ELKHORN PUBLIC SCHOOLS

2019-2020
HIGH SCHOOL HANDBOOK

ELKHORN HIGH SCHOOL
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GENERAL STUDENT INFORMATION

NOTICES CONCERNING STAFF QUALIFICATIONS – Parents have the right to get information about the professional qualifications of their child's classroom teacher(s). Upon request, Elkhorn Public Schools will give parents the following information about their child's classroom teacher(s):

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

The District will also, upon request, tell parents whether their child is being provided services by a paraprofessional, and, if so, the qualifications of the paraprofessional. The request for information should be made to the principal's office. The information will be provided to you in a timely manner. Finally, Elkhorn Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the No Child Left Behind Act.

BELL SCHEDULES -

T.A. Schedule		**No T.A. Schedule**	
Period 1	8:10 - 9:00	Period 1	8:10 - 9:08
TA-	9:04 - 9:23	Period 2	9:12 - 10:05
Period 2	9:27 - 10:17	Period 3	10: 09 - 11:02
Period 3	10:21 - 11:11	Period 4	11:06 - 12:29
Period 4	11:15 - 12:38	Period 5	12:33 - 1:26
Period 5	12:42 - 1:32	Period 6	1:30 - 2:23
Period 6	1:36 - 2:26	Period 7	2:27 - 3:20
Period7	2:30 - 3:20		

PURPOSE OF ATTENDANCE POLICY - Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. The school is to adopt and enforce a policy to administer attendance. The school administration and Board of Education have a firm belief that time spent in class is important and once lost cannot be regained. Past experience has shown that there are a small percentage of students who are habitually absent from school. Many times these students are gone for little reason or for no valid reason. These absences are very disruptive to the educational process, not only for the absent students who fall behind in their assigned work, but also for other students whose progress may be slowed by those who have fallen behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and need special attention. The responsibility for attendance lies mainly with the students and parents/guardians. The school will do everything possible to enforce the attendance laws of the State of Nebraska. Parents/guardians are asked to cooperate with the school to keep the number of absences to a minimum. Parents/guardians are encouraged to make appointments and other engagements so that they do not interfere with the school day.

MANDATORY AGES OF ATTENDANCE – The mandatory ages of attendance for truancy purposes are as follows: a child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age. Attendance is not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements (3) has satisfied requirements of Nebraska State Statute 79-202 which requires exit interview with Superintendent for special circumstances.

ATTENDANCE POLICY - A student who exceeds eight absences or two unexcused absences during a semester will forfeit 1/2 credit for that class unless there are chronic health conditions or special circumstances. A physician's statement may be required to determine the validity of absences due to illness. A certified letter for students in ½ credit status will be sent home near the end of the semester in order to provide the student and parents information about the appeal process.

Special circumstances may also mean pre-planned, pre-scheduled absences of nine or more days in a semester for a positive, career-leading or unique educational-related opportunity. This type of special circumstance would require a meeting with the school administration, parents and student, prior to the absence. Generally, performance, recitation and lab classes are not recommended for extended absences and the student would likely drop these classes for the semester in question. A contract with specified deadlines for providing work and work completion would be written and would require student/parent/principal signatures. This agreement would be binding and non-negotiable with regard to required schoolwork and deadlines.

PROCEDURE FOR REPORTING ABSENCES - A student will be considered absent whenever he/she has missed the first 15 minutes or more of first period class and the first 10 minutes of any subsequent (2-7) period. For example, students arriving after 8:25 a.m. are counted absent, not tardy. The following general absence procedures will apply to all grade 9-12 students.

1. It is the parent/guardian's responsibility to call in his/her student's absence to the high school before 9:00 a.m. on the day of their absence. A parent/guardian is expected to call each day the student is absent from school unless other arrangements have been made with the attendance office. This phone call will be adequate notice for the student's return to school. There is no need for the student to report to the attendance office for a pass to admit him/her to class upon return. If no call has been received from the parent, the school will attempt to call the parent

to verify the absence. If the parent/guardian has not called in to verify a student's absence by 9:00 a.m. on the school day immediately following the absence, the student will be considered willfully truant.

2. Any time a student arrives late to school or leaves prior to regular dismissal time, he/she MUST sign in or out at the attendance office. Any student who arrives at school without signing in, or any student who leaves school without signing out at the attendance office will be considered willfully truant and will be subject to disciplinary procedures. Students must be called out in order to leave prior to regular dismissal time. For example, if a student has a doctor's appointment at 10:00 a.m. the school must be notified by phone by a parent/guardian prior to the student's checking out through the office. If there is not prior verification, the student will be considered truant.
3. In the case of illness during the school day, the student should obtain a pass to the office from his/her instructor. If physical condition indicates the student should leave school, the office will make every attempt to contact a parent/guardian or a designee (as noted on the emergency card) to release the student. Once the parent/guardian has been contacted, the student will be allowed to sign out and leave. Students are not to leave the building without following this procedure.
4. Students participating in activities must be in attendance at school for 1/2 (one-half) day (3 full periods) immediately prior to the scheduled event in which he/she is to participate; practice or contest. Any unexcused absence during the school day will result in forfeiture of participation in extracurricular activities for that day. Exceptions may be made in the case of previously scheduled professional appointments (medical/dental) or other unforeseen circumstances. Building administrators will make these exceptions.

EXCUSED ABSENCE

Students shall not be considered truant when their absence has been verified by their parent/guardian in the appropriate manner and only in the manner as described above. Preplanned absences are events such as appointments, personal family plans, field trips, attendance at district and state activities, etc. These will be considered excused absences as long as the student plans and makes prior arrangements appropriately. The student will make arrangements with his/her teachers prior to the absence and teachers will establish deadlines and guidelines for work completion. If a student knows that they are being released from school early they should stop by the office to get a pass that will signify to the teacher when the student is to be dismissed from class.

ACTIVITY ABSENCE

Students are excused if they are participating in and/or a part of a school sponsored event. If a student has more than six absences in a class and/or the teachers and administrators determine that the detrimental effects of missing his/her regular classes out-weighs the benefits provided by the activity, the student may be denied the privilege of attending the activity. In this case, the student is expected to be in regular attendance to his/her classes. Activity absences do not count toward the cumulative eight. The following practices for make-up work apply to activities absences.

MAKE-UP WORK FOR ABSENCES/ACTIVITIES ABSENCES

1. There is not always an equivalent way to duplicate the lectures, films, lab work and class interaction, among other things missed when a student is absent. These activities are vitally important and teachers may create, assign, and grade activities for students that will compensate (as much as possible) for the material missed when the student was not in attendance.
2. Students are allowed to make up and receive full credit for all work missed during an excused absence. Tests and assignments announced prior to a student absence will be taken on or will, at the teacher's discretion, be due on the day the student returns to school.
3. Teachers will establish deadlines and guidelines for work completion. Teachers have the latitude and are encouraged to have students make up their work prior to leaving whenever possible.
4. Assignments will be collected by the office to be sent home for students absent three days or more (when a request is made by the student or parent/guardian). Students absent less than three days will be responsible for getting their own assignments upon their return to school.

TRUANCY/UNEXCUSED ABSENCE

A student is considered truant when the student:

- Or a parent/guardian does not notify the office within the acceptable time frame (see REPORTING ABSENCES).
- Is missing from school, individual classes, lunch (it is not permissible to leave campus for lunch), or study halls without parent/guardian knowledge and/or school permission.
- Leaves the school building during the school day without getting permission from school and parent/guardian in advance and signing out appropriately.
- Leaves the school building to go to parking lot without getting permission from a school administrator in advance and signing out appropriately.
- Is inside the school building but not in the assigned class.
- Fails to sign in upon entering (or returning to) school when they arrive at some time other than normal start time or when they return from an appointment.

In an attempt to curb excessive absences, the administration reserves the right, after meeting with parents/guardians, to categorize absences as unexcused.

The Student Discipline Act mandates that additional interventions for chronic truancy will include the following steps:

1. The school personnel will conduct a conference with the parents/guardian/social worker.
2. The school personnel will initiate educational counseling and investigate alternative plan with the written consent of the parent/guardian.
3. The school personnel will conduct an educational evaluation that may include a psychological evaluation and investigation by a social worker with written consent of the parent/guardian.
4. The school personnel will report to the county attorney the status of chronically truant students.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

1. There is not always an equivalent way to duplicate the lectures, films, lab work and class interaction, among other things, which is missed when a student is absent. These activities are vitally important and teachers may create, assign, and grade activities for students that will compensate (as much as possible) for the material missed when the student was not in attendance.
2. A student who is truant/unexcused will be given the opportunity to complete class work and examinations missed during the period of truancy.
3. All absences that are truant/unexcused will result in detentions being assigned, after-hours, or other interventions depending on the length of time missed and the frequency of the problem.

HOMEWORK - Homework is a very important part of a student's learning process. Students are expected to complete homework in order to reinforce, practice and enrich class content. In an ongoing effort to improve student achievement, teachers and administrators may use intervention strategies (such as the after-school academy, guided study, etc.) as necessary to encourage homework completion.

TARDY TO CLASS - It is the responsibility of the student and his/her parent/guardian to assure that the student be in school on time. It is understood that sometimes situations arise that are not controllable; it is for this reason that no disciplinary action is taken until the third tardy. Therefore, there is no such thing as an excused tardy. The only exception will be for dental, medical, legal, or counseling appointments previously scheduled. A doctor's note is required to validate the appointment. Once the student is in school, he/she has sufficient passing time between each class period. If the student is tardy to class, he or she will be admitted by that teacher and the tardy will be recorded. Administrators shall determine if and when a tardy becomes an unexcused absence of a class. The student will be referred to the office after three tardies. Sanctions will be as follows:

1st office referral from any class – 1 detention
2nd office referral from any class – 2 detentions
3rd office referral from any class – 1 after-hours session
4th office referral from any class – 1 after-hours session
Any subsequent office referral – 2 after-hours sessions

STUDENT PASSES - All students must obtain a pass from a teacher before leaving a class or study hall. Privileges will be taken away from students for not following appropriate pass procedures.

CLOSED CAMPUS – Elkhorn Public Schools operates under a closed-campus policy. Students are not allowed to leave the building during the school day without permission from a student's parents/guardians and the administration. All students leaving the building for any reason (which includes going to car to get something) must receive permission to do so. Students leaving without permission will be considered truant and dealt with accordingly. Students will not be excused to leave for lunch. Students must always have a pass in their possession when they are not in the area they are assigned.

SENIOR PASS: Senior passes will be given at the beginning of each semester. *Students must have passed all classes from the previous quarter to be eligible for the senior pass privilege*. To be considered for a senior pass the student must be enrolled in six full credit classes each day. Students taking more than one A.P. class may be allowed to take the minimum of five classes and still be granted a senior pass.
A senior will lose the pass if:

- A failing grade is received in any class. In this case, the senior will lose the pass until the student is in good academic standing. Typically 3's or better is required to reinstate the privileges and students must demonstrate maintenance of a passing grade for a period of time before reinstatement. Fail reports are run systematically at progress report time and at the quarter. However, a senior pass may be suspended at any time a student is failing a class.
- Any senior sent to the office for disciplinary reasons twice (including tardies or truancies) during the same semester may lose the senior pass privilege for the remainder of the semester and possibly the school year depending upon the severity or consistency of the offense.
- Any senior who is suspended from school will lose senior pass privilege indefinitely.
- Senior passes may be revoked for excessive absenteeism.
- Senior pass privileges may be temporarily revoked if the commons stage is not kept reasonably clean and orderly.
- The senior pass is a privilege that allows the student to spend his/her free period in the library or stage instead of an assigned study hall. This privilege does not permit the student to roam the halls or enter the academic wings or gymnasium during the period. Violations of this policy may also result in the revocation of senior pass privileges.

STUDENT PLANNERS - All students will be given (free of charge) a student planner that contains the Elkhorn Public Schools High School Parent-Student handbook. This planner will also be the means by which students will be given passes.

WORK-RELEASE PROGRAM - Work release will be given to students under certain circumstances for seventh period only. These work releases are offered by the school and are a privilege. The purpose of a work-release program is to allow the student time from school in which he or she can enter a learning situation as an employee of an individual or company to enhance his or her prospects of a fulfilled life after graduation. Therefore, the student must indicate how the job he or she is seeking will aid them in their future. Since the work release is a privilege and the school retains the right to revoke it at any time, the following guidelines will be followed in the offering of work releases. The form must be filed with the office before the student will be released.

- Only juniors/seniors will be eligible for work releases; or students involved in school-sponsored programs.
- Work releases are granted only to students who maintain a passing academic record. Failing grades will automatically suspend the work release.
- Work releases are granted only if the employer is a bona fide employing agency. Students will not be given a work release to work at home.
- The work release form will be filed with the office and will be an agreement between the school, student, parent, and employer.
- Any disciplinary action required on the part of the student may terminate the work release agreement.
- All work releases must be approved through the office of the high school principal. The work release will automatically end on the last day of each school semester.

ACADEMIC COUNSELING SERVICES - Counseling services are available for all students in grades 9-12. Full- time counselors administer a comprehensive counseling program in the following areas: academic (post-secondary planning), personal/social, and career.

COLLEGE VISIT DAYS – The following procedures should be followed for students taking a College Visit Day.

1. College Visit Days are for JUNIORS & SENIORS ONLY
2. Students are limited to two days of release time to visit colleges per school year.
3. These two days do not count toward the student's cumulative eight absences as long as a parent/guardian calls in their son or daughter's absence to the high school prior to the scheduled college visit day and indicates the absence is for a college visit.
4. The student should make arrangements prior to the absence with his/her teachers. Make-up work guidelines for excused absences apply to college visit days.
5. College visit days, during the month of May, require special permission from the principal's office.

MEDIA CENTER – The Media Center provides facilities, programs and services to empower student learning and support the goals of the instructional team. An environment that is conducive to active learning, resource-based learning, independent thinking and opportunities for collaboration encourages higher level thinking while meeting diverse needs of learners. A rich print collection of over 6,000 sources, online databases, periodicals, technology, electronic sources, web-based sources and eBooks supplements classroom curriculum and encourages students to embrace literacy for personal fulfillment.

Policies governing the checking out of media center materials, use of the media center, fines, etc., are listed below.

1. The library opens at 7:30 a.m. daily and closes at 4:30 p.m.
2. Study hall students are invited to use the library for a range of learning tasks through a flexible schedule that allows equitable access for classes and other activities. Study hall students will be required to sign in and out of the library and may be asked for teacher pass in an effort to ensure a productive learning environment for those in direct needs of its resources. We take pride in our learning environment and work to make it last for future generations.
3. The library resources are for the benefit of the student body, staff, and the entire Elkhorn Public Schools District through Interlibrary Loan. The suggested loan period is three weeks after which a fine of ten cents per day may be invoked. Generally, fines are not assessed unless another patron is waiting to check out the book. However, the replacement cost for a lost or damaged book will be the responsibility of the student who will receive periodic overdue notices in TA, English class, or through mail. Students must have all materials returned and fines paid before out-processing from the school.
4. Students are encouraged to find resources using the Media Center webpage. The card catalog internet link will help them search the library's print collection from anywhere in the world.
5. Databases and electronic resources are also listed in detail. Each library is staffed with a full time professional media specialist available to assist students and faculty in accessing, using, and presenting information from the most credible sources and preparing students for college research and career readiness.
6. Technology is offered in various formats to expose students to a range of 21st Century tools. Craft supplies are also available to help add professional touches to projects. Students use materials that encourage hands-on learning and exercise the mental processes needed to take a research project from the inquiry stage to the final product.
7. Students wishing to use study hall time to assist the media specialist with library related tasks, must fill out a form available in the counseling office, during the first week of each semester.

8. The Media Center runs a Testing Center. Students may come in to take make-up tests for participating teachers, before school, during an assigned study hall, lunch, or after school.
9. After School Academy is a tutoring and mentoring session held after school every day. After School Academy is staffed by a certified teacher and National Honor Society students are available for tutoring support. After School Academy is encouraged for any students seeking an academic environment for study or those in need of a structured environment or tutoring assistance. After School Academy may be assigned as an academic intervention by a teacher, counselor, or administrator.

TEACHER ADVISOR - The teacher advisor program offers each student an assigned teacher to help that student with any future plans, problems, or concerns. Each advisor group is made up of one teacher, counselor or administrator and approximately 20 students. The groups will be used to provide teachers and students the opportunity to work more closely with each other. Other purposes include: academic improvement, facilitating scheduling and registration, and improving teacher-student awareness. Attendance to the Teacher Advisor period is mandatory and unexcused absences to this period will be treated as such.

DRESS AND APPEARANCE - The High School dress code has been one of common sense and personal pride. The impressions you make are important to yourself and your school. Therefore, all students shall wear appropriate clothing. Clothing is not to be too tight, too short, too ragged, too bare, or so extreme as to be immodest. If a student's appearance is such as to cause a spectacle, interrupts classroom activities, or embarrasses others, he/she may not be permitted to remain in school. Clothing with tobacco, alcohol or drug advertisements or any objectionable printing that suggests tobacco, drug, or alcohol use, are not to be worn to school. Any gang related symbol worn, written, carried, displayed, or communicated will not be tolerated (i.e. hats, caps, coats, sagging pants, bandannas and/or handkerchiefs). Underclothing will not be worn as outer clothing. Hats, caps, jackets, etc., are to be kept in lockers and not taken to class. Sunglasses are only to be worn if prescribed by a physician. Students will not be allowed to be barefoot. The administration will be the judge of appropriate apparel. Corrective action will be taken for those violating dress code, including but not limited to a verbal warning, providing a suitable alternative, having the student change or a parent bring appropriate clothing. Refusal to comply or habitual violations will result in disciplinary action.

FOOD AND DRINK REGULATIONS - Pop and candy machines, in addition to the convenience store, are available for student use before and after the school day. Proper disposal of all cans and wrappers is expected. It should be understood by all students and staff that it is the decision of each individual teacher as to whether or not food or drink will be allowed in their classroom.

LUNCHES - The Elkhorn Public Schools District participates in the National School Lunch Program. Eligibility for free or reduced priced lunches is based upon federal guidelines. Free or reduced lunch application forms are available in the school office. The school will provide two types of lunches for students; one is a set menu while the other is a cafeteria-style lunch in which individual items may be purchased for individual prices. All students will eat in the school cafeteria whether they bring their lunch or purchase it at school. There is to be no food or drink in any area of the building except the cafeteria during the fourth hour lunch period. Upon finishing their lunch, students are to remain in the cafeteria area or other designated areas. No students are permitted to leave the campus during the lunch period. Doing so will result in disciplinary measures from the office.

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Students in grades 6-12 will not be allowed to charge. A student may go negative for one day, as long as they have a positive balance in their account before their transaction.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the school office. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year may request a refund or funds will carry over to the next school year. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

NONDISCRIMINATION STATEMENT

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

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

HEALTH SERVICES - A registered nurse from the Visiting Nurse Association spends one day a week in our school. The nurse organizes health information, action plans, health screening and rechecks students with any screening concerns. The nurse then notifies parents of any concerns. The nurse helps with student health needs and is a health resource person for the staff. The nurse sees that the school meets all current requirements set by the Nebraska Health Department.

HEALTH SCREENING – All 10th grade students and students new to the district will be screened. Student health screening includes: height/weight, vision, hearing and dental. School health screening is not diagnostic nor is it intended to replace preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. Students may also be screened upon the request of a parent or teacher at any time. Students with abnormal results at the initial screening will be rescreened by the school nurse and a parent will be notified of abnormal re-screening results. A summary of health screen results will be sent home with report cards at the end of the year. Annual hearing testing will be performed for students with abnormal hearing screening results during the previous year.

HEALTH UPDATES - The Annual Student Health Update is sent home at the beginning of the school year with registration materials, etc. It is important that it be completed and returned to school as soon as possible so the school is aware of your child's health status. It is the parent's responsibility to notify the school office or school nurse if changes occur.

IMMUNIZATION & EXAM REQUIREMENTS - All students must have evidence of protection against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, chickenpox, and other diseases as required by applicable law before admission will be allowed. Requirement for immunization may be waived by 1) a written, notarized statement by parents or legal guardian for "sincerely held religious beliefs", or 2) a statement signed by a licensed physician stating that immunizations are underway or that the immunizations would be injurious to the health of the student or any member of the student's household.

A physical exam and a vision exam are mandatory for students in all grades who enroll from out of the state. The physical/vision examination requirements may be waived if the parent or guardian objects in writing and the objection is on file at the school prior to enrollment.

MEDICATIONS - When a student must take a prescribed or over-the-counter medication during the hours the student is in school, it is the responsibility of the parent or guardian to provide current, non-expired medication and complete the Medication Authorization form (available online at https://www.elkhornweb.org/wp-content/uploads/2018/03/Medication-Authorization.pdf and from the school office). The district has the right to limit quantities of medications that can be brought to school at one time. Please limit medication to a maximum of 30 day supply.

The following procedure shall be followed:

1. A physician shall provide signed written orders with the name of the drug, dose, and time interval when the medication is to be taken, and diagnosis or reason the medication is needed.
2. The parent or guardian shall provide a copy of the physician's order and a signed written request that the school comply with the order
3. All medications must be brought to the school office in the original container and must be labeled with student name. If medication is a prescription the label must have doctors/pharmacy label indicating student's name, medication, route of administration, dose, time to be given and prescribing doctor's name. If a prescription changes the medication label must reflect those changes.
4. Medications will be stored in the health office.
5. The principal will designate school personnel authorized to administer medication during the school day.

6. The self-carry form must be completed and signed by both physician and parent if it is medically necessary that students carry asthma and/or allergy medication on their person. (Forms available at health office)

ASTHMA/SYSTEMIC ALLERGIC REACTIONS – The Elkhorn Public Schools, as required by NDE Rule 59, has implemented a school policy (507.04) that provides a protocol to follow by school personnel to administer injectable epinephrine (EpiPen)/albuterol (by way of a nebulizer) to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session. If, after reviewing the protocol, a parent/guardian does not wish to have their child receive the medication from an EpiPen or the albuterol by school personnel under the Asthma/Systemic Allergic Reactions Protocol, then the parent/guardian shall file a waiver stating such. Waivers are available from the office of the principal. Copies of the protocol are available from the nurse. Go to http://www.airenebraska.org/rule-59-protocol.html for more information.
This protocol's medications DO NOT replace a child's own prescribed medications for asthma and/or severe allergy (anaphylaxis) management at school.

ILLNESS/INJURY – In case of an illness or accident at school, the office will provide first aid or allow the student to rest in the nurse's office. If the accident or illness is more serious, the parent will be contacted first and, if not available, the emergency contact listed on student enrollment card will be called to pick up the student. **NO STUDENT** will be dismissed from school without a parent or other contact being notified first. In the event of a serious accident or illness, the Rescue Squad may be called in. The office will always attempt to contact the parent first in these situations. If not available and the emergency contact is not available, the child may be taken to the hospital by the Squad. For these situations, it is important to fill out the student enrollment card at the beginning of each school year and to update the information as necessary.

COMMUNICABLE DISEASE - Students with rashes or other symptoms that are questionable as to whether the condition is communicable to other students are to be sent home at the discretion of school nurse or school officials. The student may return to school after the condition is identified and treated by a health professional and/or the condition is no longer present. If a student is diagnosed as having a chronic infectious disease, guidelines under Board Policy 507.05 will apply.

EXCLUSIONS FROM SCHOOL - Students who become ill, or who have symptoms of illness at school, are sent home after parents/guardians are notified. Emergency numbers will be used if parents/guardians cannot be reached.

STUDENTS SHALL BE EXCLUDED FROM SCHOOL FOR THE FOLLOWING CONDITIONS:

1. Contagious diseases such as chickenpox, measles, mumps, pink eye, etc.
2. Skin eruptions or suspicious rash
3. Vomiting and/or diarrhea
4. Abnormal temperature *(Elkhorn Public Schools comply with the Douglas County Health Department recommendations for fever; a child may not stay at school if a temperature is 100 degrees or over and should not return to school until fever-free for 24 hours.)*
5. Head lice

A child suffering from a skin disease, or who has been absent from school because of an infectious or contagious disease, may be required to present a statement from a doctor upon returning to school.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) – The Institute for Environmental Assessment has been retained by the Elkhorn Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos, if any, within any of the school district buildings. The district implemented its original management plan as of July 9, 1989, and has conducted periodic surveillance of all asbestos materials since that time. This periodic surveillance has been conducted to provide continuous assessment to assure safety conscious management of any asbestos materials in all buildings. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have questions, please contact the District's Assistant Superintendent at 289-2579.

AUTOMOBILES AND PARKING - Students are to park in designated student parking lots. All other parking areas are reserved for staff and visitors. Loitering in the parking lot is not permitted. Students must obey all traffic signs posted. No passing is allowed in the entrance/exit lanes or in the lot. ALL students wishing to park a car in the school parking lots during school hours are required to register their car(s). Upon registration, the student will be given a parking permit that is to be hung from the rearview mirror. The permit will be valid for all cars that have been properly registered. To obtain a parking permit, the student is required to fill out a parking pass application and turn in to the office. All student driven cars are required to have a permit on or before September 1. Repeated parking violations or reckless driving may result in the car being towed at the owner's expense or a lot suspension. These parking guidelines apply to all school events including: after school practices, meetings, contests, etc.

ENTRANCES AND EXITS - Elkhorn Public Schools takes student safety very seriously. To that end, all exterior doors are to remain locked and closed at all times. All main entrance doors are unlocked at 6:30 a.m. each morning and are locked shortly after the 8:10 a.m. start bell. Any student arriving after 8:10am must be buzzed in through the main entrance doors.

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

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

FIRE AND TORNADO DRILLS - Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. The fire alarm is a signal for all students and teachers to make a quick, quiet and orderly exit from the building. Please follow the guidelines below:

1. Follow the traffic pattern assigned to each room.
2. Walk rapidly – do not run.
3. Books, papers, etc., should be left in the classroom.
4. Students and instructors must leave as a group.
5. Move away from the building to assigned areas as soon as possible. Attendance will be taken by staff member.
6. Return to classroom in an orderly manner, when notified that the drill is completed.
7. Each room will have an evacuation route posted and each instructor will give instructions as to what is expected in case of emergency.
8. Any students found to be creating false alarms will be disciplined and turned over to the State Fire Marshall's office, where the penalty includes a fine of up to $500.

A tornado drill will be announced on the school intercom. Once again, a quick, quiet, and orderly transition is necessary during a tornado drill. All students and staff are to remain in the designated area until further notice of an "all clear". Attendance will be taken by a staff member. School officials are not permitted to release students during a Tornado Warning.

LOCKERS / STUDENT POSSESSION

1. Student lockers of two types are found in the building, a regular locker and a physical education or athletic locker found in the dressing room. The hall lockers have built-in locks and are checked out to each student as a place to keep their belongings. If the locker is damaged, the student will be responsible for the damage. It is the student's responsibility to report any vandalism to his or her locker immediately to the office. The locker is made available by the school and remains the property of the school. School officials may inspect lockers at any time. Fines for damage to the locker will be: Damaged doors - $20.00, Damaged bottom - $30.00, Damaged top - $15.00 Scratches - $1.00 - $3.00, Marks - $1.00 - $3.00
2. Articles that could cause injury to other individuals or damage to property are not allowed in the school or on the school grounds.
3. Those students involved in the athletic program or physical education classes will be assigned a locker at the beginning of the activity. A school owned lock would be issued to the student with the requirement of a $5.00 deposit. The full amount of the deposit will be refunded to the student upon the return of the lock in working condition. Students will not be allowed to use their own lock on physical education or hall lockers. All locks must be issued through the school.

SOLICITING/ADVERTISING - No posters, pamphlets, or brochures are to be distributed or displayed on the school grounds without prior permission from the principal's office. No sales of any items may take place on school grounds without prior permission from the principal's office.

LOST AND FOUND - The office will house and maintain an area for materials that are found on school grounds. Students may identify and claim lost materials at any time. Items not claimed within a reasonable length of time will be discarded or turned over to a charitable organization.

POSSESSION OF NUISANCE DEVICES - Students are encouraged to bring only necessary materials to school in order to maintain a school environment where all students may reach their potential. Unnecessary items can be a distraction to the learning environment and create unnecessary opportunities for theft in which the school cannot be held responsible. Any items that cause a distraction to the learning environment, may be confiscated and appropriate consequences may be administered. **Any prohibited items or devices brought to school or used in school during instructional time or at school events may be confiscated by district staff. Prohibited items will be turned over to the student's parents or guardian on request unless the object seized is dangerous, contrary to law, or has been turned over to legal authorities. Students violating this policy shall be subject to the district's disciplinary rules.**

CELL PHONES- All students need to be responsible users of technology. The school firmly believes in protecting instructional time in classrooms; therefore, cell phones should not be seen, heard or used during the time allotted for each of the seven periods throughout the day. This applies to anywhere on campus, including classrooms, hallways, restrooms, main office, media center, etc. during any scheduled instructional period (including TA). Students may have a need to use their phones throughout the day, thus students are permitted to use phones before and after school, during their scheduled lunch and during passing periods.

To maintain the expected learning environment in the classroom, students who violate the cell phone policy will be subject to disciplinary actions.

The administration supports teachers' discretion as to when the problem has reached a level warranting intervention. The following consequences can be utilized to solve the problem:

- Parent Contact
- Checking in Cell Phone
- Confiscation of Cell Phone until Parent/Guardian Picks-up
- Detentions
- After Hours

As part of being a responsible user of technology, students should not use their phones to bully, intimidate, or harass. Violators will be subject to disciplinary actions according to policies on bullying and harassment.

VISITORS TO SCHOOL - Everyone who plans to visit the school for any purpose is required to first check in at the front office. Anyone who is in the building without a specific purpose will be asked to leave immediately. No solicitors will be allowed to contact teachers or students during the school day unless it is a part of an approved school program. Visits to school must be planned in advance and approved by the principal.

CHANGE OF ADDRESS - Students who have a change of address or telephone number from the previous year or during the school year are required to notify the Counseling Center and the front office.

TEMPORARY NONRESIDENT STUDENTS - Students whose parents or guardians (proof of guardianship must be provided) do not reside within the boundaries of the Elkhorn Public Schools District may be accepted as temporary nonresident students, based on the following criteria:

1. Non-residency of parents or guardians must be of a temporary nature.
2. Parents or guardians of nonresident students must be, at the time of enrollment, in the process of establishing residency within the boundaries of the Elkhorn Public Schools District.
3. Residency of parents or guardians must be completed within one school semester or 90 school days from the time of enrollment.

TECHNOLOGY USAGE

Elkhorn Public Schools Internet Safety and Acceptable Use Policy

Elkhorn Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The district reserves the right to monitor any usage of the district technology devices, including, but not limited to accessing browser logs, email logs, and any other history of use. The administration reserves the right to refuse access to the Internet by Elkhorn Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers/Internet

Students using the internet will follow all laws, policies, and rules governing computers. This includes, but is not limited to copyright laws, software publishers' rights, license agreements, acts of terrorism, assault, threats, and students' rights of privacy.

Students shall receive instruction in internet safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics that are relevant in encouraging digital citizenship.

Access to the Internet by Students

Students are responsible for good behavior on the internet just as they are in the school building. Access to the internet is a privilege provided to students who agree to use it in a considerate and responsible manner. The following are not permitted:

1. Accessing material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
2. Use of Elkhorn Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Engaging in any illegal.
4. Use of electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for purposes unrelated to education within the context of an Elkhorn Public Schools-related assignment or activity.
5. Attempting to override or bypass any protection measure that has been put in place by Elkhorn Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Elkhorn Public Schools.
6. Disclosing personal identification information.

Agreement Violations

Any violation of this agreement may result in the restriction or loss of access to the Internet by the student involved. Additional disciplinary action may be determined in accordance with existing policies of the Elkhorn Public Schools, including applicable State and Federal laws. Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Student Handbook form.

Acceptable Use

1. We believe that access to the Internet is an important educational resource for our students.
2. We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.

3. We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
    a. As a safety precaution, full names or addresses are not to be revealed online.
    b. Computer and network resources have been provided for educational purposes; game-playing and commercial uses are prohibited.
    c. Sharing of individual accounts is prohibited.
    d. Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel.
    e. Chain letters and inter-relay chat are misuses of the system.
    f. Vandalism or "hacking" of any kind is prohibited.
    g. The security of the system and the rights of other users are to be respected at all times.
4. Students who knowingly violate the terms of the agreement will be subject to disciplinary action and/or legal prosecution.
5. Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Elkhorn Public Schools harmless from any claims or damages arising from such use. Elkhorn Public Schools makes no warranties for the information or the services provided.
6. The use of web pages in the District shall be for educational purposes only and the district reserves the right to control the content of web pages created by or installed on the district computer system. All web pages/websites created through Elkhorn Public Schools will adhere to Board Policy 402.13.

Privacy and Safety

1. Students must not go into any chat rooms other than those set up by their classroom teachers or those mandated in other distance education courses.
2. Students must not open, use, or change computer files that belong to another individual.
3. Students must not reveal any personal identification information including, full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
4. Network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
5. Elkhorn Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.
6. Students who inadvertently access a website that contains obscene, pornographic, or otherwise offensive material must notify a teacher or an administrator immediately, so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

1. All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
2. Plagiarism is a violation of the Elkhorn Public Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

1. Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Elkhorn Public Schools. This email system is monitored by the Elkhorn Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass emails, chain letters, or spam.
4. Email is subject to inspection at any time by school administration.

Discipline Consequences

1. The student to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Student Computing Device Handbook or the Elkhorn Public School's Internet Safety and Acceptable Use Policy (507.13) will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
2. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Elkhorn Public Schools Technology Department to ensure appropriate use. The Elkhorn Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Summer Student Computing Device Use

Elkhorn Public Schools students returning to the same building the next school year will retain their Student Computing Device and all issued peripherals during the summer unless parents elect to return their student's device for the summer. By keeping a Student Computing Device during the summer months, parents and students understand that the use of the Student Computing Device falls under the Elkhorn Public Schools Internet Safety and Acceptable Use Policy. Additionally, parents and students who have enrolled in the EPS Student Computing Device Coverage Program will be covered during the summer

months. Parents and students further understand that if a student transfers out of the Elkhorn Public Schools, they are responsible for returning their Student Computing Device to Elkhorn Public Schools immediately. Failure to return the Student Computing Device will result in criminal charges being filed for stolen property.

INSTRUCTION

GRADUATION REQUIREMENTS - In order to graduate, a student must accumulate 42 credits (210 semester hours), which include the following:
8 credits (40 semester hours) of English
6 credits (30 semester hours) of Social Science –
Must include U.S. History and American Government
6 credits (30 semester hours) of Mathematics
5 credits (25 semester hours) of Science- *Must include Biology*
2 credits (10 semester hours) of Physical Education - *P.E.9/Health is required for the freshman year.*
1 credit (5 semester hours) of Financial Literacy
Any exceptions to the requirements must be approved by the administration. One credit is granted for each class that meets for one period, five days a week, each week of the eighteen-week semester.1 credit is the equivalent of five semester hours. It should be remembered that 42 credits is the minimum standard required for graduation. The majority of students will far exceed this minimum, and course decisions should be based on meeting individual goals instead of minimum standards.

All graduating seniors are encouraged to go through the graduation ceremony. Unless early graduation procedures have been approved, every senior going through the graduation ceremony must be in regular attendance during second semester of their senior year.

EARLY GRADUATION - The foremost requirement for graduation is that a student be in attendance for eight (8) semesters. This requirement may be waived if certain guidelines are followed or stipulations met:

1. Students must have fulfilled all of their credits for graduation prior to the time they intend to graduate.
2. Students who graduate early will not be eligible to compete in any interscholastic activity, including sports, music, or any other club, organization, or intramural as of the first day of second semester.
3. There will be only one graduation ceremony and it will be the third week in May. Diplomas will also only be available at this time. Students who chose to graduate early are encouraged to return and participate in the ceremony with their graduating class.
4. Early graduates may participate in Junior/Senior Prom as long as they comply with the rules of Elkhorn Public Schools.
5. A student applying for early graduation can only use one semester of credit in any subject area from correspondence courses, night school, etc., to apply toward his or her accumulated number of credits.
6. A student applying for early graduation must show evidence of competency in writing by successful completion of a senior level course in literature/composition/AP English. CLEP tests or other tests may not be used to meet this requirement.

EARLY GRADUATION PROCEDURES

The student will meet with the counselor to discuss application procedures and to review all graduation requirements between April 1 and May 1of the year prior to the anticipated graduation.

1. The student will fill out an application form and return it to the counseling center by May 1.
2. A conference will be arranged with the parent(s) student, principal, and the counselor.
3. At that time, the student will be required to submit in writing the reasons for early graduation, the benefits to be derived, and the plans or goals of the student.
4. The counselors and the principal will then present the list of midterm graduates and background information to the Board of Education. The Board of Education will act upon acceptance/denial of mid-term graduation at their June meeting.
5. The principal and/or counselor will notify all applicants of approval/denial by July 1 prior to the anticipated mid-term graduation.
6. Students interested in graduating at the end of junior year must submit a written application form prior to May 1 of his/her sophomore year and must comply with all requirements and procedures for mid-term graduation.

CLASS LOAD - Each student is eligible to take seven courses during the regular school day. Students must register for a minimum of six full credit classes. A full credit class is one that meets daily and for which the student receives one credit per semester. Students may be able to gain extra opportunities through special programs identified in the curriculum guide. Students are encouraged to take the class selection process seriously. In collaboration with their academic counselor, students and parents should work to build a well-balanced and appropriately rigorous schedule with college/career readiness considerations. Any deviation or exception to the minimum number of classes taken by a student during a semester must have administrative approval.

ADVANCED PLACEMENT CLASSES - Advanced Placement Classes will receive a weighted grade. Mark Points are determined as follows:
1=5 Mark Points
2=4 Mark Points
3=3 Mark Points
4=1 Mark Point (not weighted)
5=0 Mark Point (not weighted)

GRADING SYSTEM - Students will receive number grades on report cards and transcripts. The following scale is used to assign number grades and calculate grade point average.

1	93-100%
2	85-92%
3	78-84%
4	70-77%
5	0-69%

Incompletes (IN) are assigned in cases where the student's work is incomplete at the end of a grading period. This may be due to absence because of illness, etc. The instructor and the student will work out a suitable time frame for the student to complete the requirements. If the student does not meet the requirements within the agreed-upon time frame, the grade will be recorded as a five (5).
Certain courses are graded for Pass/Fail. In these courses no mark points are considered in figuring the cumulative grade point average.
P-Indicates that the student is passing regular work in the class.
F-Indicates that the student is not passing regular work in the class.

CUMULATIVE GRADE POINT AVERAGE - The cumulative grade point average is used in determining class rank and honor roll. The method for determining this is as follows:
Mark points are determined in opposite degree to the grade received.

1=4 4=1
2=3 5=0
3=2

The total number of mark points is divided by the total number of credits attempted and this is their grade point average. As they proceed through their career this accumulates at the end of each semester. Only semester grades are recorded in the student's records and only semester grades count toward his/her graduation and cumulative grade point average.
Examples:

Student A receives:	Student A's mark points would be:
3-1's	3x4=12
2-2's	2x3=6
1-3	1x2=2

Student A would have 20 mark points divided by 6 credits attempted, for a GPA of 3.33.

Student B receives:	Student B's mark points would be:
2-2's	2x3=6
3-4's	3x1=3
1-5	1x0=0

Student B would have 9 mark points divided by 6 credits attempted, for a GPA of 1.50.

ACADEMIC LETTERS - Students who have achieved a 3.75 cumulative grade point average for the year are awarded an Academic Letter for Scholastic Excellence. This letter is intended to emphasize the importance placed on academic excellence and encourage students to that end.

FINAL EXAMINATIONS - All students, grades 9-12 are required to take a semester comprehensive final in all classes. Final exams will include questions covering the entire semester and consist of at least one essay question. Final examinations will count no more than one-fifth of the final grade for the semester for each individual class. Final exams will take place during the last two days of each semester. Students will not be allowed to take final exams early. Parents and students are encouraged to plan accordingly in order to avoid any conflicts with vacations during these evaluation periods.

FAILING GRADES - A student will not earn credit for a failed course. If during the student's four years in high school the student has failed a required subject, it is the student's responsibility to register for the course again. The student should meet with his/her academic counselor to determine the most appropriate time to retake the course or courses and meet full requirements for graduation.

RETAKING A COURSE - When a student retakes a class, the higher grade will be used to determine grade point average. Both grades are recorded on the official transcript.

PROGRESS REPORTS – Progress reports are intended to inform parents of student's current progress and achievement. The first and third quarter progress reports are distributed during parent/teacher conferences. Second and fourth quarter progress reports are mailed home to parents of students with one or more failing course grade. Parents and students are encouraged to utilize PowerSchool to monitor progress throughout the semester.

REPORT CARDS – Report cards are issued four times during the school year, once per quarter. Report cards are mailed to parents approximately two weeks after the end of the first and third quarter and first and second semester. Should you not receive your child's report card, or if you have questions, you are encouraged to call the school office. Students who owe fines of any nature will have their report cards withheld until the obligations are met.

HONOR ROLL - The honor roll is figured at the end of each quarter and published the in local newspaper. In order to qualify, a student must achieve a grade point average for the quarter of 3.25 or higher and be enrolled in 5 or more classes.

CHEATING - Any student caught cheating will receive a referral and may receive a zero on the work or test. Depending upon the circumstances, additional assignments or time in the form of detentions, after hours, or suspensions may be assigned to the student. Strict sanctions will be enforced if a student steals a test.

TEXTBOOKS - Each teacher in each class will record the book number and the condition of your book. The book will then be the responsibility of the student. The student will be responsible for keeping books in usable condition and turning those books in at the end of the year. Fines will be assessed when books are not treated properly. Your teacher will use the following guide: Lost book – price of a new book, each un-erased mark - $1.00, damage beyond repair – price of a new book, each un-mended torn page - $1.00, unrepaired broken binding - $5.00

STUDENT BEHAVIOR CODES AND RIGHTS
PRIVACY RIGHTS OF STUDENTS AND PARENTS

Types of Student Records and Information kept by the School District.

1. Permanent Record - Official school records constituting minimum personal data necessary for the operation of the educational system.
2. Subsidiary Record - Professionally evaluated and interpreted information of importance, while the student is enrolled in the school district, in helping the student and in protecting others.

Persons Responsible for Maintaining Student Records.

1. Student records are maintained under the direction and supervision of the building principal.
2. All school personnel having responsibilities for working with students have an obligation to update the student's records and provide a continuous evaluation of the content of the record.

Persons Having Access to Student Records

1. Students enrolled at an Elkhorn Public Schools high school
2. Parents/guardians of students under 18 years of age.
3. Eligible students (students or former students 18 years of age or older or enrolled in a post-secondary educational institution).
4. School district personnel responsible for working with students or student records.
    A. Student records information will not be released to individuals, agencies, or institutions unless the request for the release of such information is accompanied by:
        1. Written consent from a student, parents/guardian of a student under 18 years of age or an eligible student. The written consent should include a date, signature, mention of specific records desired, and the names of parties whom the records should be released.
        2. Pursuant to a judicial order or lawfully issued subpoena, with student, parents/guardians of a student under 18 years of age or an eligible student being notified in advance of compliance; provided such notification does not violate the terms of the judicial order or subpoena.
        3. Right of a Hearing to Challenge the Content of a Student's Records (Annual Notice of the Family Educational Rights and Privacy Act)
            a) The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are outlined below:
                1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
                2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Elkhorn Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the superintendent or designee when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task) such as an attorney, auditor, medical consultant, or therapists); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b) Upon request, the Elkhorn Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Elkhorn Public Schools, District 10, Douglas County, Nebraska to comply with the requirements of FERPA.
2. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605
3. A copy of the Elkhorn Public Schools Formal Hearing Procedure can be obtained by contacting the Superintendent of Schools.
4. Directory Information
    1. When requested, school district personnel may release directory information such as: student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information will not be released for commercial use without permission of the Superintendent or designee.
    2. Students, parents/guardian of students may inform the school district or school district personnel in writing that any or all of the directory information should not be released without their prior consent.
    3. The No Child Left Behind Act of 2001 requires Elkhorn Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, address, and telephone listings. Parents and secondary students have the right to request that Elkhorn Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Elkhorn Public Schools will comply with any such request.

SCHOOL DISCIPLINE CODE GUIDELINES

Administrative Rules and Procedures to Implement 504.02

The following rules and regulations are designed to establish order and protect all members of the educational community in the exercise of their rights and responsibilities on school grounds or during an educational event/function off school grounds. These statements are outlined for uniform understanding of the practices and procedures used in Elkhorn Public Schools.

1. The Superintendent delegates the responsibility for maintaining discipline in the schools and the administration of appropriate corrective measures to building principals (designees) within the guidelines of Board Policy, Administration Regulation, and the Laws and constitution of the State of Nebraska and the United States. All administrators, teachers and support staff members have the authority and responsibility to supervise or discipline at all times during the school day, in school vehicles or at activities in which the school is participating.
2. Areas of Prohibited Student Conduct – Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety or well-being, or the rights of themselves or others is prohibited.
3. The sanctions and enforcement of Elkhorn Public Schools rules and standards shall be based on Nebraska Statutes, The Student Discipline Act, Neb. Rev. Statute 79-4.171 (as amended) and Federal Gun-Free Schools Act. Administrative and teaching personnel may take other disciplinary actions regarding student behavior when deemed reasonably necessary to aid the student, further school purposes, or to prevent interference with the educational process, which may include but are not limited to, counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, detentions, restriction of extracurricular activity, or requirements that a student receive counseling, after-hours sessions, in-school suspension, out-of-school suspension, and expulsion.

STUDENT CONDUCT STANDARDS

General

1. Students shall not engage in or participate in any conduct, which interferes with or prevents the accomplishment of the educational or related programs of the district.
2. Students shall obey and comply with the instructions and directives received from teachers, support staff, counselors or administrators. If a student fails to obey or comply with the instructions and directives received, the student shall be deemed to be insubordinate and subject to disciplinary action.
3. Students shall not, either in the school building or during any school activity, throw any object or otherwise cause an object to strike another student. Any student violating this rule shall be subject to disciplinary action.
4. Students shall be present in classes at the times and at the places established by their class schedules or as otherwise directed by their teacher or school administrator.
5. Students shall receive a pass from a teacher when it becomes necessary to leave the classroom while classes are in session.
6. Students at all times shall have and demonstrate respect and obedience for teachers, support staff, and administrators. Any act of disrespect or disrespectful back talk or conduct shall be a violation of this rule and shall be grounds for disciplinary action.
7. No betting, participation in games of chance, or other gambling activity will be permitted at any time in the school building, on school grounds, in school buses or at any school related activities either on or outside of district property. Violation of this rule shall result in disciplinary action.

Bus/Van Transportation

1. Students shall obey the instructions of the bus/van driver. If a teacher, teacher assistant or administrator is a passenger on the bus, students shall also obey and comply with the instructions of that individual.
2. Students shall not fight, assault, strike or threaten any other persons on the bus/van.
3. Students shall strictly observe the District Handbook Rules with regard to the use, possession and distribution of drugs, alcohol, tobacco and/or nicotine when either using or awaiting to use bus/van transportation provided by the district.
4. Students shall not conduct themselves on the bus/van or while waiting for the bus/van in any manner that endangers their own safety or the safety of the other passengers or the driver or other vehicles.

Prohibited Student Conduct-General

The following shall constitute grounds for a short-term suspension, long-term suspension, expulsion, mandatory reassignment, or other disciplinary action, subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds, in a school owned or utilized vehicle, or during an educational function or event off school grounds, or at a school sponsored or athletic event.

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

6. Engaging in the unlawful possession, selling, dispensing, use, or being under the influence of a controlled substance, inhalant, or alcoholic liquor, or possession of drug paraphernalia;
7. Engaging in the selling, using, possessing or dispensing of an imitation controlled substance or material represented to be an alcoholic beverage, narcotic, drug, controlled substance, or inhalant;
8. Truancy or failure to attend assigned classes or assigned activities;
9. Tardiness to school, assigned classes or assigned activities;
10. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin or religion;
11. Public indecency as defined in Nebraska statutes, except that this rule shall apply only to students at least 12 years of age;
12. Sexual harassment of any person;
13. 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 sexual assault which occurs off school grounds not at an educational function or event. For purposes of this rule, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined by Nebraska law;
14. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others, or is distractive, indecent, lewd or vulgar, or which otherwise interferes with the educational process and the learning and teaching environment.
15. Violating any established behavioral expectations for students riding in school buses or vans or violating any other behavioral expectations established by school district staff;
16. Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes; or
17. A repeated violation of any validly established rules if such violations constitute a substantial interference with school purposes.

Drugs, Tobacco, Alcohol

The use of illicit drugs and the unlawful possession or use of alcohol, tobacco and/or nicotine by students is wrong and harmful. The Elkhorn Public Schools has established the following standard of conduct for students that clearly prohibit, at a minimum, unlawful possession, use or distribution of illicit drugs, alcohol, tobacco and/or nicotine products on school premises or property or as a part of any activities of any school in the Elkhorn Public Schools. Compliance with the following standards of conduct is mandatory and sanctions up to and including expulsion and referral for prosecution will be imposed if the standards of conduct are violated. Further sanctions will follow under Activity Participants' Standards of Conduct and Sanctions on page 18.

1. Standards of Conduct

a. Possession of illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcoholic beverages, look-alike alcoholic beverages, and/or drug paraphernalia for the use or manufacture of drugs is forbidden on school premises or property or at locations where activities of any school in the district are conducted.

b. The use of illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior affecting substances, look-alike drugs, alcohol, alcoholic beverages, look-alike alcoholic beverages, and/or drug paraphernalia whether intended for or with use of drugs or for the manufacture of drugs is prohibited on school premises or property or at locations where any activities of any school in the district are conducted.

c. Possession or use of tobacco, nicotine, or vapor products such as e-cigarettes or look-alike tobacco products, in any form, by students is prohibited on school property or premises or at school activities.

d. All property, either owned or under the custody of the district, including lockers, assigned or otherwise made available to students, and automobiles or other vehicles on property owned by the district may be inspected by school authorities at any time and any items found as a result of such an inspection will be turned over to the principal for the school where found for disposition.

2. Definitions Under This Rule

a. Illicit drugs are any drugs the possession or use of which is illegal under the laws of the State of Nebraska.

b. Controlled substances are those substances defined in Nebraska RRS, Sec. 28-401 and include but are not limited to "uppers," "downers," barbiturates, amphetamines, LSD, heroin, hashish, hallucinogenic, cocaine, crack or any other substances which are derivative of any of the foregoing.

c. Any substance which alters the mood or behavior and which is not taken for medical purposes under a licensed physician's direction (including over-the-counter medications).

d. Any drugs which may have a tendency to alter the physical condition of the user such as steroids.

e. Alcoholic beverages shall include any substances subject to the jurisdiction of the Nebraska Liquor Control Commission.

f. Tobacco includes any tobacco products used for smoking, chewing, or other consumption whether the product is a product which is used by smoking or which is used otherwise, such as snuff.

g. Nicotine or vapor products include any products used for the consumption of nicotine or other chemical substances through the use of a vapor, such as e-cigarettes or vaporizers.

h. Distribution shall mean any sale, transfer, handling, administering, giving, or making available any item covered by this rule.

i. Paraphernalia shall include all equipment, products and materials of any kind that are used or intended for the use or designed for use in the manufacturing, injecting, ingesting, inhaling or otherwise introducing substances into the human body.

j. Look-alike drugs shall be any substance that is not a controlled substance but which, by the appearance of the dosage unit including, but not limited to, color, shape, size or markings, or by representations made, induce a person to believe the substance is a controlled substance.

k. Look-alike alcohol products shall include any beverages containing any alcoholic content whatsoever or any alcoholic beverages that are represented to contain an alcoholic content whether or not such alcoholic content is present in the beverage.

l. Look-alike tobacco products shall include any packaging that contains any tobacco content whatsoever, or any tobacco products that are represented to contain tobacco content whether or not such tobacco content is present in the packaging.

m. Possession of any item is when the student either has on his or her person or under his or her control or within any school property or at any activity in the school district.

n. Use is defined to include not only the use but also where there is reason to believe that a student has used any of the items prohibited by this rule and the results of the use are still present while the student is on school premises or property or in attendance at a school related activity. The factors that may be considered under this definition are those including odor, physical conduct, or physical or mental conditions or actions.

3. Sanctions

The sanctions and enforcement of Elkhorn Public Schools' rules of standards shall be in accordance with the Student Discipline Act, Special Education Act, and the Individuals with Disabilities Education Act. Elkhorn Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations or for the purpose of excluding students from school premises and property for the safety of the employees or to protect the orderly process of the district's educational programs. Any student who is in violation of the Elkhorn Public Schools Drug, Alcohol and Tobacco Standards of conduct will have further sanctions placed against them under the Elkhorn Public Schools Activities Code if they participate in extracurricular activities including, but not limited to, sports, clubs, contests, performances, homecoming, prom, dances and any other school sponsored activities. The administration will set the date for sanctions. Written notification of the sanctions will be sent to the student and parent/guardian.

Conduct Violation	**Minimum Sanction**
a. Possession or use of alcohol, drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. Distribution of illicit drugs, alcohol, behavior-affecting substances, look-alike drugs, look-alike alcoholic beverages or drug paraphernalia.	a. Five day out of school suspension. However, the student may return to school after a two day out of school suspension if a chemical evaluation is completed by the student and verified by school officials.

In conjunction with the above consequence, all students who are in possession or use of alcohol, drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia at any time during or outside the school day will be suspended for two weeks from the voluntary attendance at or participation in any school sponsored activity which includes but is not limited to interscholastic contests, performances, dances and prom. The student may attend or participate after one week, if a chemical evaluation of the student is completed and verified by school officials.

b. Additional violations of standards of conduct: (1) For second and other violations of standards of conduct	b. (1) Ten day out-of-school long term suspension provided that the student may return to school after five days if a chemical evaluation is completed and verified by school officials
(2) Three or more violations of standard of conduct	(2) Ten day out of school long-term suspension with possible recommendation for expulsion
c. Possession or use of tobacco, nicotine, or vapor products such as e-cigarettes or look alike tobacco products	c. **First violation** – two After Hours sessions **Second violation** – two day out of school suspension **Third violation** – five day out of school suspension with the possible recommendation of expulsion

E. **FIGHTING -** Any student involved in a fight in school or on school grounds during school hours or at a school sponsored activity or athletic event will be suspended (following procedures as stated in Section IV on the following page), except that the principal may waive the suspension if the principal at his/her discretion determines that a student was acting solely in self-defense. Parents will be notified immediately. The suspension will be for no less than two full school days. In instances where the fighting behavior is repetitive, there may be additional action taken.

F. **GUNS AND WEAPONS** - A student knowingly or intentionally in possession, use or transmission of a firearm, other dangerous weapon or look-alike weapon on school grounds or at a school sponsored activity or athletic event shall be expelled for a period of not less than one year. The Superintendent may modify this expulsion requirement on an individual basis.

G. **SEXUAL HARASSMENT** - The district is committed to an environment free from sexual harassment and intimidation for students and staff. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the educational program of its victims and their co-students. Sexual harassment by a student may result in disciplinary action up to and including suspension and/or expulsion.

H**. HARASSMENT** – Harassment is any intentionally hurtful, demeaning or disparaging acts, words, symbolic

representations, or behavior used by a student or students against another student, or students, or staff that is disruptive of the educational process including, but not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes. Harassment by a student may result in disciplinary action up to and including suspension and/or expulsion.

I. **BULLYING** - Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive to the educational process is considered bullying. Bullying is any unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing. Bullying by a student may result in disciplinary action up to and including suspension and/or expulsion.

J. **HATE SPEECH** - Hate speech is speech which attacks a person or group on the basis of attributes such as gender, ethnic origin, religion, race, disability, or sexual orientation. Hate speech used by a student may result in disciplinary action up to and including suspension and/or expulsion.

K. **INITIATIONS, HAZING, SECRET CLUBS, AND OUTSIDE ORGANIZATION**

Initiations

Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activities includes whipping, beating, branding, sexual acts including penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even if the person subject to the hazing consents to the activity. Any student engaging in or encouraging hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations

It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations

It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference:
Neb. Rev. Stat. §§ 79-2,101 to 79-2,103
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07 (post-secondary)

L. **THREATS** (Verbal and Written) - All threats, including those alleged to be jokes, will be taken seriously and are subject to investigation and disciplinary action. Investigation procedures for threats will be determined by the principal or designee, will take into account the age of the student and may include the following: documentation of the threat (specifics), questioning of student(s) involved, locker search and other searches, involvement of the School Resource Officer and/or other appropriate law enforcement authorities, notification of the parent or guardians (including those of the student making the threat and those of the student(s) being threatened), and determination of the sanction which may include but is not limited to parent conferences, rearrangement of schedule, detention, restriction of extracurricular activity, suspension, mandatory reassignment or expulsion.

Level One Threat - Using a threat as part of a common expression; the recipient does not feel threatened, frightened or coerced.
Level Two Threat - Using an expression, gesture or picture (drawing, etc.) with intent or impact or threatening, frightening or coercing another person(s) and recipient(s) feels threatened, frightened, or coerced.
Level Three Threat - Threatening to kill or injure another person(s) and describing how it will be done in words or pictures.

M. **VANDALISM** - School facilities (buildings, grounds, fields, etc.) are built and maintained by public funds and as such are deserving of the respect and care of the entire student body. Any student found defacing or vandalizing the building or district property will face the following possible consequences:

1. Repair the damage by the student.
2. Payment to replace or repair the damage.
3. Suspension or expulsion of the student depending on the severity of the case (following procedures stated in Sanctions below).

N. **COMPUTERS** - Student direct or indirect use of district computer systems, which results in offensive, personal or commercial messages or damage to, misuse of, or interference with computer programs or computer stored information belonging to the district or to other students, may result in disciplinary action.

O. **GAMBLING** - No betting, participation in games of chance, or other gambling activity will be permitted at any time in the school building, on school grounds, in school buses or at any school related activities either on or outside of district property. Violation of this rule shall result in disciplinary action. A person does not engage in gambling by conducting or participating in a "prize contest." Neb. Rev. Stat. 28-1101(4)(c). A prize contest is any competition in which competitors are awarded something of value as a consequence of achieving a certain result in the competition and (1) the value of such award(s) does not depend upon the number of participants in the contest or consideration paid to compete in the contest and (2) the value or identity of such awards is published before the competition begins. 28-1101(7). Post prom and school carnival activities are permitted as “prize contests”.

P. **DATING VIOLENCE PREVENTION** - The Board of Education prohibits behavior that has a negative impact on student health, welfare, safety, and the school’s learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events. Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

REPORTING LAW VIOLATIONS - Under State law, district administrators are required to contact police whenever it is known or suspected that a student has violated the Nebraska Criminal Code. Cases of law violations or suspected law violations by students will be reported to the Omaha Police Department and/or Douglas County Sheriff’s Office and to the student’s parents or guardian as soon as possible. The school district shall refer all incidents of student discipline for violation of the Federal Gun-Free Schools Act to the Omaha Police Department and/or Douglas County Sheriff’s Office.

SANCTIONS - The Superintendent, the principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Elkhorn Public Schools. The decision to exclude would be made after the principal or designee has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. A complete copy of due process procedures is available upon request from the building principal.

1. **SHORT-TERM SUSPENSIONS** - Such short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct or violation and determined that such suspension is necessary to help any student to further school purposes or to prevent an interference with school purposes. Before such short-term suspension shall take effect the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/she shall have an opportunity to present his/her version of the incident. The administrator shall, as soon as is reasonably possible following the suspension, send a written statement to the student and the student’s parents or guardian describing the student’s conduct, misconduct, or violation and the reason for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents or guardian before or at the time the student returns to school.
2. **EXCLUSIONS** - Any student may be excluded from school under the following circumstances:
    a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community;
    b. If the student’s conduct presents a clear threat to the physical safety of him/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. Exclusions from school shall last no longer than necessary to avoid the dangers herein before described. Procedures for short-term suspension shall be followed, and, if longer than five (5) school days, procedures for long-term suspension or expulsion shall be substantially followed subject to being modified to the extent necessary to accomplish the hearing and determination within ten (10) school days after the date of the initial exclusion.
3. **LONG-TERM SUSPENSION, EXPULSION AND MANDATORY REASSIGNMENT**
    a. Long-Term Suspension shall mean the exclusion of a student from attendance in all schools in this district for a period exceeding five school days but less than twenty school days.
    b. Expulsion shall mean exclusion from attendance in all schools within the system for a period of time not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred 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 within ten (10) 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. Such action may be modified or terminated by the school district at any time during the expulsion period. In addition, the following shall apply to any expulsion:

        In the case of a student bringing a weapon to school in violation of the Federal Gun-Free Schools Act, such student shall be expelled from school for a period of not less than one year. The Superintendent on a case-by-case basis and to be in compliance with state law may reduce said expulsion. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The hearing examiner shall conduct the review after the hearing examiner has given notice of the review to the student and the student’s parent or guardian. This review shall be limited to newly discovered

evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the Board of Education or a committee of such Board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise, the student may be readmitted by action of the Superintendent, 79-4, 196.

c. Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

4. **PROCEDURES** to be followed if an administrator makes a decision to discipline a student by long-term suspension, expulsion or mandatory reassignment:
   a. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The School shall, within two school days of the decision, send a written notice by registered or certified mail or personal delivery to the student and the student's parent or guardian, informing them of the rights established under this act;
   b. Such written notice shall include the following:
      i. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student; The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject; A statement that the student shall have a right to a hearing, upon request, on the specified charges, before long-term suspension, expulsion, or mandatory reassignment can be invoked; A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing; A statement that the principal, legal counsel for the school, the student, the student's parents or the student's representative or guardian shall have the right (1) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and A form on which the student, student's parents, or guardian may request a hearing to be signed by such parties and delivered to the principal or Superintendent in person or by registered or certified mail; and Nothing in this act shall preclude the student, the student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage. If a hearing is requested within five days of the receipt of the written notice by the student, the student's parents or guardian as described in these rules and regulations, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to. (See Section 79-4,170 to 79-4, 205, R.R.S., et seq.)
   c. Extended Suspensions - If the principal determined that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose or a personal injury to the student himself or herself, other students, school employees or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken is made by the Superintendent.

5. **OTHER DISCIPLINARY ACTION** - Administrative and teaching personnel may take other disciplinary actions regarding student behavior when deemed reasonably necessary to aid the student, further school purposes, or to prevent interference with the educational process, which may include, but are not limited to, counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, detentions, restriction of extracurricular activity, etc.

DETENTION - Detentions are held from 3:20 p.m. - 4:00 p.m. after school or 7:20 a.m. - 8:00 a.m. before school. Students should bring materials to read or study and make this time productive. Failure to report or engaging in disruptive behaviors will result in increased disciplinary action.

AFTER HOURS SCHOOL - After Hours School is a three-hour session that runs on Thursday afternoons from 3:30 – 6:30 or Saturday mornings from 8:30 – 11:30. Students must report to the front office on the assigned date and at the assigned time. Failure to report, failure to report on time, leaving before the assigned time, or removal as a result of behaviors will result in two days out of school suspension. Students will be expected to work on activities related to academic classes. The environment is one that is to be conducive to learning and productivity, thus students are expected to be quiet. Students will be permitted a supervised break for their needs and access to vending will be available at this time. Students are permitted to bring their own food or drink, but no food deliveries are permitted. Students will not be permitted to sleep and personal cell phones and electronic devices will not be permitted for use of entertainment, recreation, or socialization. The After Hours supervisor reserves the right to confiscate the phone/device when it has been deemed by the supervisor to be a distraction and refusal to comply may result in dismissal. If students fail to comply with these guidelines, further disciplinary action may be taken. After Hours may also be used for academic recovery for students who are failing courses or missing work.

SEARCH AND SEIZURE - School lockers are the exclusive property of the district. School lockers and other such property owned by the school may be opened or searched by certificated staff members without notice and without student consent.
The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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

As part of the district's effort to keep the high school safe and free from illegal drugs, the High School Principal may authorize the use of law enforcement drug detection dogs to search school lockers and cars parked in the school parking lot. The refusal of a student to consent or submit to a reasonable search and/or to surrender objects or substances found, as a result of such search may be grounds for discipline, up to and including suspension.

NOTICE OF NONDISCRIMINATION - The Elkhorn Public Schools do not discriminate on the basis of sex, race, national origin, marital status, age, or disability in admission or access to, or treatment of, or employment in, its programs and activities. It is the intent of the Elkhorn Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Elkhorn Public Schools. These procedures can be obtained by contacting Building Principals or Don Pechous, Executive Director of Personnel. Inquiries concerning the application of the Elkhorn Public Schools' policy of nondiscrimination should be directed to Don Pechous, Executive Director of Personnel, 20650 Glenn Street, Elkhorn, NE 68022, (402) 289-2579. In accordance with Nebraska State Law Section 79-4, 176 paragraph (3) which 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 . . ." and pursuant to P.L. 101-226 which states that parents/guardians and students be notified that this school district absolutely prohibits the unlawful possession, use, or distribution of illicit drugs, alcohol, tobacco on school premises or as a part of school activities.

NONDISCRIMINATION GRIEVANCE PROCEDURES - The following procedures are established in order to assist in the fair resolution of student grievances. A grievance hereunder is a claim by a student that a violation of civil rights legislation has occurred (includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975). It is the policy of the Elkhorn Public Schools that a student may not be discriminated against on the basis of sex, race, national origin, marital status, age, or handicap in admission to school; access to enrollment in courses, access to and use of school facilities; counseling and guidance materials, tests and practices; vocational education; physical education; competitive athletics; graduation requirements; treatment as a married and/or pregnant student; and student rules and regulations. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible. Additional information concerning the Elkhorn Public School's policy of nondiscrimination can be obtained from building principals or Don Pechous, Executive Director of Personnel, 20650 Glenn Street, Elkhorn NE 68022, (402) 289-2579.

EXPLANATION - This grievance procedure is not intended to limit the option of the district and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons involved.

The grievance procedure is not required if the grievant prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: 1) representation; 2) present witnesses and evidence; 3) confidentiality; 4) review relevant records; and 5) proceed without harassment and/or retaliation. A grievance may be filed by an individual grievant, or by a parent on behalf of a student grievant except that no grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event that is the subject of the grievance. Days in this procedure shall refer to days when school is in session. During summer vacation days shall refer to Monday through Friday (excluding federal holidays).

The inclusion of time limits in this procedure is for the purpose of ensuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

PROCEDURES

Level One - A grievant shall, within ten (10) days after the occurrence of the event that is the subject of the grievance, make an appointment to discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two - In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it and submit it to the principal or immediate supervisor within five (5) days of the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in civil rights discrimination. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

Level Three - In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the Superintendent. The Superintendent will meet with the parties involved. A complete record of this meeting shall be kept and signed by both parties for possible future reference. The Superintendent will respond to the written grievance within five (5) days of the receipt of the written grievance.

Level Four - In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the School Board within five (5) days of the receipt of the written response from the

Superintendent. The School Board shall consider the grievance at the next regular meeting and issue a written response within five (5) days of the meeting.

SPECIAL EDUCATION SERVICES - Comprehensive special education programs in the Elkhorn Public Schools consist of teachers, psychologists, speech pathologists, physical and occupational therapists, educational assistants and instructional specialists serving students with disabilities from birth to age 21. Special Education programs and services are integrated into each school building throughout the District. In the Elkhorn Public Schools, special education is viewed not as a "place" but as specially designed instructional support.
Elkhorn Public Schools supports inclusive practices for children with disabilities. Every effort is made to maintain all students in their neighborhood settings with their age-appropriate peers. The District's mission statement clearly states that we maintain a focus on the unique needs of all learners. Special education services assist teachers in meeting the unique needs of all learners by providing support to the students and classroom teachers. Creativity in problem solving and collaborative decision making are fundamental in the promotion of inclusive practices. For further information regarding special education services, contact your building principal and/or the district Director of Special Education, Dr. Kendra Schneider, 289-2579.

STUDENT FEES - The District authorizes the administration to charge fees to students as provided by the Public Elementary and Secondary Fee Authorization Act (2002).
The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. The District will provide free instruction for courses that are required by state law or regulation and will provide the staff, facility, equipment and materials necessary for such instruction, without charge or fee to the students.
The District does provide activities, programs, and services to students that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, optional electronic device protection if purchased for student assigned device, shop and art class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment (including shoes, undergarments and the like), activities pass fees to support the District activities program, and assisting with special programs such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District. The District will provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under the United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, 2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free or reduced-price lunch program is not required to qualify for the fee waiver. An application form for the fee waiver is available upon request.

Students are responsible for any optional clothing, equipment or other items associated with a sport or activity.
Students are responsible for any cost of the optional electronic device protection if purchased for student assigned devices.

Student Fees Policy of Elkhorn Public Schools
Additional Specification of Required Materials and Fees

SECONDARY	GENERAL DESCRIPTION OF FEE OR MATERIAL	AMOUNT OF FEE
Physical Education	Appropriate clothing	Tennis shoes and appropriate attire
Art and Shop Classes/Special Projects	Appropriate clothing	Old shirt for painting, other clothing that may get paint on it or otherwise damaged, protective clothing for shop classes
Musical optional band courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments for use by any student (not to exceed $200 per year). Repair or replacement cost of damaged equipment will be the responsibility of the student
Classroom supplies	General supplies, such as writing instruments (pens, pencils, markers, notebooks)	Necessary classroom supplies will be made available by the schools. Students are encouraged but not required to bring items from class supply lists which will be provided. Consumables that exceed curriculum requirements and will become the property of the student will be the responsibility of said student not to exceed actual cost. Students will be responsible for the replacement cost of damaged or lost books and/or supplies.

Advanced Math or Science Classes	Specialized calculators	Students are encouraged but not required to purchase such equipment for their personal use. Repair or replacement cost of damaged equipment may be the responsibility of the students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Not to exceed .20 per page when charges apply. Cost of copies will be communicated to the public.
School Meals		Breakfast not to exceed $3.00, lunch not to exceed $4.00. Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary	Tuition and fees for college courses taken for credit	None – Any post-secondary education costs are to be paid directly by the student to the college.
College entrance tests and preparation	Prep programs and tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and will be paid directly to the private companies involved
Summer School Courses	Classes offered during the summer or at night, if any	Classes not to exceed $200.00
Locker Usage	Use of school padlock	Refundable damage deposit not to exceed $10.00 per year will be required for students who wish to use a school locker. Repair or replacement cost of damaged equipment may be the responsibility of the students.
Parking	Use of school parking lot during school day	Students will be required to sign and display a parking permit.
ATHLETIC PROGRAMS		
Admission	Spectator fees for admission to events	Not to exceed $10.00 per event. Students may purchase activity pass for up to $50.00 per year. For Conference events hosted by the school, cost set by the conference, not to exceed $10.00 per event. For District and State events hosted by the school, cost set by NSAA, but not to exceed $20.00 per event.
Athletic Physicals	NSAA required Athletic Physicals	Cost varies, payable directly to student's physician or clinic
Athletic Participation Fee	Fee to participate in athletic programs	In the event an athletic participation fee is charged, not to exceed $50.00 per year
Equipment and Attire	Students are responsible for required equipment and attire appropriate to sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment or other items associated with the sport or activity	Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports of activities include: Baseball – baseball glove Basketball – No additional Tennis – Tennis racquet Cross Country – No additional Football – Mouthpiece Golf – Golf bag and clubs Soccer – Soccer shin guards Softball – Softball glove Speech/Debate – Dress attire; copies of research Swimming/Diving – Swim suit Track – No additional Volleyball – volleyball knee pads Wrestling – wrestling head gear Cheerleading – shoes, dance uniform (top and skirt; team jacket), poms and other accessories

Travel meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to $50.00 per season to be used towards team travel meals.
Locker Use	Padlock for gym lockers	Refundable damage deposit not to exceed $25.00 per year will be required for students who wish to use a school locker. Repair or replacement cost of damaged equipment may be the responsibility of the students.
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed $50.00
Marching Band and Musical Group	Equipment and attire	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories. The school will supply uniforms for the marching band; students may be required to pay a refundable band uniform fee not to exceed $200.00. Repair or replacement cost of damaged equipment may be the responsibility of all students.
CLUBS/ORGANIZATIONS		
Future Business Leaders (FBLA)	State and national dues, meals and activities	Annual dues not to exceed $50.00 Fall Leadership Conference $20.00, National Fall Conference $250.00, National Conference $1,500.00
Future Career/Community Leaders	State and national dues, meals and activities	Annual dues not to exceed $75.00, Peer Education Retreat $30.00, National Leadership Conference $1,500.00
National Honor Society	State and national dues, meals and activities	Annual dues not to exceed $50.00
Spanish Club	State and national dues, meals and activities	Annual dues not to exceed $50.00
DECA	State and national dues, meals and activities	Annual dues not to exceed $50.00, Fall Leadership Conference $55.00, Central Region Leadership Conference $300.00, National Career Development Conference $500.00
Drama Club	State and national dues, meals and activities	Annual dues not to exceed $50.00
Dance Team	State and national dues, meals and activities	Fees not to exceed $2200.
Cheerleading	State and national dues, meals and activities	Fees not to exceed $2200.
Flag Squad	State and national dues, meals and activities	Annual dues not to exceed $50.00 Uniform $1000.00
E-Club	State and national dues, meals and activities	Annual dues not to exceed $50.00
Power Drive	State and national dues, meals and activities	Annual dues not to exceed $50.00, car cost $1,000.00
Academic Decathlon	State and national dues, meals and activities	Annual dues not to exceed $50.00
Mock Trial	State and national dues, meals and activities	Annual dues not to exceed $50.00
Journalism	State and national dues, meals and activities	Annual dues not to exceed $50.00
Yearbook	State and national dues, meals and activities	Annual dues not to exceed $50.00
Future Problem Solving	State and national dues, meals and activities	Annual dues not to exceed $50.00

Quiz Bowl	State and national dues, meals and activities	Annual dues not to exceed $50.00
Robotics	State and national dues, meals and activities	Annual dues not to exceed $50.00
Olympus Club	State and national dues, meals and activities	Annual dues not to exceed $50.00
World Language Club	State and national dues, meals and activities	Annual dues not to exceed $50.00
Speech	State and national dues, meals and activities	Annual dues not to exceed $50.00
One-Act	State and national dues, meals and activities	Annual dues not to exceed $50.00
Show Choir	State and national dues, meals and activities	Annual dues, competition and costume fees not to exceed $500.00
Pep Club	State and national dues, meals and activities	Annual dues not to exceed $50.00
SADD	State and national dues, meals and activities	Annual dues not to exceed $40.00
SOCIAL AND RECOGNITION ACTIVITIES		
School plays, musicals, and social activities	Admission to events	Not to exceed $25.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Not to exceed $50.00 per event
Class dues		Each of the four secondary classes may assess its members an amount not to exceed $50.00 annually for the rental and decoration of its dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of items involved in the graduation ceremony and attendant class activities. These may include rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50.00, will be assessed to those seniors who elect to participate in such activities
Specialized trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extra-curricular activity. The maximum costs of such trips will not exceed $3,000.00 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students. Opportunities for fund raising may be provided to offset the cost of the trip.

EXTRACURRICULAR ACTIVITIES

INTRODUCTION – Elkhorn Public Schools is proud of the students and coaches who contribute to make its athletic programs a positive experience for participants. Success in athletics cannot always be measured by the wins and losses of each program, but must also be measured by the satisfaction and educational experiences received by the participants. The athletic programs

provide experiences to help students physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests.

The coaching staffs believe that participation in athletics, both as a player and a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibility to the school, to the team, to the student body, to the community, and to the students themselves. In their participation and in their conduct, they are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better people and citizens.

SPORTS BY SEASONS

SEASON	BOYS	GIRLS
Fall	Cross Country Football Boys Tennis	Cross-Country Volleyball Girls Golf Softball
Winter	Basketball Wrestling Swimming (co-op)	Basketball Wrestling Swimming (co-op)
Spring	Boys Golf Soccer Track Baseball	Soccer Track Tennis
Summer	Strength Training	Strength Training

ACTIVITIES PHILOSOPHY - The Activities Department will stand united when it comes to supporting each other's programs. This means that we will encourage all athletes to be active participants in any activities that are available to them.

The Activities Department will try to guide our student-athletes into our own programs, so that we can help them to make wise decisions. This means talking to athletes and parents about not being involved with "out of school" programs during an athlete's current "in-season" school sport so there are less distractions and interruptions, allowing the athlete to focus on their activities.

At parent meetings, Head Coaches will voice the Activities Philosophy that encourages athletes to be multi-sport participants. There will be no mention of Club, off-season, all-star, or select teams that may be available for them to play either during or after their season.

ATTENDANCE - Attendance requirements for all activities have the same basic philosophy. Students may miss practices/contests for one of the following reasons; Immediate Family, Church or another School Activity (only). Missing practices for any other reason would fall into the "unexcused" category. This includes missing practice for another "club" or off-season activity.

CLEARANCE TO PARTICIPATE - Each athlete must obtain clearance from the Activities Director's office before the sport season begins. To obtain clearance, the athlete must have a current Physical Exam Form, and complete the last page of this booklet called "ACTIVITIES DEPARTMENT CONTRACT", including their parent/guardian signatures. The Activities Office will then forward an updated clearance list to the head coach of each sport before the first day of practice. No athlete will be able to participate in practice until these two forms are turned into the A.D. offices. Examples of these forms that are used are displayed at the end of this handbook. All necessary signatures must be completed before these forms can be accepted.

SPORTS PHYSICALS - Elkhorn Public Schools will offer the opportunity for athletes to receive a sports physical. The cost of each physical is the responsibility of the athlete. Notice of the physical exam will be published in the Douglas County Post-Gazette or may be obtained by calling the high school office.

ELIGIBILITY REQUIREMENTS - In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association and Elkhorn Public Schools. A summary of the major rules follows. Contact the Principal or Activities Director for an explanation of the complete rule

ACADEMIC REQUIREMENT FOR COLLEGE ATHLETIC PARTICIPATION - If you want to practice and play your freshman year at an NCAA Division I or Division II college, you must satisfy the requirements of the NCAA Bylaw 14.3, commonly known as Proposition 48.

The NCAA has many guidelines that directly affect participants. These involve information regarding ACT sum scores, Eighth-grade courses, Grade Changes, Duplicate courses, Academic Requirements for an Official Visit prior to the early signing period for the National Letter of Intent, along with Division I and Division II Freshman-Eligibility Standards. Please consult your high school counselor for the most current information.

In addition, an NCAA Initial-Eligibility Clearinghouse must first certify any freshman wishing to participate in any Division I or II sports.

CUTTING FROM SQUADS - Cutting an athlete from a squad is a difficult task for any coach. However, with the increasing number of participants at our school and the availability of playing positions for each sport, some athletes must be cut. This will be done at the coaches' discretion. Any athlete that gets cut from a team may, if he/she desires, try out for another sport during the same season or try out again next year. Athletes who are cut are strongly encouraged to visit with their head coach so that communication occurs and adjustments can be made for the following season if applicable.

QUITTING OR BEING REMOVED FROM A SPORT - Any athlete who quits a sport or who is removed from a team (kicked-off) automatically forfeits any letter he/she has earned during that season for that sport. Any athlete who quits or is removed from a sport may not begin conditioning for their next sport without written consent from their outgoing and incoming coaches, along with permission from the Activities Director.

Any athlete that quits a team after the "mid-season" point may not begin any conditioning program for their next sport until their current team begins District play, AND, the athlete must have permission from both Head Coaches before beginning.

TIME-OFF BETWEEN SEASONS - Multi-sport athletes who's seasons run together will not be required to attend practice for 7 calendar days from the date of the last contest (in the preceding season). An athlete may begin practice before the 7-day rest concludes if he/she obtains the approval of his/her parents, coach, and the Activities Director.

OLYMPIC DEVELOPMENT PROGRAMS & OUTSIDE PARTICIPATION - Participants within the Elkhorn Public Schools must follow all NSAA guidelines regarding outside participation. The NSAA does allow participation in Olympic Development programs that ensure that the participants only attend these practices for training purposes (no contests or scrimmages). Athletes should be sure they are aware of the NSAA guidelines, so they do not jeopardize their eligibility. While playing for outside teams/clubs can allow a player to gain valuable experience outside the school athletic program, neither participant nor parents should count on this type of participation as a guarantee that the participant will be selected for their high school team/squad.

Students should be aware of the NSAA policies regarding outside participation to ensure that there is no loss of eligibility for participation in these activities. Please contact your Head Coach and visit with them regarding outside participation BEFORE signing up to practice/play in any groups outside the Elkhorn Public Schools.

AWARDS-LETTERS AND CERTIFICATES OF PARTICIPATION - At the conclusion of each season, every athlete who has completed a season will receive a certificate of participation. Those athletes who have achieved the requirements for lettering in their sport will receive a varsity letter. The head coaches of each sport determine the requirements for each sport.

LETTER REQUIREMENTS - each sport's individual coach establishes Letter requirements.

AWARDS NIGHT - At the end of each sports season an Awards Night will be held. Letters and certificates of participation will be given to participants. Each athlete should attend these events. Parents, friends and fans are invited to these nights to honor the athletes.

ACTIVITIES CODE (High School and Middle School) - The Elkhorn Public Schools activities program is before the public eye throughout the school year. The activities program functions on an extracurricular basis; therefore, student participation is completely voluntary. All activity participants will begin their official seasons with the first practice date of the fall NSAA (Nebraska Schools Activities Association) calendar. Consequences for all activity participants begin with this date each school year.

Note: The activity season for Cheerleaders and Dance Team runs from the try-out date through the summer to the end of the winter sports season for the following school year. Cheerleaders and Dance Team should check with their sponsor/coach and their specific CONSTITUTION for their group as these guidelines, rules and expectations are explained in more detail. **This will place all activity participants into one of two categories; in-season or off-season, and the rules applicable for participants will be enforced accordingly:**

1. **Pre-Season and In-season students** (NSAA fall start date or specific sport date) are actively participating in organized practices with their coaches, or have begun practicing with their extra-curricular group/squad. The NSAA specifically defines when a season starts and ends. Note that there is a pre-season period for each NSAA sport season during this timeframe, with specific sanctions that apply below.
2. **Off-season students** (NSAA fall start date) participating in off-season drills, (the time period BEFORE the official NSAA 1st practice date for their sport) on their own or conditioning with their coaches, and participating in conditioning or allowable drills according to EPS and NSAA policies.

People judge the school system by the way participants in the various activities conduct themselves. It is imperative that quality standards of conduct, dress, grooming and training are established as a part of the activities program. The administration and coaching staff understand that it is important that our teams/groups are portrayed in a positive way and will work to promote an image that is highly regarded and respected. To produce these ideals, the following standards are in effect:

1. **Dress:** Individual coaches and sponsors may request certain dress on days of events and trips.
2. **Grooming**: Variations in physical features of individuals create a need on the part of the coaches and sponsors to be flexible when evaluating a participant's grooming habits. Essentially, students should be neat and clean in appearance. Hair should be of such length that it does not create a health or safety problem.
3. **Training:** Participants are to demonstrate acceptable standards of conduct and training at all times. These standards of conduct and training shall be maintained in season as well as throughout the school calendar year. Under activities training rules, the standards of conduct prohibit AT ALL TIMES, the possession, procurement, use, or distribution of alcohol, drugs, tobacco (smoking or chewing), nicotine or vapor products, look-alike drugs, look-alike tobacco, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia.

4. **Attendance:** A participant must be in attendance at school for 1/2 (one-half) day (3 full periods) immediately prior to the scheduled event in which he/she is to participate; practice or contests. ***Example: On a normal school day, the student would need to be in attendance at the START of 5th period.*** *NOTE: Exceptions may be made in the case of previously scheduled professional appointments (medical/dental) or other unforeseen circumstances. Violations of these standards of conduct by activities participants shall result in the imposition of the sanctions outlined in the Student Handbook, and/or below. Due Process procedures outlined in the Student Handbook will be followed.*
5. **Enforcement:** Any student who is in violation of the Elkhorn Public Schools Drug, Alcohol and Tobacco standards of conduct will have further sanctions placed against them under the Elkhorn Public Schools Activities Code if they participate in extra-curricular activities, including sports, clubs, contests, performances, Homecoming, Prom, dances, and any other school sponsored events.

CONDUCT: Expectations/Procedures/Violations: As representatives of Elkhorn Public Schools, participants are expected to conduct themselves in a manner which exemplifies good sportsmanship and good citizenship at home and away contests, in-season and off season, and while either on or off campus.

Activity participants should note that a Violation of the Activities Code could occur through improper activities related to poor conduct choices. The Administration will deal with these violations on an independent basis, will weigh the severity and repetitiveness of poor conduct choices, and will place sanctions after completing their investigation on all conduct violations. Penalties, consequences and ineligibility timeframes will be enforced at the completion of each violation after all information is investigated and processed.

DRUG/ALCOHOL/TOBACCO Violations:

1. Possession, procurement, or the use of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia.
2. Distribution of illicit drugs, alcohol, behavior-affecting substances, look-alike drugs, look-alike alcoholic beverages or drug paraphernalia.
3. Possession or use of tobacco, nicotine, or vapor products such as e-cigarettes or look-alike tobacco products
4. Anabolic Steroids or any illegal drug considered to be in the illegal performance-enhancing category.

MINIMUM SANCTIONS:

(First Offense-NSAA Pre-Season and In-Season) Two week suspension and minimum of one contest missed from interscholastic contests, performances or activities including dances, Prom and club activities. However, the student may return to competition after a one-week suspension and minimum one contest missed, if a chemical evaluation of the student is completed and verified by school officials.

1. This reduction in penalty is only available once during a student's four years of eligibility.
2. If a member of a team or squad, the student must continue to attend and participate in all practices during the suspension period.
3. While on suspension, the student shall change roles on the team/squad from active participant to "helper/manager" during contests, and will complete all duties as assigned by the sponsor or coach. The student shall not be in uniform while on suspension during contests.
4. If the violation occurs during the "pre-season" period of a sport/activity or during the time that the non-athletic group has officially begun practices, a minimum penalty of 1 contest missed/suspended will be enforced.
5. Students will not be allowed to miss classroom time (8:10-3:15) for extra-curricular performances/contests while under suspension.

(First Offense Off-Season) If the first offense occurs in the off-season, a first offense will be documented, but no activity sanctions will be enforced at that time regarding non-participation on your team. If, however, that student commits a second offense, then sanctions for second offense will be enforced.

(Second Offense) Forfeiture of all privileges of activity participation including practices for the remainder of that season/activity. (Removed from your current team or squad for the current season). In the case of a non-athletic activity, the student will not be allowed to participate in any public performance for the remainder of that performance season.

(Third Offense) Forfeiture of all privileges of activity participation including practices for the rest of the school year.

Addition Sanction Information:

1. Students are reminded that if suspended from activities due to a violation of the school's participation rules, this means you are ineligible for ALL school activities during this time period. This includes being a spectator at contests if your team is not participating.
2. Training rules violations are cumulative for one school calendar year. (In-season and off-season)
3. The coaches have the right to establish specific rules for their sport by informing their athletes.

SUSPENSIONS - Suspension(s) shall be made only after the administration has made an investigation of the alleged conduct/violation and has determined that the participant is in violation of the Elkhorn Public School's Activities Code of Conduct. Before a suspension shall take effect, a student shall be given an oral or written notice against him/her and an explanation of the evidence the authorities have, and the sanctions against the student that will be enforced. A student shall have an opportunity to present his/her version of the incident. The administration shall, as soon as is reasonably possible following the suspension, send a written statement to the student and their parents/guardians describing the violation and procedures that will be followed by the school system.

PERFORMANCE ENHANCING DRUGS - Students should be aware that steroids, a performance-enhancing stimulant, are illegal by law. State law 79-296 specifically addresses students taking, using, or having possession of anabolic steroids or illegal performance enhancing drugs

SELF-REPORTING OF VIOLATIONS - Students are reminded and encouraged to self-report any violation that is applicable to the Activities Handbook. The benefit to the student is immediate onset of their consequence time line. As a learned behavior, this is a positive step by the activity participant. Both their coaches and school administration will recognize students for their admittance of an infraction and their acceptance of their consequences.

EQUIPMENT - The athletic department will furnish equipment needed for each program, except for shoes or any equipment needed of a personal nature. All equipment checked out to a participant is his/her responsibility. Upon completion of the season, the equipment will be checked in. If there is an item missing or damaged, it must be paid for by the athlete.

FACILITY USE - No one is allowed to be in the building or to use the athletic facilities without a coach/sponsor present. In-season programs have first priority; off-season programs have second priority. There should be no interruption of ongoing practices by other groups waiting to use the facility.

INSURANCE - The Elkhorn Public Schools provides no insurance coverage for its activities participants. It is the responsibility of the parents to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics.

Parents not owning a basic health insurance plan can purchase insurance through the school from Mutual of Omaha Insurance Company. This insurance must be purchased before practice starts or at the beginning of school, whichever occurs first.

LOCKS AND LOCKER ROOM ASSIGNMENTS - Those students involved in an athletic program or Physical Education Classes will be assigned a locker at the beginning of the activity. A school owned lock will be issued to the student with the requirement of a $5.00 deposit. The full amount of the deposit will be refunded to the student upon the return of the lock in working condition. STUDENTS WILL NOT BE ALLOWED TO USE THEIR OWN LOCK ON PHYSICAL EDUCATION LOCKERS OR ATHLETIC LOCKERS. ALL LOCKS MUST BE ISSUED THROUGH THE SCHOOL. Athletes should locker in the varsity locker room only. No athlete should dress or store equipment in the physical education locker rooms.

OFF-SEASON SPORT SPECIFIC PROGRAMS - Off-season programs are activities that the high school provides for the purpose of conditioning during a different sport season. Participants should be aware of the NSAA rules regarding off-season programs so they do not lose eligibility. There must be adherence to the following rules:

1. All NSAA guidelines for practices/athletes must be followed.
2. No off-season sport specific program may begin until the Monday after the first week of practice for the sports in season (NSAA Calendar).
3. Off-season programs must be supervised by the coaching staff.
4. Athletes in off-season programs should not interrupt practice for in-season sports.

GENERAL CONDITIONING PROGRAM/GENERAL USE OF WEIGHTROOM - A general conditioning program is available via the coaching staff. General conditioning is open to all students, and is not specific in nature by sport. Students are required to take one week off between their seasons prior to beginning this general conditioning program. Supervision in the weight room is required.

WEIGHT ROOM - The weight room will be opened and supervised by the coach in charge of that specific sport. Availability will be prioritized by in-season sports receiving first choice of times available. Off-season sports will be given second choice of times available. A member of the coaching staff must supervise any athlete using the weight room. The equipment is not to be handled roughly or removed from the weight room.

ATHLETIC TRAINING ROOM - Basic training room hours are 7:00 a.m. until 8:00 a.m. by appointment with the Athletic Trainer, and 3:15 p.m. until 6:00 p.m. Monday through Friday. These hours are subject to change. Weekend use is by appointment only. Athletes must make an appointment with the athletic trainer. If any injury occurs, it should be reported to the athletic trainer at once. If the athletic trainer or a physician is treating an athlete, that individual must clear the injured athlete before returning to practice or games. The athletic trainer will personally contact the parent/guardian when a serious injury occurs.

TRANSPORTATION - The school district will provide transportation to all contests. Team members will be expected to travel to away contests as a unit/team under the coach/sponsors direction, unless special provisions are made. Students are not to drive personal cars without the consent of the Activities Director, the coach, and parents. Students must provide a written note to the Activities Director and Head Coach stating the need to take personal transportation. Athletes may travel home with parents/guardians if the student provides a written note to the coach AND a parent/guardian makes personal contact with the coach prior to leaving.

EXTRA-CURRICULAR TRIPS - Sponsors/Coaches may feel it is necessary to ensure the safety of participants by checking a student's luggage and bags before or during an activity trip. It is the responsibility of the student to make sure that there is nothing illegal in their possession while representing Elkhorn Public Schools.

DISMISSAL FROM SCHOOL/TEAMS - Students who are immediate members of the team or identified as part of your official traveling party will be dismissed from the school day with the team and will travel on provided school transportation with the coaching staff as their sponsors. Any other members out for that sport, but not a member of the official traveling party would be going simply to watch the contest, and would be considered spectators. These students can still be excused via a parent release/call (permission), would be one of their 8 days allowed, but they would not travel with the team. *This allows coaches some flexibility to take statisticians, student managers, trainers, helpers, etc. that are going to actively help upon arrival.
**All students in the official traveling party will be placed on the release list in the daily bulletin so teachers are notified.
***Students that are INELIGIBLE according to NSAA or EPS guidelines will not be allowed to miss school time for extra-curricular events.

SCHOOL DANCES - Our dances are sponsored for the benefit of all Elkhorn Public Schools students. The dances are for ninth through twelfth graders ONLY unless otherwise stated. Out-of-class or out-of-school dates MUST be accompanied by an EPS student and must be at least a ninth grader. ALL out-of-school dates must be signed up in the office on the last school day before the dance.
ANY student leaving the dance for any reason before the dance is over will not be readmitted.
NO student will be allowed to enter the dance after 10:30 p.m. without prior approval.
ANY student caught using, possessing, or under the influence of alcohol or drugs will have their parents contacted and the appropriate action taken by the school (see Alcohol, Drugs).

NATIONAL HONOR SOCIETY –National Honor Society is open to juniors and seniors with a cumulative grade point average of at least 3.5. Eligible students must also demonstrate excellence in the areas of service, leadership and character. In the fall of each school year, academically qualified students will be asked to submit documentation of service and leadership activities. Character is measured through a vote of the faculty. Membership into the NHS is considered by the Faculty Council and based on a point system. Service, leadership and character are weighted equally in maximum point value and each student who submits documentation will be awarded points based on a scale derived from the current year's documentation. Those students who meet the minimum point requirement will be awarded membership. Induction of new members will occur in mid-September.

STUDENT COUNCIL - The Student Council functions in an advisory capacity to the administration and performs regulatory functions for the student body and organizations of the school. The students and council members' benefit elect the membership by learning and experiencing aspects of government. Student Council is a member of both the state and national organizations.

FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA (FCCLA) - This organization functions through the family and consumer science department. State and national organizations are a large part of the group's activities. This is a service organization and students participate in the state convention.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA) - This organization functions through the business department. Its activities are geared toward the business world and state and national organizations provide workshops and competitions.

AN ASSOCIATION OF MARKETING EDUCATION STUDENTS (DECA) - This organization functions through the Marketing department and its activities are related to the retailing and merchandising aspects of the business world. State and national competitions are a large part of this organization's thrust as well as the many service projects they undertake.

PEP CLUB - This is the pep organization that supports the athletic teams of our school. It is open to all students and provides the vehicle for displaying leadership and enthusiasm for our programs. Students should note that being in Pep Club is a prerequisite for becoming a cheerleader.

NEWSPAPER STAFF - These groups are responsible for putting out the school newspaper and the annual. A class is taken in conjunction with this and regular elective credit is given.

CHEERLEADERS - These students lead organized cheers at contests and organize many of the pep activities for rallies, etc. Specific requirements are set forth in the Constitution and Bylaws. The cheerleading season runs the entire school year. Please check with sponsors regarding requirements.

DANCE TEAM – The dance squad season has specific dates. Please check with sponsors regarding requirements.

SCOUTING SERVICES/ATHLETE PROMOTIONS - Students and Parents should be advised that there are numerous private companies that are in the business of providing services to families seeking potential college scholarships. EPS does not get involved with the solicitation of athletes. These services are up to parents to decide it they want to pursue them.

FIELD TRIP/ACTIVITY TRIP PROTOCOL - Staff/Sponsors will use the following guidelines to ensure that student supervision and accountability occurs for all trips leaving Elkhorn Public School facilities.

1. Staff/Sponsor will submit a list of students to be gone from school to the building secretary in charge of attendance. This list is to be placed in the school bulletin, allowing teachers to know who is excused from classes.
2. Staff/Sponsor should have with them, a list of students that are riding on each bus, for each bus trip. If parents are asked to chaperone a bus, an applicable list should be supplied to the person supervising. (Coaches/sponsors

who take the same students for away games, or have the same students for multiple events, can submit one list for their season).

3. Staff/Sponsor should submit this same list to a school secretary for safekeeping. An additional list should also be on file with the A.D. office and/or building Principal.
4. In emergency situations, high school students may be extended the opportunity to drive themselves due to unforeseen circumstances. These situations will be handled by permission only, must be accompanied by a parental permission note from home, and cleared through the school administration-AT LEAST 24 HRS. PRIOR TO LEAVING.

STUDENT & PARENT EXPECTATIONS – It has come to our attention that are some misconceptions regarding the high school competitive athletic program. The following are the philosophical expectations of the activities department to help understand how a competitive program should be conducted, and what comprises our expectations and philosophy.

1. In each program, a coach and/or coaches are hired by the school district to be responsible for the team selection. Criteria for selection is established by the head coach; possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices, and decisions regarding game situations are the responsibility of the coaching staff.
   If you have questions regarding the process, please feel free to address these questions directly to your head coach. Please call the coach to make an appointment outside of school, practice, or game times. If you have further questions the coach is unable to answer, please contact the Activities Director.
2. The Elkhorn Public Schools activities program is highly competitive. Due to our growing school size and limited opportunities in some sports, it is not always feasible to place every athlete who wishes to participate on a team. While this is not our desire, it is reality. The hardest thing coaches have to do is to tell an athlete who is trying their best that they will not be on the team.
   As athletes and parents, please know there is a possibility that a student may not be selected to a team. If selected, both parent and child should be prepared to be placed at any level determined by the coaching staff (i.e. 9th, reserve, junior varsity, varsity). It is difficult for coaches when a player is selected, then chooses to quit because the athlete believes they belong at a higher level. By doing this, they have taken away a potential spot that some other athlete may have desired. Normally, coaches have a very short amount of time to make team selections. Coaches do the very best they can in keeping the most talented athletes, filling positions for play, and appropriately placing them on the proper teams. They are under a good deal of pressure to assemble the most competitive team possible. It will be the responsibility of the head coach and coaching staff to make said selections.
3. We understand that there are many "select teams" sponsored by many different organizations. Each coach looks for something different in his or her players. Participation on a "select team" DOES NOT guarantee any player a spot on another "select team", nor does it guarantee the athlete a spot on a high school team. While we believe players can gain valuable experience outside of the school athletic program, neither parents nor students should count on this type of participation to guarantee or assist them to gain an advantage, or to secure them a spot on a high school team.
4. Selection of teams is based on talent and how the player will fit into the overall scheme of the team. See the head coach for a more accurate description of this philosophy.
5. Starting positions and playing time are not guaranteed to seniors, or anyone else, making a team. Each member of the team is a valuable asset to the team's overall progress. Some members may play a great deal of time in a contest, while others may not see what a parent would consider to be significant or equal playing time. Each student should have personal improvement as one of his or her goals.
   Being a member of a team, regardless of time spent in actual competition, will teach athletes valuable lessons to be applied later in life. Among them would be citizenship, sportsmanship, appreciating a good play by a teammate or opponent, working together to meet team goals, responsibility, commitment to their team and school, loyalty, placing the team above their personal goals, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self-control, and being responsible for their own actions.

Both students and parents should be aware of the above information to ensure they have done all they can to make participation in one of our activity programs a worthwhile and positive experience.

SUMMARY OF ATHLETIC FORM INFORMATION

Student athletes will be responsible for the following "Articles of Information". Student athletes and parents should read the following information pertinent to participation in extracurricular programs. Please sign and return the release form to your head coach, indicating you have read and understand the following information contained in this booklet.

ARTICLE A
N.S.A.A. ELIGIBILITY REQUIREMENTS
(High School Athletes ONLY)
GUARD YOUR ACTIVITIES ELIGIBILITY

IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

2.2.1 Student must be an undergraduate.

2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine. Student is ineligible if nineteen years of age before August 1 of

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

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

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

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

2.6.2.1 Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

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

If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. Student eligibility related to domicile could be attained in the following manners:

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

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

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

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

2.7.7 Transfer students who have their Enrollment Option applications signed and filed prior to March 15 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to March 15 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.8 Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the NEXT school year prior to March 15, (CURRENT YEAR); for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office in writing, postmarked no later than March 15 (CURRENT YEAR) Those students who did not have their enrollment forms signed, delivered and accepted prior to March 15, (CURRENT YEAR), shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines

3.5/3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins (Monday-Week #7), and ends with the state meets in the fall sports. The winter sports season begins (Monday-Week #20), and ends with the state meets in the winter sports. The spring sports season begins (Monday-Week #35), and ends with the state meets in the spring sports.

3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.

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

3.7 A student must maintain his/her amateur status.

3.9.1 A student shall not participate in a contest under an assumed name.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION
COMPLIANCE WITH THE RULES WILL PREVENT YOUR TEAM, SCHOOL OR COMMUNITY FROM BEING PENALIZED

This application to compete in interscholastic athletics is entirely voluntary on my part and is made with the understanding that I have read the eligibility rules and regulations of the Nebraska State Activities Association and I am not in violation of such rules. Your signature on the final page of this booklet, called the "ACTIVITIES CONTRACT", indicates your cooperation/participation.

ARTICLE B ELKHORN PUBLIC SCHOOL ACADEMIC INFORMATION

(High School Athletes Only)

At different times of the year, the Elkhorn Public Schools are asked to release various academic and athletic information to the news media. This information will include: students G.P.A., Class Rank, Credentials/Grades, National Honor Society, Honor Roll, academic teams, or specific athletic statistics.

The Elkhorn Public Schools WILL NOT release private or confidential information that would be included in the student's guidance department school file.

With your signature on the form called the "ACTIVITIES CONTRACT", you the parent/guardian grant permission for the Elkhorn Public Schools to release this information to the media. (Example: Academic All-Conference or Academic All-State Awards).

ARTICLE C STUDENT PARTICIPATION AND PARENTAL PERMISSION FORM
(High School and Middle School Athletes)
This application to compete in interscholastic athletics for is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the State Association.
With my signature on the "ACTIVITIES CONTRACT", I hereby give my consent for my son/daughter (1) to represent his/her school in athletic activities, except those crossed out on the physical form by the examining health care provider, provided that such athletic activities are approved by the State Association; (2) to accompany any school team of which he/she is a member on any of its local or out-of-town trips. I acknowledge that I have selected the health care provider who has examined the student and assume full responsibility for the selection of such examiner. I authorize the school to obtain, through a physician of its choice, any emergency medical care that may become reasonably necessary for the student in the course of such athletic activities or travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above-named student in the course of such athletic activities or such travel.
PARENT'S OR GUARDIAN'S CONSENT &WARNING: The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with your sons/daughters athletic participation. Participation in any activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries of the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility. I have read this WARNING and understand the potential risk of injury. Knowing the risk, I hereby give my permission for my son/daughter to practice and compete for Elkhorn High/Middle School and will indicate this by signing the final page of this booklet called the "ACTIVITIES CONTRACT".
ARTICLE D ATHLETIC PASS FEE (High School and Middle School Athletes)
Any student who participates in the district's athletic programs (grades 7-12) will be required to purchase an activity ticket. The fee is $35.00, payable to the Activities Director Offices. The fee must be paid prior to the first practice and submitted with the Activities Department Contract. A student will be required to pay this fee only once per year even though a student may participate in two or more sports. A student who qualifies for free/reduced lunch will have the sports fee waived. The sports fee will be charged to all participants of the district's 7-12 football, softball, volleyball, golf, cross-country, basketball, wrestling, track, tennis, soccer and baseball programs (all sports).
PLEASE NOTE: These passes are NOT good at Invitational, Conference Tournaments, District, or State level contests.
ARTICLE E ATHLETIC INSURANCE COVERAGE (High School and Middle School Athletes)
TO ATHLETES AND PARENTS:
The Athletic Department provides no insurance coverage. It's the responsibility of the parents to provide adequate insurance to cover any medical expenses, which may be incurred while the student is participating in athletics. Elkhorn Public Schools, in cooperation with Mutual of Omaha Insurance Company is offering athletic insurance coverage. The purpose is to assist in the cost of treatment of accidental injury. The cost of athletic insurance will be borne totally by the parent. Information is available at the school. This insurance must be purchased before practice starts or at the beginning of school, whichever occurs first. Whether you wish to participate or not, please complete the information on the final page and return it to the Activities Office. No athlete may participate as a member of any team until this form has been returned.
ARTICLE F ELKHORN PUBLIC SCHOOLS
Parent and Student Notification/Agreement Form
Illegal Steroid Use
Nebraska state law prohibits possessing, selling, dispensing, or administering a steroid in a manner not allowed by state law. Nebraska state law also provides that the increase of muscle mass, strength, or weight; or the improvement of physical appearance or performance in any form of sport through use of a steroid is not a valid medical purpose. Nebraska state law requires that only a medical doctor may prescribe a steroid for a person. Any violation of state law concerning steroids is punishable by long-term suspension, exclusion, or mandatory reassignment. Please check your handbook for specific guidelines and consequences.

HEALTH CONSEQUENCES ASSOCIATED WITH ANABOLIC STEROID ABUSE
(Source: National Institute on Drug Abuse)

- In boys and men, reduced sperm production, shrinking of the testicles, impotence, difficulty or pain in urinating, baldness, and irreversible breast enlargement (gynecomastia
- In girls and women, development of more masculine characteristics, such as decreased breast size, deepening of the voice, excessive growth of body hair, and loss of scalp hair.
- In adolescents of both genders, premature termination of the adolescent growth spurt, so that for the rest of their lives abusers remain shorter than they would have been without the drugs.
- In males and females of all ages, potentially fatal liver cysts and liver cancer; blood clotting; cholesterol changes, and hypertension, each of which can promote heart attack and stroke; and acne. Although not all scientists agree, some interpret available evidence to show that anabolic steroid abuse- particularly in high doses- promotes aggression that can manifest itself as fighting, physical and sexual abuse, armed robbery, property crimes such as burglary and vandalism. Upon stopping anabolic steroids, some abusers may experience symptoms of depressed mood, fatigue, restlessness, loss of appetite, insomnia, headache, muscle and joint pain, and the desire to take more anabolic steroids.
- In injectors, infections resulting from the use of shared needles or non-sterile equipment, including HIV/AIDS, hepatitis B and C, and infective endocarditis, a potentially fatal inflammation of the inner lining of the heart. Bacterial infections can develop at the injection site, causing pain and abscess.