-type: none"> <li>1. Make a phone call to their parent;</li> <li>2. Stay in from recess to work on assignment (s);</li> <li>3. Stay after school in the ‘after school study hall’ until 3:40.</li> </ol>
<b>The Teacher Will:</b>	<ol style="list-style-type: none"> <li>1. Decide what time is the cut off time for counting work late;</li> <li>2. Ensure student calls parent—teacher will speak to parent if deemed necessary (we will not continually call a parent if it will jeopardize their job situation—we will set up a parent meeting with that parent.);</li> <li>3. Be in constant communication with the parent as things develop;</li> <li>4. Be in communication with the principal on the situation.</li> </ol>
<b>After School Study Hall:</b>	<ol style="list-style-type: none"> <li>1. Held in assigned staff member’s room;</li> <li>2. Student will work there until 3:40 p.m. (or other agreed upon time);</li> <li>3. Student should bring unfinished assignments with them plus an AR book to read;</li> <li>4. If a student gets assignments done they will read an AR book until 3:40 p.m.;</li> <li>5. Parent will ensure that students have a way home when they leave;</li> <li>6. No after school study hall on Friday (unless arranged with staff member).</li> </ol>

\*Detentions will be served on the day issued (unless other arrangements are made).

\*Students who fail to attend the after school study hall and/or detention without first making arrangements with the teacher will have their time doubled and/or serve an in-school and/or out-of-school detention as determined by the administration.

*\*The administration reserves the right to make exceptions or alterations to any step of this process.*

## NO WEAPONS ARE ALLOWED AT TWIN RIVER PUBLIC SCHOOLS—REGARDLESS OF THE CONCEALED HANDGUN LAW

### Twin River Public Schools

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are **not** permitted to be brought to or possessed in our school buildings, school grounds, or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but **NOT** at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

We have copied below the section of the new law:

#### Laws 2006, LB 454, Section 15

**A permit holder may carry a concealed handgun anywhere in Nebraska, except any:** Police, sheriff, or Nebraska State Patrol station or office; detention facility, prison, or jail; courtroom or building which contains a courtroom; polling place during a bona fide election; **meeting of the governing body of a county, public school district, municipality, or other political subdivision; meeting of the Legislature or a committee of the Legislature; financial institution; professional, semi-professional, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event;** place of worship; emergency room or trauma center; political rally or fundraiser; establishment having a license issued under the Nebraska Liquor Control Act that derives over one-half of its total income from the sale of alcoholic liquor; **place where the possession or carrying of a firearm is prohibited by state or federal law; a place or premises where the person, persons, entity, or entities in control of the property or employer in control of the property has prohibited permit holders from carrying concealed handguns into or onto the place or premises; or into or onto any other place or premises where handguns are prohibited by law or rule or regulation.**

#### DRUG/ALCOHOL POLICY

It is the policy of the School District of Twin River take positive action through education, counseling, parental involvement, medical referral, police referral, disciplinary action, or any combination thereof in order to prevent the use/abuse of controlled substances, illicit drugs, alcohol, and other behavior-affecting substances. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Possession, distribution, use, or being under the influence of the controlled substances, drugs, and/or behavior-affecting substances by any student on any school premises and at any school sponsored activity or any school related activities is prohibited and shall be viewed as an act of misconduct. These actions shall be subject to disciplinary actions consistent with local, state and Federal law. Such sanctions may include supervised in-school suspension, short-term suspension, long-term suspension, expulsion, mandatory reassignment, completion of an appropriate rehabilitation program, and/or referral for prosecution.

School property may be inspected by school authorities in the interest of maintenance, health, and/or safety of students, school personnel, or the school environment. Such inspections will also take place if circumstances lead school officials to “reasonable suspicion” that there is evidence of a violation of this policy. Lockers, through assigned to students, are school property and may be inspected. To ensure the safety of students, random locker checks will be administered throughout the school year. Vehicles parked on school property, through the property of students or their parents/guardians, may also be inspected if there is reasonable suspicion that substances might be present that are in direct violation of this policy’s intent.

If the Administration has reason to believe that a student has consumed alcohol at a school activity, or on school premises, or at a time previous to entering school premises or activities, such that there would be ascertainable blood alcohol content, and upon request from school personnel, such student shall submit to a Breathalyzer exam.

Students who choose to participate in activities will be subject to an additional regulation concerning the use of alcoholic beverages or the use of illegal drugs included in the athletic training regulations. In addition, any student who is voted, elected, or appointed to a position of leadership or honor in the school will forfeit this position and remain ineligible for such positions for the remainder of the school year if he/she violates school regulations pertaining to illegal use of the above mentioned substances.

It should be noted that in dealing with each incident, it will be the accepted procedure that school officials will work closely with the parents/guardians and other appropriate agencies in implementing appropriate disciplinary action as it relates to the student(s) and the individual circumstances of the incident.

continued

The following disciplinary actions should be viewed as minimum when dealing with each type of offense.

<b>Category</b>	<b>Minimum Sanction to Be Imposed By Administrative Staff</b>
A. Possession/Use of Tobacco	Short-Term Suspension (0 to 5 days)
B. Possession/Use, Under the Influence of Alcohol, Drugs, (Other than those covered in Section A), Controlled Substances or other Behavior Affecting Substances; Possession or use of "Look Alikes" or "Designer" Drugs; or Drug Paraphernalia	Long-Term suspension
C. Sale and/or Distribution of Drugs (other than those covered in Section A above); Controlled substances; or other Behavior Affecting Substances, "Look Alikes" or other "Designer Drugs."	Expulsion

### **FIGHTING**

Fighting, either physical or verbal, is prohibited on school property or at school sponsored events. A student shall not threaten, cause, or attempt to cause physical injury to any student or to a school employee. The school insists that students seek the assistance of teachers, counselors, and administrators to resolve conflicts. Students who engage in fighting will be suspended out-of-school. Multiple instances of fighting will result in mandatory reassignment or expulsion.

### **HALLWAY CONDUCT**

The practice of courtesy in the halls will result in orderly passing to and from classes and at dismissals. Running, pushing, shouting, and whistling are examples of poor conduct and crude manners. Walk keeping to the right in the hallways. Talk in a subdued voice. There are elementary students who use the facilities and are affected by noise coming from the hallways. Please be considerate of all the students' right to receive an education.

### **BULLYING**

Bullying is defined as intentional and typically repeated behavior toward another person(s) and usually involves an imbalance of power—bullying causes physical and/or psychological discomfort or harm. Bullying, either physical, verbal or emotional towards any individual or group is prohibited on school property or at school sponsored events. Students who are involved in bullying may be forced to serve time before or after school; be suspended in-school; or be suspended out-of-school. Multiple instances of bullying will result in mandatory reassignment or expulsion.

### **INDIVIDUAL CLASSROOM RULES**

Students are expected to abide by individual classroom rules that are established by the classroom teachers. Refusal to do so may result in suspension or expulsion proceedings. Individual classroom rules will be distributed by each teacher at the beginning of the school year or upon enrollment. Students must also fully understand that any staff member in the building has the authority to correct misconduct at any time. Detention may be assigned by any staff member to a student. Students and Staff will respect all people, including themselves, and all property, including their own, at all times. Issues of cheating will be dealt with by the classroom instructors.

### **INSUBORDINATION**

Failure to respond appropriately to any reasonable request by a staff member will result in disciplinary action from the Principal's Office ranging from verbal reprimand to suspension.

### **NO POP INSIDE SCHOOL BUILDING**

**Absolutely no pop will be permitted.** Permission may be granted by the Principal for special occasions or situations. Vending machines will be turned off from 8:00 a.m. until 3:20 p.m. each day.

### **CELL PHONES**

Students are not allowed to have cell phones with their power on in school during school hours. It is required that students leave their cell phones in their vehicles, in their lockers or in the office. Cell phones that are found in classrooms or 'powered on' during the school day will be confiscated by the administration and a blue card may be issued to the owner/operator of the phone. A parent of the student must pick up the cell phone from the office in order for the student to reacquire the phone. In special circumstances (i.e. needing to call parents or family members) administrative approval may be given for students to use their cell phone in the presence of a staff member.

## NUISANCE ITEMS

All items brought to school must be at the request of a teacher and/or have a contribution value to the educational effort in the classroom. Trading Cards (Pokemon, etc.), Radios, tape/cassette players, iPods, electronic games, and laptop computers are NOT to be brought to any school facility or on the school grounds without administrative approval. Nuisance items (i.e. Lasers, Cell Phones not following proper procedures, and CD's) will be confiscated and may not be returned. The administration will decide on items not listed here.

## PROFANITY

### **Board Policy 728.03 Profanity: Profanity, sexual innuendoes, and racial slurs will result in the following consequences:**

First offense - One day in-school suspension

Second offense - Two day in-school suspension

Third offense - One day out-of-school suspension, increasing with each infraction.

**Any profane gesture or comment directed at an instructor will be an automatic two day out-of-school suspension.** Profanity is not an acceptable manner of expressing oneself at Twin River Public Schools. Use of profanity will result in disciplinary action according to the discipline policy. Obscenities are NOT within the area of protected speech or press. Any student who shall refer to a teacher in a public place at any time by a lewd or obscene name in such a loud voice that the teacher and/or others hear the insult may be disciplined by the school administration.

## PUBLIC DISPLAYS OF AFFECTION

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Detention steps will be taken to enforce this guideline by teachers and administration. Use good judgment to avoid any embarrassing situation.

## SEXUAL HARASSMENT

Sexual Harassment is defined as unwanted and unwelcome sexual behavior which interferes with your life. This type of behavior is inappropriate and will not be tolerated. Harassing persons in this manner may result in suspension from school.

DESCRIPTOR TERM: SEXUAL HARASSMENT	POLICY CODE 724	ADOPTED Sept. 2001
	RESCINDS:	REVISED:
LEGAL PROVISIONS: Legal Reference: 42-U.S.C. Section 2000 45 Federal Regulation 74, 676 45 Federal Regulation 25, 024 29C Federal Regulation Sec. 1064.11		
POLICY STATEMENT: 724.01 There shall be no sexual harassment by District students of other District students, or of District personnel on District property (grounds and buses), off school property at school sponsored activities, or at any other place which has the effect of substantially interfering with or materially disrupting the educational process. Students violating this policy could be subject to disciplinary procedures. 724.02 Sexual harassment shall mean an unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially interrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons, or graffiti of a sexual nature, and unwanted body contact.		

## SUSPENSION/EXPULSIONS

**SHORT-TERM SUSPENSION:** Any student may be excluded by the Principal or his/her designee from the Twin River Public Schools for a period of time not to exceed five school days in the following circumstances, provided that the suspension is assigned under the guidelines provided by the *Neb. Rev. Stat., LB 79-254-294, the Student Discipline Act.*

1. If the student has a dangerous communicable disease transmissible through normal school contact.
2. If the student is infected with or can be proved to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well being of the school community.
3. If the student is involved in behavior or activities which interfere with any educational function or which infringes upon the rights of others to pursue an education. Some of the activities or behaviors which could result in short-term suspension are as follows:
  - a. Possession or use of tobacco on school property or at school sponsored events.
  - b. Refusal to comply with reasonable standards of behavior established by teachers or building administration.
  - c. Use of abusive or profane language.
  - d. Vandalism of property belonging to the school district, staff, or students.
  - e. Fighting
  - f. Willful truancy or tardiness.
  - g. Theft or pilferage of property belonging to the school district, staff, or students.
  - h. Committing any other act or becoming involved in any other activity which disrupts the normal educational opportunities for other students.
  - i. Other violations of rules and standards of behavior adopted by the Twin River Board of Education or the administrative staff of the school.
4. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

### SHORT-TERM SUSPENSION

1. Short-Term suspension is suspension from school and school functions for as many as five school days.
2. During the short-term suspension, the student may not attend school or take part in any school functions.
3. A conference may be scheduled for you to attend with your student to discuss the problems causing the suspension.
4. The student will return to school after the suspension has been completed.

### LONG-TERM SUSPENSION AND EXPULSION

Long-term suspensions shall mean the exclusion of a student from attendance in the Twin River Public School system for a period exceeding five school days but less than twenty school days. Expulsion shall mean exclusion from attendance in Twin River Public Schools for a period of time not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year subject to the provisions of subsection (4) of Neb. Rev. Stat. 79-267, of the Student Discipline Act. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provision of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds:

1. Use of violence, force, coercion, threat intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property. (Criminal mischief)
3. Causing or attempting to cause injury to a school employee, school volunteer, or to any student. Personal injury caused by accident self-defense or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student. (Con't)
5. Knowing possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon. Example: A material may be considered bullets or shells used for any firearm.

**Students that intimidate with any type of weapon towards a student or employee of the district will be suspended or expelled.**

6. Engaging in the unlawful possession, selling, dispensing or use of a controlled substance or an imitation controlled substance, as defined in Section 28-401(36), a substance represented to be a controlled substance, or

alcoholic liquor as defined in Section 53-103(5) or being under the influence of a controlled substance or alcoholic liquor.

7. Public indecency, as defined in Section 28-806, except that this subdivision shall apply only to students at least twelve years of age, but less than nineteen years of age.

8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Sections 28-319 and 28-320, as such section now provide or may hereafter from time to time be amended.

9. Engaging in any other activity forbidden by the laws of the State of Nebraska in which activity constitutes a danger to other students or interferes with school purposes, or

10. A repeated violation of any rules validly established pursuant to Section 79-262 if such violations constitute a substantial interference with school purposes.

**If a student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one year.**

### **SUSPENSION                  EXCLUSION                  EXPULSION**

This document will explain a student's rights regarding long-term suspension, expulsion or mandatory reassignment.

A principal (or designee) may determine that it is necessary to suspend, expel or exclude a student from school. The decision would be made after the principal investigated the facts, gave the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. The range of possible actions includes short-term suspension, emergency exclusion, long-term suspension expulsion, and mandatory reassignment. In addition, administrative and teaching personnel may take other actions regarding student behavior, including, but not limited to parent conference, rearranging schedules, requiring a student to remain in school after regular hours to do additional work, requiring that a student receive counseling, or restricting extracurricular activity. It is the principal's responsibility to recommend the type of action to be taken.

The definition and procedures for short-term suspension, emergency exclusion, long-term suspension, expulsion, and mandatory reassignment are set out below.

#### **LONG-TERM SUSPENSION**

1. Long-term suspension is suspension from school and school functions for six (6) to nineteen (19) school days.
2. Before a long-term suspension takes effect, the student or student's parent(s) may request a hearing. However, the principal has the authority to require that the student remain out of school until the hearing officer makes a recommendation to the Superintendent of Schools if, in the principal's judgment, it would "reduce the risk of (a) interference with an educational function for school purpose or (b) a personal injury to the student himself or herself, other students, school employees or school volunteers."
3. Any disciplinary matter may be settled by mutual agreement with the building principal prior to the hearing.
4. If a hearing is not requested within five (5) school days after receipt of notice, the long-term suspension will go into effect at the close of the fifth school day following receipt of notice.
5. To request a hearing, you must complete and deliver or mail a written request to the Superintendent of Schools. The school office must receive the request for a hearing on or before the fifth school day following your receipt of notice in order to prevent the long-term suspension from taking effect at the end of the fifth day.

#### **EXPULSION Neb. Rev. Stat. 79-283**

1. Expulsion is suspension from school and school functions for the remainder of the semester during which the expulsion takes effect. If the misconduct resulting in an expulsion occurred within the last ten school days of the first semester, the expulsion will remain in effect through the second semester. If the misconduct occurred within the last ten school days of the second semester, the expulsion will remain in effect for summer school and for the first semester of the following school year. Expulsion may be for two semesters in instances involving the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer or a student or the knowing and intentional possession, use of transmission of a firearm or other dangerous weapon. Federal law requires the expulsion of a student for a calendar year for bringing a firearm onto school property or to a school event. (79-263)
2. Before an expulsion takes effect, the student or student's parent(s) may request a hearing. However, the principal has the authority to require that the student remain out of school until the hearing officer makes a recommendation to the Superintendent of Schools if, in the principal's judgment, it would "reduce the risk of (a) interference with an educational function for school purpose or (b) a personal injury to the student himself or herself, other students, school employees or school volunteers."
3. Any disciplinary matter may be settled by mutual agreement with the building principal prior to the hearing.
4. If the hearing is not requested within five (5) school days after receipt of notice, the expulsion will go into effect at the close of the fifth school day following receipt of notice.

Continued:

5. To request a hearing, you must complete and deliver or mail a written request to the Superintendent of Schools. The school office must receive the request for a hearing on or before the fifth school day following your receipt of notice in order to prevent the expulsion from taking effect at the end of the fifth day.

### **CONDITIONAL ADMINISTRATIVE RIGHTS**

The administration retains the **right** and **privilege** to issue penalties for acts of discipline not specifically stated in the Twin River Student/Parent Handbook and to alter any penalties as they consider necessary. Furthermore, the administration reserves the right to amend any provision in the Handbook which they deem to be in the best interest of the student's educational process and/or the educational process of other students.

### **EMERGENCY EXCLUSION Neb. Rev. Stat. 79-264**

1. Emergency exclusion may be recommended for a period of time as long as the student's presence in the school presents a threat to himself/herself or others. This threat may be the result of a dangerous communicable disease, conduct which presents a clear threat to the physical safety of himself/herself or others, or conduct which is so disruptive that it interferes with other students in pursuit of an education.
2. During the period of exclusion, a student may not attend school or take part in any functions.
3. If the danger lasts beyond five (5) school days, you may request a hearing.
4. The hearing request is made by completing and delivering as required the "Request for Hearing" form.
5. The student may return to school when it is determined that the danger no longer exists.

### **MAKE-UP WORK PROCEDURES**

Board Policy 730 Make-up Work Procedures: LB 79-265(5)

Students who are suspended from school will be able to make up their work while not attending school. Make-up work can be picked up in the Principal's office each school day at 3:40 P.M. and returned each morning to the office. The office will see the lessons get to the appropriate instructors. Making arrangements with the individual instructor either before or after school can make up tests. The amount of credit for work completed will be left up to each instructor's classroom management plans. The student should contact each instructor to set a timeline for work to be completed. Instructor's can be reached during their lesson planning time, between the time of 7:40 and 8:00 in the morning, and between 3:15 and 3:40 after school. If a student's caregiver would like to make other arrangements for lessons, please contact the office at 993-2911. Reminder: every student will need a written notice from the caregiver as to their absence even if suspended.

### **SUSPENSION UNTIL HEARING OFFICER'S RECOMMENDATION**

There are instances when the principal may deem it advisable for the student to remain out of school until either:

### **THE HEARING PROCEDURE**

1. The Superintendent of Schools will appoint a hearing examiner when a request for hearing is received.
2. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
3. Within two (2) school days after being appointed, the hearing examiner shall give written notice of the time, date and place of hearing.
4. The hearing will be held within a period of five (5) school days after it is requested (unless changed for good cause).
5. No hearing will be held on less than two (2) school days notice unless otherwise agreed to by the student's parent(s) or guardian and school officials.
6. Prior to the hearing, the student and his/her parent(s) or guardian have the right to examine and have explained the student's records and any written statements which will be used by school officials in the hearing.
7. The hearing shall be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian. The student may also be represented at this hearing by any person of his choice, including a lawyer.
8. The student and his/her parent(s) or guardian may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student, his/her parents or guardian, and school officials will try to help the student obtain the presence of such witnesses at the hearing.
9. The student and his/her parent(s) or guardian has the right to request in advance of the hearing, the identity of any witnesses appearing on behalf of the school and the substance of the testimony of any of those witnesses.
10. Witnesses shall be present only when testifying.
11. The student may be excluded at the discretion of the hearing examiner in compliance with state statutes.
12. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

13. The principal (or designee) shall present evidence on behalf of the school, supporting the recommended action.
14. Testimony will be under oath of affirmation. Witnesses may be questioned.
15. The hearing examiner shall prepare a report of his findings and recommendation. This report will be presented to the superintendent.
16. The hearing will be recorded at school district expense.
17. The superintendent will review the hearing examiner's report and reach a determination. The superintendent may not impose a more severe sanction than that recommended by the hearing examiner.
18. The superintendent's determination will be personally delivered by sent by registered or certified mail to the student, student's parents, or guardian.
19. The punishment will take effect upon receipt of the superintendent's determination by the student or student's parent(s) or guardian.

#### **APPEAL PROCEDURE**

1. You may appeal the superintendent's determination to the Board of Education within seven (7) school days following a hearing.
2. The appeal request must be written and filed with the secretary of the board.
3. A hearing shall be held before a committee of the board, consisting of not less than three board members.
4. Any appeal shall be made on the record of the hearing before the hearing examiner, except that new evidence may be admitted to avoid a substantial threat of unfairness.
5. After examining the record and taking new evidence, if any, the board committee may withdraw to deliberate privately upon the record and new evidence.
6. The board may reopen the hearing to obtain additional evidence.
7. The board may alter the superintendent's decision, but may not impose a more severe sanction.
8. Notice of final board action will be by personal delivery, or registered or certified mail.
9. The final board decision may be appealed by filing a petition in the district court within thirty (30) calendar days after receipt of notice of the board decision.

**If you have any questions, please contact your school principal or the Superintendent of Schools.**

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# COMPUTERS



**TWIN RIVER SCHOOL DISTRICT**  
**INTERNET SAFETY POLICY**

It is the policy of Educational Service Unit 7 that access to the Internet provided by ESU 7 is expected to be used as an educational and/or work-related resource and that such access such be made available subject to such rules and regulation as may be established, provided that no use shall be permitted which, in the judgment of the Board of Directors of ESU 7, is in any way prejudicial to the best interest of the unit or in conflict with the ESU 7 Program of Services. The ESU 7 Board of Directors reserves the right to refuse access to the Internet by ESU 7 to anyone when it deems it is necessary in the public interest.

**Definitions**

1. Access to the Internet - A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network, which has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of Title 18, United States Code.
4. Child Pornography shall have the meaning given such term in Section 2256 or Title 18, United States Code.
5. Harmful to minors shall mean any picture, image graphic image file, or other visual depiction that:
  - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors,
  - c. an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
  - d. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network system.
7. Technology protection measure shall refer to a proxy server managed by ESU 7 that blocks and/or filters Internet access or other means by which access may be locked and/or filtered.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Twin River School District Technology Committee.
9. Technology Committee as used herein shall refer to a group of Twin River School District staff including the following:
  - Building Principals
  - LAN Managers
  - A teacher/staff member from each school site
  - Staff members appointed by building principals.

**Access to Internet by Minors**

Minors accessing Internet services provided by the Twin River School District shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational use.
2. Minors shall not use Twin River School District technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity.
5. Minors shall not disclose personal identification information on the Internet.

### **Access to Internet by Adults**

Adults accessing Internet services provided by Twin River School District shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Twin Rive School District technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
3. Adults shall not engage in illegal activities on the Internet.

### **Technology Protection Measure**

Twin River School District shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of the Twin River School District.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with the permission of the immediate supervisor of the staff members requesting said disabling or with the permission of the administrator of the Twin River School District.
2. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

### **Policy Violation**

Any violation of this policy may result in the loss of access to the Internet by the Twin River School District and/or ESU 7. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in the Twin River School District and/or ESU 7 Board Policy, and including applicable law enforcement agencies when necessary.

### **Policy Challenge Procedure**

An individual who has been granted access to the Internet by the Twin River School District and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions.

1. Internet site review requests should be directed to the Twin River School District Technology Committee in writing for consideration.
2. The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unlock the site.
3. Twin River School District Principles will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Twin River School District any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of the Twin River School District's Internet Safety Policy which cannot be resolved at the levels outlined in the preceding step will be handled in accordance with the Twin River School District's established grievance policy or at the Twin River School District administrator and/or board level for challenges presented in writing.

### **INTERNET ACCEPTABLE USE POLICY**

Twin River School District has provided access to the Internet for authorized students to support the academic purposes of the school. No use of the Internet should conflict with the primary purpose of the school or with applicable laws and regulations. As a condition of continued use, each student is personally responsible to ensure that these guidelines are followed.

The Twin River School District may monitor usage of the Internet by students, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his/her usage of the Internet. In addition, the Twin River School District may restrict access to certain sites that it deems are not necessary for academic purposes.

Students are prohibited from encrypting files on the computers or taking any steps that block access to files, other than the use of school passwords, or approved encryption programs.

The Twin River School District's connection to the Internet may not be used for any of the following activities:

1. The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability or religious or political beliefs.
2. The Internet must not be used to access, send, receive, or solicit sexually oriented messages or images.
3. Downloading or disseminating of copyrighted material from any source to the school's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
4. The downloading or posting of any copyrighted material from any source to the school's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
5. Without prior approval of the LAN manager, software should not be downloaded from the Internet as the download could introduce a computer virus onto the school's network. In addition, copyright laws may cover the software, so the downloading could be an infringement of copyright law.
6. Students should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to newsgroups or chats that may be mistaken as the position of the school.
7. Students should guard against the disclosure of confidential information through the use of the Internet e-mail, newsgroups, or Usenet.
8. The Internet should not be used to send or participated in chain letters, pyramid schemes or other illegal schemes.
9. The Internet should not be used to solicit or proselytize for commercial purposes, causes, outside organizations, chain messages or other non-school related purposes.

Students should understand that violation of this policy might result in disciplinary action, including possible termination of their Internet access

## **Family Education Rights and Privacy Act (FERPA) Model Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that [School District] may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Twin River Public School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of classes. Twin River Public School has designated the following information as directory information: [Note LEA may, but does not have to, include all the information listed below.]

- |                          |   |
|--------------------------|---|
| -Student's name          | -Participation in officially recognized activities and sports |
| -Address                 | -Weight and height of members of athletic teams               |
| -Telephone listing       | -Degrees, honors, and awards received                         |
| -Electronic mail address | -The most recent educational agency or institution attended   |
| -Photograph              |   |
| -Date and place of birth |   |
| -Major field of study    |   |
| -Dates of attendance     |   |
| -Grade level             |   |

### **HIGH ABILITY LEARNER PROGRAM**

Twin River Public Schools has a High Ability Learner (HAL) Program for students who excel academically. Qualifications for admittance into the program can be obtained from the school administration.

In accordance with Nebraska State Law, Section 79-262 paragraph (3) states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...” Parents or guardians are requested to sign and return the receipt form below:

*I have received through by child and read a copy of the Twin River Public School’s 2009-2010 Student-Parent Handbook.*

Parent or Guardian’s Signature: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

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

**\*\*Parents must inform the school office if phone numbers or address change during the school year.**

**\*\*Parents of students who have Asthma or Diabetes must obtain from the office a form to be completed indicating the student may self-administer medication for their condition(s).**

**The Family Educational Rights and Privacy Act (FERPA)**

Statute: 20 U.S.C. -- 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records.
- Seek to amend education records.
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”). If you have any questions regarding these rights please contact the administration.

Leas must annually notify parents and eligible students of their rights under FERPA. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification LEAs is enclosed and is also available on FPCO’s Web site – [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco).)

Date \_\_\_\_\_

Parent or Guardian’s Signature \_\_\_\_\_

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**CONDITIONAL ADMINISTRATIVE RIGHTS**

The administration retains the **right** and **privilege** to issue penalties for acts of discipline not specifically stated in the Twin River Student/Parent Handbook and to **alter** any penalties as they consider necessary.

Furthermore, the administration reserves the right to amend any provision in the Handbook which they deem to be in the best interest of the student’s educational process and/or the educational process of other students.