

MISSION STATEMENT

It is the mission of the Exeter-Milligan Public School, in partnership with parents and community, to provide excellent educational programs which empower our students to be knowledgeable, responsible, patriotic citizens of a global community.

I. INTRODUCTION

This handbook is prepared for your information and guidance while you are a student at the Exeter-Milligan Public School. This refers to **ALL** students, including homeless and those with special needs. You should keep this book where you can easily refer to it when the need arises, and you are responsible for knowing and understanding its contents. It is advisable that you also have your parents become familiar with the contents. If either you or your parents do not clearly understand some of the contents, it is your responsibility to contact the Superintendent and have your questions answered.

The purpose of this handbook is to acquaint you and your parents with your school system, its organizations, activities, opportunities, facilities, obligations, and responsibilities. This book is not intended to answer all your questions or to give rules and regulations covering all situations, as this is virtually impossible, but rather is designed to answer most basic questions and to serve as a general guideline. The school administration reserves the right to change or add new rules or more information from time to time as the need arises.

The Exeter-Milligan School staff wishes to provide for you a learning experience that will be meaningful. The staff expects you to cooperate in this endeavor, as that is your prime responsibility.

II. GENERAL INFORMATION

NOTICE OF NON-DISCRIMINATION

Exeter-Milligan Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquires concerning Exeter-Milligan Public School's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Paul Sheffield, in writing at POB 139, Exeter, Nebraska 68351 or by telephone at (402) 266-5911. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Secion 504.

1. ATTENDANCE

ATTENDANCE PHILOSOPHY

Absences are very disruptive to the educational process, not only for the absent student who falls behind in assigned work, but also for other students whose progress may be slowed by the student who is far behind. It is disruptive for teachers whose effectiveness may be hampered when they are trying to assist students who are behind and who need special attention. Absences and late arrivals make up a part of every student's record. Punctuality is a trait many employers investigate when considering an applicant for employment. Attendance is noted on semester grade cards. The Board of Education and the school administration believe that the responsibility for attendance falls mainly upon the student and his/her parents. However, if that responsibility is not assumed by the student and parents, the school will do everything possible to enforce the attendance laws of the State of Nebraska and enact the regulations of this policy. Parents are asked to cooperate with the school to reduce the number of absences to a minimum.

Note: Although the attendance policy is limited to students in grades 7-12, those students in grades K-6 may be subjected to any or all sanctions or strategies outlined in the attendance policy, including a possible recommendation for retention for excessive absenteeism.

ATTENDANCE POLICY

All students enrolled at Exeter-Milligan Public School are to be in attendance each day that school is open and in session. This policy is for all Exeter-Milligan students (grades 7-12). The school district is responsible for developing attendance rules and regulations, and students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance. As a general rule, students will be allowed 2 day to make up assignments for each day of absence before homework is considered to be late.

Excessive absenteeism is defined as more than ten (10) absences per semester from one or more classes for any reason other than school sponsored activities. A 7-12 student shall forfeit semester academic credit for the class or classes that he/she has exceeded a total of 10 absences, either excused or unexcused, per semester. A letter grade may still be awarded and be included in the overall GPA until such time as the course is retaken for credit and the new grade replaces the previous grade for GPA purposes

Note: If a student is more than 20 minutes late to class he/she will be counted absent instead of tardy if the principal or his/her designee determines the reason for tardiness is not compelling enough to be allowed.

Students participating in sanctioned school activities will be considered **present**. They will, however, be responsible for any class work missed. Students absent from school should return to school with a note or phone call to verify their absence. After numerous absences by a student, the principal or his/her designee shall send a letter to the parent/guardian outlining the situation and the policy's stated consequences for excessive absences. Upon request by the student and parent, the principal shall create an attendance contract with the student and the parent/guardian outlining the conditions which must be met in order for the student to earn credit for the current term. If the student and/or parent/guardian wish to keep said student from losing academic credit due to excessive absenteeism, all stipulations of the contract written by the administration need to be successfully completed. The student, parent/guardian, and a high school administrator must sign the contract to be implemented. At the end of the semester, that student's attendance record will be reviewed as to whether he/she has met the conditions of the contract. If a student does not fully meet the conditions of the contract, academic credit will be withheld for the current semester regardless of the academic average. Note: 3 tardies to any one class period constitutes as a day of absence.

Any student who forfeits credit for missing a class more than ten (10) times during a semester may choose to appeal the loss of credit first to the building principal and then if desired, subsequently submit an appeal to the Attendance Committee. The Attendance Committee is a 5-member committee with prioritized alternates all composed of school personnel identified by the building principal before August 20th of each school year. The appeal to the building principal must be requested within 5 days after the parent/guardian and the student receive notice that a determination has been made by the principal that the attendance contract has not been fully met (if such a contract exists), or (if an attendance contract was not agreed upon) the student misses a class or classes more than ten (10) times during a semester. An appeal to the Attendance Committee must be made within 5 days after the parent/guardian and the students receive notification of the outcome of their appeal to the building principal.

The appeal, either in person or via a written request by the parent/guardian and the student, is an opportunity to provide the committee with an explanation of extenuating circumstances which may, at the discretion of the majority of the Attendance Committee membership, reinstate lost academic credit for one or all classes under appeal. At the conclusion of the appeal by the parent/guardian and the student and any subsequent clarifying questions from committee members from those in attendance, the chairperson of the Attendance Committee will call for a vote as to whether academic credit shall be awarded. The decision of the Attendance Committee shall be final.

Doctor's Note. If a student has been ill and SEEN BY A DOCTOR, he/she should bring a note from the doctor BEFORE HE/SHE RETURNS TO SCHOOL and show it to office personnel, then keep such note for his/her possession in case the student wishes to appeal a subsequent loss of academic credit.

Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused for reasons [A] through [D], provided the required procedures have been followed:

- (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (B) Illness, which causes a student to be absent from school,
- (C) Doctor or dental appointment, which require student to be absent from school,
- (D) Court appearances that are required by a court order
- (E) Family trips in which student accompanies parent(s)/legal guardian(s),
- (F) Other absences, which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the reasons [E] & [F], depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence, which is not excused, is unexcused. Students given an unexcused absence will be expected to make up their work but will receive a grade of no higher than a 70%, which will be averaged in with all other work. Chronic problems with unexcused absences may result in either in-school or out-of-school suspension. When absent from class, either unexcused or excused, the student is responsible for knowing the material covered in class that day.

Reporting and Responding to Truant Behavior. A student who engages in excessive absences as defined above or any unexcused absences may be considered truant as per state law. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating state law, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of the Nebraska statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

- Mandatory Ages of Attendance. The mandatory ages of attendance for truancy purposes, is age 6 (as of January 1 of the then-current school year) to age 18.
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- A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

SATURDAY SCHOOL

Saturday school has been developed to serve three purpose:

- 1) to provide the administration a method of addressing excessive student absenteeism
- 2) to provide the administration a method of correcting student behaviors which result in numerous detentions
- 3) to provide students who have multiple missing assignments a mandatory learning session to complete missing class work.

GUIDELINES AND RULES FOR SATURDAY SCHOOL SESSIONS

Saturday School will be from 8:00 a.m. to 12:00 p.m. The student is required to stay for the full time assigned by the administration, up till 4 full hours. The entrance doors will be locked at 8:05 a.m. Assigned student not in attendance by 8:05 am will be considered to have skipped the Saturday School session.

A student who skips a Saturday School session will receive either an in-school or out-of-school suspension for up to three (3) days and will receive 70% of the actual grade earned during their suspension. The student will also not be allowed to participate in any activities until the terms of the suspension is served. Also, skipping a Saturday School session will automatically require the student to attend the next Saturday School session or sessions, as determined by the administration.

Students are expected to bring their homework or a book to read during a Saturday School session. Students must work productively: they will not be allowed to sleep. If a student fails to bring material to complete or read, they will be assigned work to occupy their time. Compliance to these requirements is necessary to receive credit for having attended a Saturday School session.

Students assigned to a Saturday School session must attend **with no exception unless** the absence has been approved by the administration prior to the required Saturday School session. If school is not held on Friday, the following Saturday will not be used to schedule a Saturday School session. Students can be assigned to a Saturday School session only by an administrator or his/her designee.

TARDINESS

Students who are late should bring a note from their parents or have their parents call the office. Abuse or misuse of coming to school late may be grounds for disciplinary action. Students who are late to their classes between class periods during the school day will have their punishment determined by the teacher. Continued tardiness will result in a referral to the administration. Note: 3 tardies to any one class period constitutes as a day of absence

2. School Closing:

There is always a question whether school will close on stormy days. In Exeter-Milligan, this decision is made by the administration. Arrangements have been made with York KAWL and KZ 100 radio , KOLN-KGIN Channel 10/11 television and Channel 8 television to announce our school closing.

3. Married Students:

Married students, or those of known fatherhood or motherhood may participate in extracurricular activities. The Board of Education does not encourage early marriage, but will not in any way violate any of those student's rights. Pregnant students may attend school as long as the student is under a doctor's care and that doctor approves of the student's attendance. The purpose of this is to protect the health of the pregnant student and unborn child. It is asked that pregnant students report their condition to the Guidance Counselor.

4. Telephone Calls/ Personal Electronic Device Policy

The office will cooperate with parents and guardians to get messages to pupils during school hours, primarily during lunch period, home room, and study halls. However, calls for pupils during school hours are disturbing to the school routine and hence should be held to a minimum. Messages will be written down and posted for the pupil. Pupils will be called to the telephone for emergency calls only from parents or relatives. No long distance call is to be made at any time without the specific approval of the office. Students may use the telephone outside the office for local calls.

Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy. Students may have cellular phones or electronic devices in their possession provided they are turned off. "Electronic device" includes beepers, pagers, i-pods, i-pads, mp-3 players and any other device that stores and communicates data by electronic means.

Students may use cell phones or other electronic devices before and after school, so long as they do not create a distraction or a disruption.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Students may not use cell phones or electronic communication devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle or other adult sponsor. Students may listen to i-pods and other mp-3 players with the permission of the driver or other adult sponsor.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads

Students who violate this policy will have their cell phones or electronic devices confiscated immediately and returned at the end of the school day to the student. On the second offense the administration will return the confiscated device(s) to the parent or guardian of the offending student.. Students who continue to violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

5. Bulletin Boards:

Bulletin Boards are maintained throughout the building for the posting of general information, material, and school announcements. All postings placed on bulletin boards must be signed by the sponsor or the office personnel. Make it a habit to read bulletin board notices as they may concern you.

6. Weekly/Monthly Newsletter:

Each Friday there will be a Friday note sent home with the elementary students and made available in the office for the 7-12 grade students. In addition, each month the office will distribute a newsletter to each family by mail. If for some reason this is not done, students will be notified. PARENTS, if you do not receive a newsletter, call the office. The newsletter will contain the next month's menu, a calendar of events and special notes.

7. School Intercom:

Periodically during the week there may be special messages given over the school intercom by the teachers, Principal, school secretary, or the Superintendent. Please pay attention to these messages.

8. Lost and Found:

The secretary's office will be the collection point for all found articles. If you have lost something, please check to see if that item has been found.

9. Fire Drills & Tornado Drills

Fire drills will be held each month without advance notice. The sounding of the fire bells is the signal to vacate the building. Each drill is to be conducted as if it were a genuine emergency. Each room will have instructions posted to show how that room is to be evacuated.

10. Calendar of Major Events:

A calendar of major events can be obtained from the office. Although every attempt will be made to abide by this schedule some conflicts due occur and the events on the calendar need to be adjusted.

11. Class Schedule (Secondary):

The Guidance Counselor and/or administration may have to assign students to different classes other than their choice in order to facilitate a program to meet the student and school needs.

12. Lockers:

The lockers are school property and **WILL** be searched or examined at random.

13. Band Instruments:

Students who use school-owned instruments are responsible for the instruments and will pay for all damages. This includes accidental as well as intentional damage.

14. Parent Visitation

If no legal prohibitions of which the school district is made aware are in effect, a parent or guardian, or those with written authorization by a parent or guardian, may make limited arrangements to attend and observe his/her student or students. The arrangement requirements are 1) advanced notice of at least 12 hours to the building principal, detailing who and when the visit is requested, 2) a limited visitation of 45 minutes per student (this time limit does not include joining the student for lunch), 3) punctual arrival and departure. Visitors will be provided a designated place to sit and observe; they are not to become directly involved in the instruction. The principal will not authorize initial visitations for multiple attendees or additional visitations for anyone for whom the principal deems may cause a disruption in the learning process.

III. ACADEMIC PROGRAM

1. Graduation Requirements:

All students pursuing a high school diploma must, as a general policy, complete minimum requirements for graduation as promulgated by the Board of Education for the Exeter-Milligan Public School. Each student must earn at least 100 hours of junior high credit and 230 high school credit hours with those hours earned in the following areas.

2. Credits:

All subjects requiring daily recitation, oral or written preparation, and written mid-semester and semester examinations, meeting 5 days per week during the regular school year, yield 5 hours per semester. Those classes meeting less time per week yield less credit hours per semester, and each of these classes will be evaluated according to a separate scale. A student must complete a minimum of a semester in order to receive credit for a semester or year course. Courses are arranged in three categories for credit purposes:
(1) Semester Courses - meet for one semester - 5 hours (2) Year Courses - meet for the year - 10 hours
(3) Other arrangements.

3. Goals:

For the purposes of evaluation and planning, the academic program at Exeter-Milligan Public School offers opportunities for student development in six major areas:

ACADEMIC DEVELOPMENT	Stresses knowledge of basic skills.
PERSONAL DEVELOPMENT	Emphasizes good moral ethical values and healthy emotional adjustment.
SOCIAL DEVELOPMENT	Encourages responsible citizenship in home, school, community, state, nation, world.
PHYSICAL DEVELOPMENT	Provides knowledge and skills to achieve good health and physical fit.
CULTURAL DEVELOPMENT	Enhances ability to understand, appreciate, and develop creativity in the Arts.
VOCATIONAL DEVELOPMENT	Helps student decide on a vocation and begins development.

Junior High

7th Grade

1. Science 7
2. P.E.
3. Math 7
4. History 7
5. English 7
6. Family and Consumer Science/Keyboarding
7. Band or Study Hall
8. Vocal

8th Grade

1. Science 8
2. P.E.
3. Math 8 or Pre-Algebra
4. History 8
5. English 8
6. Spanish 8/Shop
7. Band or Study Hall
8. Vocal

At least 100 hours of junior high credit are required for graduation.

COURSE REQUIREMENTS - MINIMUM FOR GRADUATION

English must include speech -- 5 hours (By Junior Year)	45 Credit Hours
History must include American Government	30 Credit Hours
Mathematics	30 Credit Hours
Science	30 Credit Hours
Health and Physical Education 10	10 Credit Hours
Visual/Performing Arts	10 Credit Hours
Electives	75 Credit Hours

MINIMUM CREDITS REQUIRED FOR GRADUATION

230 High School Credit Hours
100 Junior High Credit Hours
330 Credit Hours Total

All students must have at least a grade of 70% in every class which applies toward academic credit toward graduation.

CLASS MEMBER

In order for a student to be recognized as a member of a class, he or she will have to have the following minimum number of hours of credits: (Academic)

- Junior: 100 hours plus two years in attendance.
- Senior: 150 hours plus three years in attendance.

Cases involving students not being promoted will be handled on an individual basis by the Superintendent.

4. Examinations:

Comprehensive examinations, each semester, and other tests shall be over the material covered during the quarter and semester. When given the semester test shall be counted as 5 - 12% of the final semester grade.

5. Term Reports:

Report cards will be given to parents or students at the conclusion of each semester. Grade Reports will be sent home throughout each semester. There will be at least one Parent-Teacher conference. In addition to these grade reports teachers are still encouraged to send progress/concern reports on an as needed basis.

6. Assignment Books

Assignment books will be handed out to students in grades 4 through 8 and are encouraged to be used daily. Students in grades 7-12 will not be required to use assignment books unless required by the administration. Additional copies will be available from the office.

7. Grading System:

Report cards are given in percentiles (such as 93%), however, there are times when letter grades may be given. (Example: in Physical Education, or on various papers). The following system will be used:

A+	100-98
A	97-93
B+	92-90
B	89-86
C+	85-83
C	82-78
D+	77-75
D	74-70
F	69-below
I	INCOMPLETE-NO CREDIT

A grade of 69% or lower in any class does not meet the requirements for completion of a required course.

8. Incompletes:

Incompletes will be given when a pupil's work for that term is not complete. An incomplete must be removed by the end of the following 18 week period to avoid it becoming a failure.

9. Honor Roll:

The Exeter-Milligan School encourages academic achievement. Demonstrated mastery of knowledge and skills helps students be competitive. A grade point average of 93.0000 or higher qualifies a student for the "A Honor Roll." A grade point average of 86.0000 to 92.9999 qualifies a student for the "B Honor Roll." For purposes of Honor Roll, no rounding of grade point averages will occur. Honor Rolls are determined at the end of each semester.

10. Guidance Counselor:

The Guidance Counselor has a complete listing of all classes offered at Exeter-Milligan Public School. It is your responsibility to discuss your future with the counselor. Your program can be designed to meet your specific needs. Early in the fall of each year, the counselor will meet with the parents of the Juniors and Seniors to discuss the various options offered by post high school institutions.

SECONDARY TEACHERS GIVING ASSIGNMENTS

The Effective School Research tells us that time spent on task increases learning.

1. Teachers are encouraged to give students some time at the end of each period to start on their assignments so that they will have an opportunity to ask questions about material they do not understand. (This should not be abused--use time effectively.)
2. All secondary instructors 7-12 who are not giving assignments for the next day in the class are expected to give meaningful instruction for a full period.
3. Secondary instructors 7-12 should give limited homework assignments on the day of evening ball games or other school activities when students will return to class the next day. Instructors can reasonably expect students to complete larger assignments on nights when there are no school activities or on the weekends.

ELEMENTARY TEACHERS GIVING ASSIGNMENTS

1. Elementary teachers from grades K-3 may use their best judgment as to what sort of homework assignments are given.
2. Elementary students in grades 4-6 are encouraged to be give reasonable homework assignments on a regular weekly basis.

11. The Library:

All forms of media are arranged by the Dewey Decimal System which is a subject classification system. A dictionary card catalogue, and alphabetical arrangement of Author, Title, and Subject cards will help locate all material in the media center. Any book or other materials taken from the library must be checked out.

Policy for Checking Out Books from the School Library

Students are encouraged to make selections from the language-appropriate books on hand at the library. The following are guidelines set up so that all students have equal access to the media materials.

1. Elementary students are normally restricted to checking out one book at a time. Exceptions will be made if research is being done, if the librarian recognizes the reading ability of the student warrants extra reading material, if the books are to be read over an extended holiday vacation, or for other reasons the librarian deems valid.
2. Books are generally checked out for a two-week period, but they can be returned anytime sooner. Parents are encouraged to direct the return of a library book soon after its completion, so the book will not be misplaced and so that the book becomes available to other students.
3. If a library book becomes lost or misplaced or becomes overdue, student library privileges will be suspended for up to two weeks or less until the book is returned. After a two-week period, the student will be charged replacement costs for the lost book and library privileges will be restored. However, if a student repeatedly loses library books, the student's ability to use the library may become very limited.

Printed materials other than reference or resource may be checked out to a student for a loan period of 14 days, renewable for 14 day periods unless a hold has been placed on the item by some other student or teacher. Encyclopedias may be removed from the library when special arrangements are made.

Book Returns: All books removed from the shelves, whether checked out or not, must be placed in the book return box to insure proper replacement and proof of timely return of books which are checked out.

IV. PROPER CONDUCT FOR ALL STUDENTS

1. General Statement:

In order to provide a learning environment, it becomes necessary to establish various rules of conduct which allow each student an equal chance to learn to his or her potential. Students who are disruptive in the school setting violate the rights of other students to learn. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor. These rules which govern student conduct apply to all students on school grounds, in a vehicle being used for a school purpose, or at a school-sponsored activity or athletic event.

All societies, organizations, games, etc., have rules of conduct, written or unwritten. It would be impossible to list in these few pages each and every rule of proper conduct; most rules are understandable if common sense is used. The express purpose of these rules is to provide a learning atmosphere which is safe, efficient, and in the best interest of all students.

2. Appearance/Conduct/Behavior:

While attending school or its functions, all students are expected to wear appropriate clothing which is neat and clean and behave appropriately. Slogans which refer to alcoholic beverages, profanity, or sex are not considered appropriate for school wearing apparel. The administration reserves the right to take action concerning any disputed dress and/or conduct.

3. Proper Respect:

All students are required to show respect to all teachers and other school employees, to other students, members of this community, and to other schools and their communities.

Flagrant violation of proper respect, will be considered grounds for suspension from school. Each situation will be judged on a case-by-case basis, taking into consideration the circumstances and the age of the pupil or pupils involved.

PROFANITY WILL NOT BE TOLERATED. Immediate discipline, including but not limited to reprimand; detention; additional coursework; ineligibility for co-curricular events; in-school suspension; suspension; or expulsion, will be implemented by administrative personnel if use of profane utterances are directly heard by administrative personnel or reported to administrative personnel by any school employee.

4. Tobacco:

Smoking, chewing, or possession of tobacco in any form is prohibited on school property and during school events for all students, regardless of age. The noon period is considered part of the regular school session. Smoking or chewing tobacco by minors is a sign of poor discipline and is prohibited by Nebraska Law. Students who violate the Drug, Alcohol and Tobacco Standards outlined in the Student Activity Policy of the Student Handbook will be given applicable sanctions and face possible suspension.

5. Alcohol:

There will be no use of or possession of alcohol on school property at any time by any student. This is grounds for suspension. Students coming to school after drinking alcohol will be sent home and the proper legal authorities contacted. This violation is considered grounds for suspension.

6. Privileges:

Various privileges will be available to students who:

1. Perform classwork to the full extent of their ability.
2. Establish their trustworthiness with faculty and staff.
3. Demonstrate proper respect toward others.
4. Comply fully with the rules and regulations found in the students handbook.

Privileges may include but not be limited to:

1. Access to vending machines during the school day.
2. Access to the library during study times of regular classroom.
3. Unrestricted access to the library during after-school and early-evening hours.
4. Various spirit week activities.
5. 3:30 dismissal time.

Students who lose these and other privileges will not regain such privileges easily, if at all.

7. Matches/Lighters:

Students cannot have any matches or lighters in their possession.

8. Controlled Substances:

Use of or possession of any controlled substance shall be grounds for suspension and/or expulsion. Students caught will be turned over to law enforcement authorities.

9. Vehicles:

Students driving to school shall park in appropriate places. Students shall not drive their cars until they leave the building at the end of the day. Permission may be granted by the administration to drive at other times if sufficient cause is present. Remember to follow all traffic signs, and if driving on a school permit, you may drive only to and from school functions.

If a student does not follow the rules, upon demand of administrative personnel, his/her keys will be checked in and out. Students failing to comply will have their parking privileges taken away. At no time will any student leave the classroom areas of the school to approach any car during the school day, nor will any student be allowed to drive during the noon hour, (unless they receive permission from administrative personnel).

10. Weapons:

Under no circumstances will the students be allowed bring any weapon to school. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon is a violation which may result in expulsion. Weapons will be confiscated and the proper authorities notified. See Part VII under Policy for Student Discipline.

11. Vandalism:

The school will not permit any type of destruction to its property or that of other students. Repeated minor acts or severe acts of vandalism shall be grounds for suspension. Students will also be expected to make restitution to the damaged party.

12. Passing Between Classes:

Because of the crowded conditions in the hallways, it is necessary that all students pass from class to class with as little talk and disturbance as possible. "Walk, Don't Run!" Three minutes is sufficient time to pass between classes. Students should pick up needed books in the morning and at noon so as to avoid, as much as possible, the use of lockers. If you must use your locker, do so quietly. Various rules will be made from time to time if students find it difficult to open and close their lockers in a quiet and orderly manner.

13. Lunch (Noon Hour):

The cafeteria is operated by the school in cooperation with the National School Lunch Program. Lunches are served to students and teachers on a nonprofit basis, thus enabling the serving of a well-balanced meal. The cost of a lunch will be \$2.25 for grades K-6, \$2.50 for grades 7-12 and \$3.50 for adults. According to the policy of the Board of Education of the Exeter-Milligan Public Schools, we will have a closed campus policy which means that all students will eat at school and remain on school grounds except those who have been issued, upon request, a permanent pass to eat lunch at home. After eating lunch students are to be outside (weather permitting) or in the big gym or as instructed. All noon time lunches brought to school shall be eaten in the hot lunch room.

When your child is out of punches we give them their empty ticket--this is the time to purchase a new lunch ticket. When your child is behind 3 lunches they will be given a reminder to purchase a new lunch ticket. When your child is behind 5 lunches they will not be allowed to eat school lunch unless they pay cash on a daily basis or buy a new lunch ticket.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720 – 6382 (TTY). USDA is an equal opportunity provider and employer.

14. Policy Concerning Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The Exeter-Milligan school board has adopted the following procedures and guidelines to ensure appropriate use of the Internet at Exeter-Milligan Public Schools.

Student Expectations in Use of the Internet

Acceptable Use

Students may use the Internet to conduct research assigned by teachers.
Students may use the Internet to conduct research for classroom projects.
Students may use the Internet to access to information about current events.
Students may use the Internet to conduct research for school-related activities.
Students may use the Internet for any other appropriate educational purpose.

Unacceptable Use

Students shall not use school computers to access material that is obscene, pornographic, "harmful to minors," or otherwise inappropriate for educational uses.
Students shall not engage in any illegal activities on school computers, including the downloading and copying of copyrighted material.
Students shall not use electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications on school computers.
Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like on school computers.
Students shall not disclose personal information, such as their names, school, addresses, and telephone numbers outside of the school network.
Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
Students shall not publish web pages that purport to represent Exeter-Milligan Public Schools or the work of students at Exeter-Milligan Public Schools without the express written permission of the system administrator.
Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
Students shall not use, or try to discover, another user's password and shall not share their passwords with fellow students, school volunteers or any other individuals.
Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by the teacher or the system administrator.

Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

Students shall not forge electronic mail messages or web pages.

Consequences for Violation of this Policy

Access to the school's computer system and to the Internet is a privilege and not a right. Any violation of school policy and rules may result in:

Loss of computer privileges;

Short-term suspension;

Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

Other discipline as school administration and the school board deem appropriate.

Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Methods of Enforcement

Student users should be aware that the district monitors all Internet communications, as well as Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

Exeter-Milligan Public Schools uses a technology protection measure that blocks access to block access to some Internet sites that are not in accordance with the policy of Exeter-Milligan Public Schools. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

Exeter-Milligan Public Schools staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

15. Law Regarding Immunization

Sec. 79-217, 79-221, AND 79-222 - DISTRICT BOARD: IMMUNIZATION: EXCEPTION. Each Board of Education and the governing authority of each school in this state shall require each student to be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to enrollment of each school year for original enrollee or, in the case of a student transferring from another school, unless the student submits to admitting officials:

(1) a statement signed by a licensed physician which declares that, in the physicians opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the students family or household; or

(2) An affidavit signed by the student or, if he or she is a minor, by his or her legally authorized representative stating the immunization conflicts with the sincerely followed religious beliefs of the student. Such written statement shall be kept in the students file. Any student who does not comply with this section shall not be permitted to attend school until they comply. The cost of such immunization shall be borne by the parent or guardian of each student who is immunized; provided, that such cost shall be borne by the Department of Health for those students whose parents or guardian are financially unable to meet such cost for such service. Forms for the immunization will be provided by the school. A Summary

of the School Immunization Rules and Regulations New for the 2004-2005 school year are attached at the end of this handbook.

16. Exeter-Milligan Public School Health Policy - Communicable and Nuisance Diseases

Children returning to school after one of the communicable childhood diseases such as mumps, measles or chicken pox, should have if at all possible a permit slip from the family doctor. If it is impossible to get a permit slip use good common sense before bringing a child back to school. One good guideline to follow is a child's temperature should be normal for 24 hours after an illness.

We request these precautions for the following reasons:

1. A child runs the risk of serious complications if they do not get the proper rest or exposes them self to severe weather conditions by returning too soon after an illness.
2. Recovery from any acute illness takes place more quickly if the patient remains inactive for a reasonable length of time.
3. A child's school work suffers when they do not feel well and frequently they cannot keep up with the others.
4. If we make sure that children with contagious conditions stay away until free of contagion, we may prevent the exposure of the other children at school. We should also try to do so for these reasons:
 - a. By avoiding the disease, we avoid complications.
 - b. A child who misses a week or more of school, even in the lower grades misses a lot of detailed call instruction.
 - c. When disease reaches "epidemic" proportions it can disturb the continuity of subject material for the whole class. (We are aware that some exposure does take place before anyone realizes what is developing.)
5. The great majority of parents will make the best decisions in the interest of their children, but some find it difficult to judge the proper time for re-admittance.
 - a. Working parents may rush reentry because it is difficult to arrange to stay home with the child and expensive to hire a special sitter.

No medications can be given by school personnel unless there is written permit from the parent and the medication must be well labeled by a pharmacy.

Cases Involving Head Lice When head lice are detected at any level of infestation on any student, the student will be sent home immediately to receive treatment. Students will not be re-admitted to school if any level of infestation exists. Treatment strategies can be attained from medical personnel or websites or from the school nurse. Unresolved head lice issues may result in school personnel contacting health and human services in order to seek assistance for the infected student.

17. Emergency Medical Treatment

If a child becomes ill or is injured while at school or while being supervised by a member of the school district's staff, the staff member shall promptly render first aid and, when appropriate, summon rescue squad assistance. Staff will promptly notify a student's parent or guardian when a student needs medical attention.

The school district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. School district staff members will not honor "do not resuscitate/do not intubate" (DNR/DNI) orders, requests for transport to particular medical facilities and the like. Parents/Guardians must arrange for all such requests with rescue squad and medical providers directly.

18. Dating Violence

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

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

19. Sexual Harassment

It is the policy of the Exeter-Milligan Public Schools to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment.

Sexual harassment is misconduct which interferes with the students opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law which can result in an employee's immediate dismissal.

It shall be a violation of school district policy to harass another sexually, to permit the sexual harassment or to harass or permit the harassment of a student sexually. Sexual harassment may take many forms, including, but not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure or requests for sexual activity;
3. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
4. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or student's status;
5. Requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment or student's status.

Any person who feels he or she has been subjected to sexual harassment has several ways to make his or her concerns known.

1. Aggrieved persons who feel comfortable doing so should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.
2. If an aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending party has been ineffective, the student should contact his or her principal or the superintendent of schools or board member with whom he or she feels comfortable in reporting the issue.
3. All complaints of harassment must be investigated promptly. The investigation will be impartial and in as confidential a manner as possible and a final report will be filed (see Exeter-Milligan School Board Policy for format).

It shall further be the policy of the District to strictly prohibit use of any electronic media including but not limited to the Internet, telephones, electronic mail, fax machines or any other means of communicating electronically in such a manner as to create a hostile working environment. It shall be contrary to this policy to use any electronic medium for such purpose as but not limited to uttering obscene or offensive materials of a sexual nature in any manner. It shall be the policy of the District that this prohibition shall run as to all interpersonal communications whether originated or received by members of the board, employees of the District and this prohibition communications as described in this paragraph arise to the legal standard of sexual harassment or not.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees and students of the District in its working or educational environment.

20. Sexual Harassment of Students by Other Students

It is the policy of Exeter-Milligan Public Schools to provide a student environment which is free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The purpose of this policy is to establish clearly and unequivocally that the board of education prohibits sexual harassment by its students against other students.

Sexual harassment is a form of misconduct which wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. "Sexual harassment" means the following for purposes of this policy:

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

A student who feels he or she has been sexually harassed by another student should directly inform the student engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the student whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to a teacher, principal or counselor with whom he or she feels comfortable in reporting the issue.

Sexual harassment of students by other students is prohibited in the Exeter-Milligan Public Schools, even when the affected student does not complain to the faculty or the administration.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any negative reflection on the complaining student, nor will it affect his or her status as a student in any respect.

Any student who engages in sexual harassment of another student will be subject to disciplinary action up to and including a five-day suspension from school. Repeated violations of this policy may result in long-term suspension or expulsion. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, the observations of teachers or administrators, or any other credible evidence. Discipline shall be imposed only when the greater weight of the evidence indicates that a student has violated the policy.

This policy shall pertain only to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by board policy 4014.

21. Parental Involvement in Educational Practices

The district recognizes the importance of parental involvement in the education of their children. To ensure parental rights in the involvement of educational practices affecting their children, parents will be:

Provided access, as described in district procedures, to district approved textbooks and other curriculum materials, and tests used in the district.

Requests by a parent to review specific approved textbooks and other district or building approved curriculum materials (written, visual, and audio) will be made by the parent to the building principal in which the textbooks and curriculum materials are used. Parents may check out textbooks for review.

Parents can review curriculum materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.

Requests by a parent to review specific standardized and criterion-referenced tests used in the district must be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

If no legal prohibitions of which the school district is made aware are in effect, a parent or guardian, or those with written authorization by a parent or guardian, may make limited arrangements to attend and observe his/her student or students. The arrangement requirements are 1) advanced notice of at least 12 hours to the building principal, detailing who and when the visit is requested, 2) a limited visitation of 45 minutes per student (this time limit does not include joining the student for lunch), 3) punctual arrival and departure. Visitors will be provided a designated place to sit and observe; they are not to become directly involved in the instruction. The principal will not authorize initial visitations for multiple attendees or additional visitations for anyone for whom the principal deems may cause a disruption in the learning process.

Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents may find objectionable.

Building principals will excuse a student from any single school experience at the parent's written request.

When appropriate, alternative experiences will be provided for the student by the school.

Notified prior to school district participation in surveys by students of the right of parents to remove their children from such surveys.

The appropriate building principal must give prior approval to all surveys intended to gather information from students in the district.

Participation in surveys by students is voluntary. Parents may restrict their child from participating in any survey.

22. Detentions for students grades 7-12:

Detentions are to be given in an effort to correct student misbehavior. Detentions are not to be assigned to students who fail to turn in their homework or forget to bring materials to class although such irresponsibility cannot go uncorrected. Other behavior management methods will be employed to address chronic irresponsibility before detentions are assigned. These methods include, but are not limited to, use of assignment booklets, grade reductions, additional assignments, increased parental involvement, buddy-system monitoring, increased instructional time during evenings and Saturdays.

Minor demonstrations of student misbehavior will be addressed first by a verbal warning prior to the student receiving a detention. Neither major infractions nor frequently-repeated minor infractions will be preceded with a verbal warning; such misbehaviors will immediately result in a detention being assigned.

As a general rule, detentions are normally for 30 minutes and will be served in isolation during the lunch period.

A student who receives multiple detentions in the same day for misbehaving will instead be assigned by the building principal to a one-day in-school suspension from 7:45 am to 3:45 pm on the following school day. It will be the sole responsibility of the parent/guardian to provide both morning and afternoon

transportation for required early arrivals or late dismissal times. Failure to comply with the conditions of in-school suspension will result in out-of-school suspension and all of its consequences.

If and when a student receives 3 detentions from the same teacher in one semester, the teacher will notify the administration which will verify the notification by checking detention slips, and parents will be contacted for a telephone conference or to arrange a conference at school. Upon receiving additional detentions from the same teacher/administrator in one semester, the student will be assigned a mandatory Saturday school session. It will be the sole responsibility of the parent/guardian to provide both morning and afternoon transportation for the Saturday school session. Failure to comply with the conditions of Saturday school session will result in the building principal assigning a lengthy out-of-school suspension and all of its consequences, including the reassignment of additional Saturday school sessions.

When a student reports for a detention or a Saturday school session, he/she will receive a detention referral document describing the misbehavior. One copy of the detention referral document will be kept on file at the school, and another copy will be sent to the student's parent/guardian. The student will also be required to complete a Student Disciplinary Report in order to develop a better understanding of expected behavior. Full and thoughtful completion of the Student Disciplinary Report is required, and failure to fully and thoughtfully complete the report, which will also be kept on file at the school, will be cause for suspension.

23. Harassment and Bullying Policy

It is the policy of Exeter-Milligan Schools that "bullying" type behavior is not to be permitted and that the curriculum addresses this issue. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.). If a student fails to respond positively to the corrective measures of the harassment program, school authorities will determine the action necessary to attempt to provide a safe learning environment for all students. The steps of this program may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

If, in the school's opinion, any occurrence of harassment behavior is sufficiently severe, school personnel may respond immediately with major consequences.

The first time school personnel become aware of a possible harassment or bullying situation, the harassing or bullying student will be informed that school personnel are aware of the student's misbehavior. At that time a warning will be given against future harassing or bullying behavior. The consequences for this kind of behavior in the future will be outlined for the student.

The second time school personnel become aware of a harassment or bullying incident, the student's parents will be notified, and a conference among the parent, student, and school personnel will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. The consequences will remain in place as long as school authorities feel the consequences are appropriate.

If the school authorities determine that the student continues to harass or bully other students, school personnel may assign the student to an appropriate level of consequences set forth below.

Harassment and Bullying Program Levels of Consequences:

The school district will make reasonable attempts to provide students with an educational environment free from verbal and physical harassment and bullying. Note: in all levels of consequences, it will be the sole responsibility of the

parent/guardian to provide both morning and afternoon transportation for early arrival and late dismissal times.

1. Level I: The guidelines for a Level I placement are listed below.
 - a. The length of the assignment will be for a minimum of three (3) school days.
 - b. The student will report to the office no later than 7:45 a.m. each morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. This will allow all other students to leave the school grounds in safety.

2. Level II: The guidelines for this level are listed below.
 - a. The length of the assignment will be for a minimum of seven (7) school days.
 - b. The student will report to the office no later than 7:45 a.m. the morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 3:45 p.m.
 - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have two (2) minutes to get to his/her next class.

3. Level III: This is a long-term assignment. The guidelines are listed below.
 - a. All items listed in Level II will be used, except the length of the assignment will be no less than ten (10) school days, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

24. Public Displays of Affection:

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and /or counselor.
- d. If this type of behavior continues, the student could face long-term suspension

25. Video Surveillance

Video cameras may be used on to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard district facilities and equipment. The superintendent may determine appropriate locations for video cameras to be used. Notice is hereby given that video surveillance may occur on District property and motor vehicles. 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 and may also be provided to law enforcement agencies.

26. Cheating

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

- copying homework
- working with others when directions prohibit collaboration
- looking at or copying others tests or quizzes
- accommodating others to look at tests or quizzes
- revealing test or quiz information to other class sections or to a student absent when the exam is given
- stealing papers from others
- copying information from research sources without proper attribution to publications or the internet

Violators of this standard will be disciplined on a case-by-case basis. Disciplinary measures include, but are not limited to, redoing assignments or retaking tests; receiving a failing grade regardless of academic score of questioned student work; assignment of an additional project or test; detention or suspension.

V. ACTIVITIES

1. School Sponsored Trips:

The Exeter-Milligan school district will provide transportation for students to and from activities/practices and between school sites. It is the discretion of the parents to decide if their child will ride school provided transportation between school sites for activities/practices. Students participating in activities are required to ride the transportation furnished by the school to away contests unless other arrangements have been authorized by the administration. Students who want to ride home with their own parent must provide written permission to be excused into their parent's custody on a school issued form that can be obtained from the sponsor or coach of each activity and given in person by the parent to the coach/sponsor. NOTE: Coaches/sponsors may require students to ride school sponsored transportation at all times or make their own specific rules regarding this rule.

2. Dances and Parties and Tours:

During the school year various parties, field trips, and tours will be scheduled by teachers and sponsors. Rules for these will be presented by the sponsor. The administration may require the use of a breath analyzer test as a condition of admittance and continued attendance at the Homecoming and Prom dances and any other school sponsored activity. Out of town/school dates attending a school sponsored dance must be a current high school student or a recent years' graduate.

3. Organization Procedures:

Each club, organization, and class shall have a constitution where rules of order shall be made and followed. Generally there will be a President, a Secretary, and a Treasurer for each club, organization, and class. All activities and meeting, etc., must have the approval of the sponsor. The purpose of the sponsor is to provide guidance, direction, and supervision to the members of all clubs, organizations, and classes.

4. Activity Funds:

It shall be the duty of the treasurer of any organization to keep an accurate account of all funds of that organization. The treasurer shall turn over all funds to that organization's sponsor for deposit with the office. The treasurer and sponsor should check with the office to ask questions about the financial status of their organization. Activity funds are actually school funds which can only be spent with the consent of the sponsor and administration. Do not spend money and expect to be reimbursed unless you have received permission to spend the money first.

5. Eligibility:

This will be determined by individual organization constitutions, germane school policy, and applicable NSAA requirements. Participation in school activities requires students to meet certain academic eligibility requirements. This eligibility will be determined on a midterm basis. Any student doing failing work in two subjects will be ineligible for all interscholastic activities for the following week. (Example: On Monday morning of each week a down list will turned into the office. If a student is failing two or more subjects the students will be ineligible until the following Monday.) If you have any questions, contact your sponsor, coach, athletic director, or administration.

6. National Honor Society:

In 1974 Exeter High School became a member of the National Honor Society sponsored by the National Association of Secondary School Principals. In 2002 the Chapter was renewed with the new school name Exeter-Milligan and new criteria for membership will be reviewed annually. The National Honor Society was created to recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. Since the founding of the Society in 1921, the selection to the NHS has been based on scholarship, leadership, service, and character. Each year in April the high school faculty selects new members to the society. To be eligible for selection to the NHS a student must have an overall grade point average of 90. Then these students are rated on a scale of 1 to 10 by each high school staff member, with 10 being high, in the following areas: Leadership, Service, Character. To be eligible

the student must obtain an overall average of at least 7 on these teacher ratings. The following guidelines will give further help in the definition of leadership, service, character.

Leadership: The student who exercises leadership is:

1. Resourceful in proposing new problems, applying principles, and making suggestions;
2. Demonstrates leadership in promoting school activities;
3. Exercises influence on peers in upholding school ideals;
4. Contributes ideas that improve the civic life of the school;
5. Is able to delegate responsibilities;
6. Exemplifies positive attitudes;
7. Inspires positive behavior in others;
8. Demonstrates academic initiative;
9. Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability;
10. Demonstrates leadership in the classroom, at work, and in school or community activities;
11. Is thoroughly dependable in any responsibility accepted.

Service: The student who serves is:

1. Willing to uphold scholarship and maintain a loyal school attitude;
2. Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties;
3. Volunteers, dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance;
4. Works well with others and is willing to take on difficult or inconspicuous responsibilities;
5. Cheerfully and enthusiastically renders any requested service to the school;
6. Willing to represent the class or school in inter-class and inter-scholastic competition;
7. Does committee and staff work uncomplainingly;
8. Shows courtesy by assisting visitors, teachers, and students.

Character: The student of character:

1. Takes criticism willingly and accepts recommendations graciously;
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability);
3. Upholds principles of morality and ethics;
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.;
5. Demonstrates the highest standards of honesty and reliability;
6. Shows courtesy, concern, and respect for others;
7. Observes instructions and rules, punctuality and faithfulness both inside and outside of the classroom;
8. Has powers of concentration and sustained attention as shown by perseverance and application to studies;
9. Manifest truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others;
10. Actively helps to rid the school of bad influences or environment.

7. Senior Trip / Any Overnight Trip.

A student must meet eligibility requirements and be passing all classes before he/she will be allowed to go on an overnight trip and all students must not be in violation of conduct standards in order to go on any overnight trip. Students not eligible to attend an overnight trip will be notified by the trip's sponsor and will be expected to attend school during regular school hours in order to meet graduation academic requirements or to instill proper conduct skills. The sponsor's decision may be appealed to the building principal.

VI. ATHLETICS

1. Sports Programs:

Programs are offered so as not to show any discrimination between boys and girls. Fall sports are Football and Volleyball, girls' golf and girls' softball. Winter sports are both boys' and girls' Basketball, and Spring sports are boys' and girls' Track and boys' golf. Please find the enclosed sports calendar attached at the end of this section. A student who has not attended school at least one half day will not normally be allowed to participate in athletic contests that night. This rule is written to protect the health of students.

2. Purchasing Equipment:

The Athletic Director is responsible for securing needed supplies and uniforms. Except in the case of medically-related equipment and other orders which the student shall ultimately pay for, the school will not purchase items which are not intended to become school property.

3. Academic Eligibility:

Participation in school activities requires students to meet certain academic eligibility requirements. This eligibility will be determined on a midterm basis. Any student doing failing work in two subjects will be ineligible for all interscholastic sports for the following week. (Example: On Monday morning of each week a down list will be turned into the office. If a student is failing two or more subjects the students will be ineligible until the following Monday.). If you have any questions, contact your sponsor, coach, athletic director, or administration.

4. Participation:

Exeter-Milligan High School is a member of the Nebraska High School Activities Association and meets all requirements as set forth yearly in the NSAA Official Yearbook.

5. Athletic Injuries:

The Exeter-Milligan Public School assumes no liability for paying the cost of treatment for athletic injuries.

6. Nebraska School Activities Association Ineligibility Rules:

You are ineligible if:

1. You were 19 years of age before September 1.
2. You have attended school more than eight (8) semesters (grades 9-12).
3. You were not enrolled in school by the 11th day of school.
4. You were not in school the immediate preceding semester.
5. You did not pass in 20 semester hours of credit the immediate preceding semester and are not carrying 20 semester hours.
6. You have graduated from high school.
7. You compete in any athletic contest other than as a representative of your school during the season of the sport involved.
8. You play on an all-star team while a high school undergraduate.
9. You changed schools without your parents changing residence.
10. Your parents have changed their residence to another school district and you have remained in your present school. (Exception: If your parents have moved after school has started, you will be eligible the current school year.) Check the NSAA Yearbook for the definition of legal residence.
11. You participate in a contest under an assumed name.

7. General Rules for Activities:

There are various safety rules that should be observed when you are taking part in athletics. You should especially be aware if you are practicing on an ordinary surface not specifically designed for athletics. Although these are not all of the rules as any rules are common sense, it is worth taking note of them all. As far as keeping yourself in condition goes, make sure that you eat a sensible diet, get plenty of sleep, and never over exert yourself--especially when recovering from an illness or injury. Always warm up with a few general exercises before you begin training, and keep yourself and your clothes clean to avoid picking up or spreading infections in the showers or locker room. Any activity involving height, motion, and/or speed creates the possibility of death, permanent paralysis or many other types of serious injuries.

8. Training Rules:

Each athlete is provided with a set of training rules by the head coach or athletic director. Parents and athletes, it is your responsibility to become familiar with these rules and to live up to them.

9. School Attendance Policy for School Activity Participation

Students who participate in a school sponsored activity must be in attendance a minimum of one-half day on the day of the activity in order to be eligible for participation. Four complete periods of school shall constitute one-half day of attendance. Students who fail to meet this criteria shall be ineligible to participate in school activities or practice sessions for the day. This policy may be waived by the administration in the event of an immediate family emergency.

All school sponsored activities are included within this policy.

All students traveling to a school sponsored event away from the school district will ride the school sponsored transportation with their coach/sponsor. With special arrangements, students may be transported to or from these events by their parents but this should be approved in advance.

10. Sportsmanship

The rules do not list all possible forms of unsportsmanlike conduct for which a player, coach or team may be penalized. However, the following is a list of inappropriate behavior that must not be a practice of our teams: (a) disrespectfully addressing officials; (b) towels or other apparel with negative or degrading comments; (c) holding the ball to taunt an opponent; (d) intentionally kicking at an opponent; (e) insulting language and/or swearing; (f) showing resentment toward an official's decision; (g) theatrics following a score; (h) antics following a sack, interception or fumble recovery; (i) inappropriate bench conduct.

11. School Activity Policy

PHILOSOPHY All participants in EMHS activities will be expected to maintain a high standard of personal conduct, behavior, and appearance that will promote pride in EMHS activities and provide a favorable example to young people within the community who look with admiration toward the high school student.

A great activity tradition is not built overnight — it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team, the student has certain responsibilities to uphold. Our tradition at Exeter-Milligan School has been to win so that honor comes to our community, our school and our students. Such a tradition is worthy of the best efforts of all concerned, the followers, the coaching/sponsoring staff, the participants, and the student body. By participating in the interscholastic program, all students are able to derive the individual values and benefits of the program.

Responsibilities to Yourself: A student participating in activities is someone special in that certain responsibilities are imposed on him/her. A student participant is one who accepts these responsibilities and broadens them and develops strength of character. Students owe it to themselves to get the greatest possible good from their school experiences, their studies, and their participation in activities. Students owe it to themselves to always perform to the best and fullest of their ability.

Responsibilities to the School: By being in activities, students have the responsibility to the school to always do their best, following the guidelines that are set forth. By being in activities, students are representing the school and community. Students automatically assume a leadership role when on an activity team. The student body and patrons know the student. The student body, the community, and other communities judge the school based upon student conduct and attitudes, both on and off the field.

Because of this leadership role, students participating in school activities can contribute to school spirit and community image. Students must make the school proud of their conduct and the community proud of the school by students' performances and devotion to high ideals. Younger, impressionable students are watching closely. Do not let them observe negative actions to imitate.

Responsibilities of the coaching sponsor staff: Since there is a great tradition behind activities at Exeter-Milligan School, the coaches/sponsors have the responsibility to give the community the best possible team with the available talent each year. Coaches/Sponsors at our school are dedicated to the tradition that has been built up over the years. Winning in an honorable fashion will always be important in every coach/sponsor's mind. All activity coaches and sponsors adhere to the Nebraska Coaches Creed which reads...

I BELIEVE interschool sports (activities) have an important place in the general education scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.

I BELIEVE the other coaches (sponsors) of interschool sports (activities) are earnest in their desire to keep the interschool program high on the plane of citizenship training and I shall do all that I can to further their efforts.

I BELIEVE my own actions should be so regulated as to reflect credit to this profession.

I SHALL abide by the rules of the games (activity) in letter and spirit.

I BELIEVE proper administration of all sports (activities) offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean healthful living and respect for wise discipline and authority.

I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry over and will aid each one connected with the sport (activity) to become a better citizen.

I BELIEVE in and will support all reasonable moves to improve athletic (activity) conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

Those students who want to participate in extracurricular activities must accept the guiding principles exemplified by the Nebraska Coaches Creed.

Definition of Activities: Participation in school activities is a privilege, not a right. Extracurricular activities have an important place in the educational program of the Exeter-Milligan Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

Activities shall mean any or all school-sponsored activities or any type of activity which has school students representing the Exeter-Milligan School in an individual, small group or large group event, performance or contest, not including the graduation ceremony except in extreme situations as determined by the superintendent of schools.

Standards of Conduct and Sanctions for Activity Participants: Activity participants in grades 7-12 must comply with drug, alcohol and tobacco standards of conduct. All standards of regulated conduct apply to all students from the first day of the school through the entire school year, and all standards of regulated conduct also apply to activity participants for all pre-season events and all post-regular-season events. Violations of the standards of conduct shall result in sanctions as set forth below. Sanctions will be imposed based upon the next activities in which the student will participate. **Violations by students can be determined by being cited by law enforcement personnel, personal admittance of a conduct violation, a report from the student's parent or guardian, or by being personally observed by a staff member of Exeter-Milligan Schools if the staff member attempts, repeatedly if necessary within a 12 hour period of time, to confront the student(s) with the allegation of misconduct.** Exeter-Milligan Schools may impose more severe sanctions than the minimums listed below depending on the

severity of any violations. **Note: If the student is suspected of drug/alcohol use but submits to an immediate blood test, at his/her own expense, within one hour of release by law enforcement personnel and if the test results are negative, then the following sanctions will not be enforced.**

Violation of Drug, Alcohol and Tobacco Standards: Unlawful possession, use, or distribution of the following are violations of Drug, Alcohol, and Tobacco standards: illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcohol beverages, look-alike alcoholic beverages, drug paraphernalia, tobacco, tobacco products or look-alike tobacco products, including smokeless tobacco products.

Participants may also be subjected to conduct sanctions if found guilty of a felony or are found by the school administration to have displayed outrageous, unacceptable conduct which jeopardizes the district's purposes. Notification to the student and his/her parent/guardian of conduct sanctions being imposed upon the student will be the responsibility of District Administration.

Conduct Sanctions for Violation of Drug, Alcohol and Tobacco Standards:

Note: The sanctions outlined below are applicable as written, provided the student self-reports his/her violation of Drug, Alcohol and Tobacco Standards to the building principal or activities director within 2 calendar days of being confronted by law enforcement personnel or a staff member of Exeter-Milligan School about their conduct. FAILURE TO SELF-REPORT WITHIN THE TWO CALENDAR DAYS TIMEFRAME WILL AUTOMATICALLY RESULT IN SUSPENSION FROM PARTICIPATING IN EXETER-MILLIGAN SCHOOL EXTRACURRICULAR ACTIVITIES FOR THE REMAINDER OF THE SCHOOL YEAR.

The following sanctions have been revised and will become effective for the 2008-2009 school year and beyond.

Definition of a school day. A school day for the purpose of the following sanctions is defined as a day in which academic instruction takes place. The current school calendar plans for 182 school days.

First Violation during the 7-12 school years will result in suspension from participating in Exeter-Milligan School extracurricular activities for 15 school days. The student must continue to attend and participate in all practices during the suspension in order to meet the conditions of the violation sanctions; otherwise, the sanctions will continue to be in effect and future participation will be curtailed. District Administration will have final authority in all judgment decisions concerning conduct sanctions. If the application of the sanction also impacts a student's grade in a class, the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment will be determined by the sponsor and approved by the administration.

--or--

The student will be suspended from participating in Exeter-Milligan School extracurricular activities for 5 school days, and the student and parents agree that the student will participate in a program for chemical dependency. Said program must be administered by certified alcohol and drug abuse personnel or physician, and the program must be vigorous enough to meet the approval of the school authorities. A diversion program which minimizes legal ramifications is not vigorous enough to meet approval. The student is required to complete successfully the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to school's Activities Director. Once a program is agreed to by all parties concerned, failure to participate and complete the approved chemical dependency program will cause the participating student to be suspended from extracurricular activities for one calendar year from date of finding of violation. All costs associated with the program are to be borne by the student or parent/guardian.

Second Violation during the 7-12 school years which does not occur in the same school year will result in suspension from participating in Exeter-Milligan School extracurricular activities for the remainder of the school year or 45 school days, whichever is greater. If the application of the sanction also impacts a student's grade in a class, the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment will be determined by the sponsor and approved by the administration.

--or--

The student will be suspended from participating in Exeter-Milligan School extracurricular activities for 30 school days, and the student and parents agree that the student will participate in a program for chemical dependency. Said program must be administered by certified alcohol and drug abuse personnel or physician, and the program must be vigorous enough to meet the approval of the school authorities. A diversion program which minimizes legal ramifications is not vigorous enough to meet approval. The student is required to complete successfully the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to school's Activities Director. Once a program is agreed to by all parties concerned, failure to participate and complete the approved chemical dependency program will cause the participating student to be suspended from extracurricular activities for one calendar year from date of finding of violation. All costs associated with the program are to be borne by the student or parent/guardian.

For a second violation which occurs during the same school year, the student is suspended from participating in Exeter-Milligan School extracurricular activities for the remainder of the school year or 60 school days, whichever is greater.

Third or More Violation during the 7-12 school years will result in suspension from participating in Exeter-Milligan School extracurricular activities for one calendar year from date of most current violation discovery.

Note: For a student who violates the Drug, Alcohol and Tobacco standards a second time in the same school year or who violates these standards a third or more times during his/hers 7-12 school years, there is no opportunity to reduce the severity of the sanctions through completing an approved chemical dependency program although student participation in such a program is highly encouraged.

Note Also: This Conduct Sanctions for Violation of Drug, Alcohol and Tobacco Standards is supplemental to the Proper Conduct For All Students section of the student handbook, and any action taken as outlined in the Conduct Sanctions for Violation of Drug, Alcohol and Tobacco Standards may be in addition to any other corrective action taken.

Note especially that students who violate the Drug, Alcohol, and Tobacco Standards will not be nominated or assigned or be eligible for any post-season honors, nor will his/her name be submitted for any post-season honors. Note also that for violators of these standards that any elected or appointed student positions of leadership or honor will be revoked. Violation of these standards may affect the eligibility of a student to receive an activity letter if suspension from participation results in failure to meet the lettering criteria of the activity.

Students Who Do Not Participate in Extracurricular Activities Students who do not participate in extracurricular activities yet violate the Drug, Alcohol and Tobacco Standards will be restricted from attending all home school activities for the same suspension timeframe imposed upon participants.

Special Rules of Conduct for all Athletes

1. No athlete, regardless of age, may possession, use, or distribution of the following: illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcohol beverages, look-alike alcoholic beverages, drug paraphernalia, tobacco, tobacco products or look-alike tobacco products, including smokeless tobacco products.

2. Locker Room and Shower
 - a. Athletes must secure a lock from the head coach and use it for their locker or check in valuables with the head coach.
 - b. There shall be NO vandalism of athletic equipment, locker room equipment, or another athlete's equipment or personal belongings.
 - c. No hazing or harassing of other athletes.
 3. Conduct During Events.
 - a. No harassing of opponent's athletes.
 - b. No destructive behavior upon any school facilities while at home or away.
 4. No abusive language will be used.
5. All athletes are expected to be home by 9:00 p.m. on the night before the athletic contest in which they are to participate. In the event of two successive days of athletic events in which the athlete will be participating, he or she shall be expected to be home one-half hour after the first night's game or one-half hour after the return home from an out-of-town game. The head coach and/or athletic director may call to ascertain whether or not there is compliance with this rule. The penalty for the initial violation of this particular rule shall be worked out with the head coach, and subsequent violations may lead to the benching of the athlete; repeated violations may result in suspension from the team for all or any part of the remaining season as determined by the head coach.

Special Regulations by Extracurricular Activity Coach/Sponsor

A coach or sponsor may require additional standards, which are applicable to a certain sport, or activity, provided the standards are approved by the Activities Director and are communicated in written form to the students and their parents before the particular activity begins. All extracurricular coaches and sponsors must include and enforce the following restriction: No student, regardless of age, who participates in a school sponsored activity may possess, use, or distribution of the following: illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcohol beverages, look-alike alcoholic beverages, drug paraphernalia, tobacco, tobacco products or look-alike tobacco products, including smokeless tobacco products

12. Speech and Drama

1. The students will be in the areas designated for practice or performance.
2. The students will not leave the facility where a practice or contest is being held unless given permission by the sponsor.
3. The students will not use the athletic equipment unless asked to do so by the sponsor.
4. There should be no horseplay--climbing on the bleachers, jumping from the stage area, running, or other activities that might endanger you or someone else.
5. The students will use the rules for safety and common sense when using electrical equipment, power tools, hand tools, lighting equipment and sound equipment.
6. The student will inform the sponsor as soon as possible when they are not going to be able to attend a practice or activity.
7. The student will attend and be on time for designated practices and contests unless excused by the sponsor.
8. The student will dress appropriately for practices and contests. (No alcohol, tobacco, drug, inappropriate language or suggestive attire.)
9. The students will be expected to follow the basic rules as set forth in the student handbook.

13. Band

1. No running or jumping over chairs.
2. Take one step at a time on the stairs.
3. No fighting, pushing or tripping.
4. No climbing on chairs, desks or tables.
5. Do not throw things.
6. Do not leave things on steps or where people walk.
7. Do not play with the fans.
8. Do not play a musical instrument into someone's ear.

9. Do not bump someone's instrument while he/she is playing their instrument.

14. Volleyball and Basketball

1. Do not wrestle or horse around in the gym, hallway, stage or locker room.
2. No running in the hallway, or as you leave or enter the building.
3. Don't climb to the top of the bleachers, and do not go behind bleachers without permission.
4. Do not jump from the stage or slide off of it.
5. Do not bother equipment, tables, etc., which may be stored on the stage or other areas of the gym or locker room. In other words-- leave equipment that does not pertain to your activity alone.
6. You are here for an education first and basketball/volleyball is a privilege. Make sure you are getting your homework done.
7. Do not play with the lights--stage or otherwise, also leave microphone jacks alone.
8. If you don't know how to do something correctly (i.e. a particular drill), ASK!
9. No fighting, pushing, shoving, hitting, etc.
10. No jumping, dunking off the walls.
11. Always close upper locker in the locker room and lock your lockers at all times.
12. Always be aware of the walls--wall mats help, but not always.
13. Do not run into things (walls, doors, other people,etc.).
14. If you are injured or get hurt in practice (activity) tell one of the coaches then or be sure to after practice--then do what they tell you (i.e., put ice on injury).
15. If you are going to be absent from school and know about ahead of time, tell the Athletic Director and you can still practice--if it was for a reason other than being sick.

15. Football

Player Safety

1. It must be recognized that participation in sports requires an acceptance of risk of injury. Football is a vigorous, physical contact game, and for this reason much attention is given to safety of the players.
2. The rules against intentional butting, ramming or spearing the opponent with the helmeted head are there to protect the helmeted person as well as the opponent being hit. The athlete who does not comply with these rules is a candidate for catastrophic injury. These illegal and dangerous techniques are never to be used in practice or a game situation.
3. Serious head and neck injuries leading to death, permanent brain damage or quadriplegic (extensive paralysis from injury to the spinal cord at neck level) occur each year in football. They cannot completely prevented due to tremendous forces occasionally encountered in football collisions, but they can be minimized by manufacturer, coach and player compliance with accepted safety standards.
4. The typical scenario of this catastrophic injury in football is the lowering of one's head while making a tackle. The momentum of the body pushes against the neck after the helmeted head is stopped by the impact, and the cervical spine cannot be "splinted" as well by the neck's muscles with head lowered as with the preferred, "face up, eyes open & forward, neck bulled" position. When the force at impact is sufficient, the vertebrae in the neck can dislocate or break, cause damage to the spinal cord they had been protecting, and thereby produce permanent loss of motor and sensory function below the level of injury.
5. Because of the impact forces in football, even the "face up" position is no guarantee against head and neck injury. Further, the intent to make contact "face up" is no guarantee that the position can be maintained at the moment of impact. Consequently, the teaching of the blocking/tackling techniques which keep the helmeted head from receiving the brunt of the impact are now required by rule and coaching ethics, and coaching techniques which help athletes maintain or regain the "face up" position during play must be respected by the athletes.
6. NOCSAE (National Operating Committee on Standards for Athletic Equipment) Football Helmet Warning Statement: NO HELMET CAN PREVENT ALL HEAD OR NECK INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN FOOTBALL. Do not use this helmet to butt, ram or spear an opposing player. This is in violation of the football rules and such use can result in severe head or neck injuries, paralysis or death to you and possible injury to your opponent.

Player Equipment

7. During full contact practice and games, a player shall wear: (a) A helmet which has a NOCSAE Seal. The helmet shall be secured by a properly fastened chin strap; (b) A face protector; (c) An intraoral, within the mouth, mouth and tooth protector which includes an occlusal, protecting and separating the biting surfaces, and the labial, protecting the lips, portion and covers all upper teeth; (d) Soft knee pads; (e) Hip pads with tailbone protector; (f) Shoulder pads fully covered by a jersey; (g) Thigh guards; (h) Shoes; (i) A jersey; (j) Pants which cover the knees.

Running

8. Roadway running--Pedestrian rules. Obey all traffic and pedestrian control signals. Stay on the LEFT side of the road and in single file. By being on the left side you can face oncoming traffic and vehicles behind you will be on the opposite side of the road. Do not suddenly walk or run into the street. Step off the roadway, if necessary, to be in a safe position; your body is no match for a moving vehicle.

9. Heat Stroke. A word of caution about running in hot weather: heatstroke doesn't just happen. Your breathing becomes parched. Your vision blurs, and dizziness and nausea set in. If you continue to exercise, you stop sweating and your skin will become dry. Stop running immediately and see help if you suffer from these symptoms.

16. Track and Field

Running

1. It is advisable not to run in bare feet, the rules prohibit it in competition. On grass or other outdoor tracks, you may step on sharp or dangerous objects, or get the spikes of someone else's running shoe through your foot; indoors, much running on hard surfaces in bare feet can lead to trouble with the arches and insteps.

2. Ensure that any hurdles you are using will fall easily forward--away from the runner--if he hits them.

3. Roadway running--Pedestrian rules. Obey all traffic and pedestrian control signals. Stay on the LEFT side of the road and in single file. By being on the left side you can face oncoming traffic and vehicles behind you will be on the opposite side of the road. Do not suddenly walk or run into the street. Step off the roadway, if necessary, to be in a safe position; your body is no match for a moving vehicle.

4. Heat Stroke. A word of caution about running in hot weather: heatstroke doesn't just happen. Your breathing becomes parched. Your vision blurs, and dizziness and nausea set in. If you continue to exercise, you stop sweating and your skin will become dry. Stop running immediately and see help if you suffer from these symptoms.

Throwing

5. Always be on the side of caution in the throwing events; for instance, stand well clear of the discus cage and shot throwing areas. Do not move until the object had landed. Never move in the throwing sector when a thrower is in the ring. Always stand behind the line of throw even when a discus cage is being used.

6. Throwers, make sure the throwing sector is clear before throwing and all helpers are alert that you are about to throw. Do not throw if anyone is moving into the landing area. Grip the shot well, a dropped shot could easily injure your body.

Jumping

7. The bar used for high jumping or pole vaulting must always fall at the slightest touch either side, to avoid injuring the jumper if he falls across it. Thick foam mats must be used for the high jump and for the pole vault. No landing area is fail-safe to injury. Never land on your head or neck onto any type of landing area as serious catastrophic injury, even death could result.

8. Learn how to land without jarring--tuck the chin and land with your shoulders and back in the flop style to avoid injuring the jumper if he falls across it. Do not jump from a wet surface or with wet soles. Do not jump before people have moved away from the jump area. Do not distract some who is jumping or about to jump.

9. In the long jump and triple jump, check the landing pit out before making a jump. Make sure the pit is prepared for a safe jump, filled with sand or other soft material. Do not attempt a jump if rakes shovels, etc. are in the pit or near by.

10. Make sure the mats are in place in the landing pit. The back of the cutout for the pole vault shall be placed no farther than 14 inches from the vertical plane of the stop board. Do not move the pit from this position. Always use base protection pads over the base of the standards.

11. Check the equipment, the vaulting pole you are using and the standard placement. Competitors may position the crossbar from a point 12" beyond the vertical plane of the top of the stop board, up to a maximum distance of 30" in the directions of the landing surface.

12. Have at least one person present (coach, reliable friend, parent), when pole vaulting.

17. Golf

Specific rules will be handed out prior to beginning of season.

18. Girls' Softball

Specific rules will be handed out prior to beginning of season.

VII. STUDENT CODE

ELEMENTARY AND SECONDARY STUDENTS

1. Discipline

This code and any additional rules governing discipline shall be distributed to students and their parent(s) or guardian(s) at the beginning of each school year. Changes in the rules shall not take effect until they are distributed to students and parents.

2. Family Rights and Privacy Act

The revised Family Rights and Privacy Act became a Federal Law in November of 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you, your child, and authorized individuals having legitimate educational interests will have access to your child's records. This right transfers to your child at the legal age of 18. You may see and add any statements to this record in an attempt to clarify or dispute any of the entries.

3. Searches of Students:

Searches of a student's person shall be prohibited unless the administration has a reasonable basis for believing that the student is concealing material, the possession of which is prohibited by Federal, State or local law or violating a school regulation or policy.

4. Equal Educational Opportunity:

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, or for any other reason not related to his/her individual capabilities.

5. Exclusionary Options

The following is the basic outline of what governs student suspension and expulsion, what reasons, and the process for implementing these actions. **Definitions** (unless context otherwise requires):

Emergency exclusion shall mean exclusion of any student from attendance in Exeter-Milligan Public Schools or participation in any Exeter-Milligan Public School function for an initial period of up to five school days for reasons of health, danger to the person, or disruptive conduct. If circumstances warrant, such exclusion may extend beyond five days as described below:

Short-term suspension, either in-school or out-of-school, shall mean exclusion of any student from attending school or his/her regularly-scheduled classes and/or practicing or participating in any Exeter-Milligan Public School function for a period of up to five school days;

Long-term suspension shall mean exclusion of any student from attendance in Exeter-Milligan Public Schools or participation in any Exeter-Milligan Public School function for a period exceeding five school days, but not exceeding twenty school days;

Expulsion shall mean exclusion of any student from attendance in Exeter-Milligan Public Schools or participation in any Exeter-Milligan Public School function for a period exceeding twenty school days; and

School Day shall mean any day in which students and staff are to be in school for at least five hours.

6. Emergency Exclusion/Suspension (Elementary and Secondary Students):

An emergency exclusion may be imposed upon any student by the superintendent or principal, in the following circumstances subject to the procedural provisions, and, if for a period exceeding five school days, subject to the provisions of subsection (d) of this section:

- a. If the student has a communicable disease transmissible through normal school contacts and poses in imminent threat to the health and safety of the school community; or,
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- c. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described above.
- d. If the superintendent or principal imposing the emergency exclusion determines that such emergency exclusion shall extend beyond five school days, a hearing shall be held and a final determination shall be made within ten school days after the initial date of exclusion.

7. Short Term Suspension (Elementary or Secondary) (In-school or out-of-school)

The principal or superintendent may deny any student the right to attend school or his/her regularly-scheduled classes or to attend or take part in any school function, whether practice or performance, for a period of up to five days for the following reasons if the student:

- a. causes, or attempts to cause substantial damage to school property or steals or attempts to steal school property of substantial value; or
- b. causes or attempts to cause substantial damage to private property or steal or attempts to steal valuable private property; or
- c. causes or attempts to cause physical injury to another person except in the case of an accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person
- d. possesses or transmits any firearm, knife, explosive, or possesses any other dangerous object of no reasonable use to the student at school; or
- e. possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; or
- f. uses or copies the academic work of another and presents it as his own without proper attribution; or
- g. fails to attend assigned classes or activities; or
- h. is tardy to school, assigned class, or scheduled activity; or
- i. willfully disobeys any reasonable oral or written request of a staff member, or voices or shows disrespect to those in authority; or
- j. engages in an unlawful act; or
- k. uses profane or abusive language; or
- l. demonstrates harassing or bullying conduct; or
- m. violates rules or standards adopted by the Board of Education.

Before such short-term suspension shall take effect, the student shall be given:

- 1. an oral or written notice of the charges against him/her;
- 2. an explanation of the evidence the authorities have; and,
- 3. an opportunity to present his/her version.

Within twenty-four hours or such additional time as is reasonable necessary following such short-term suspension, the principal shall send a written statement to the student and the student's parent(s) or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.

The principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

8. Long-Term Suspension/Expulsion

A long-term suspension or expulsion may be imposed upon any student by the principal when such conduct occurs on school grounds or during an educational function or event off school grounds:

- a. For use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- b. For willfully causing or attempting to cause substantial damage to private or school property;
- c. For stealing or attempting to steal private or school property of substantial value;
- d. For repeated damage or theft involving private or school property of small value; or
- e. For causing or attempting to cause physical injury to a school employee or to any student. Physical 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 subsection;
- f. For threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student; or,
- g. For knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon; or,
- h. For engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic liquor, as those terms are, or may be, from time to time defined by the laws of the United States or of the State of Nebraska; or,
- i. For engaging in any other activity forbidden by the laws of the State of Nebraska, which activity constitutes a danger to other students, or interferes with school purposes; or,
- j. demonstrates harassing or bullying conduct; or,
- k. For a repeated violation of any rules or standards of behavior which may from time to time be adopted.

If a principal makes a decision to discipline a student by long-term suspension, or expulsion the following procedures shall be followed:

1. 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 written notice by registered or certified mail to the student, the student's parent, or guardian informing them of the rights established under sections 79-4170 to 79-4205; right to know the identity of the witnesses to appear at the hearing and the
 - a. the rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long term suspension or expulsion, including a summary of all evidence to be presented against the student,
 - b. the penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject,
 - c. a statement that, before long term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges.
 - d. a description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing;
 - e. a statement that the principal, legal counsel for the school, the student, the student's parent(s), or the student's representative or guardian(s) shall have the right to examine the student's academic and

disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the substance of their testimony, and

f. a form on which the student, student's parent(s), 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 as prescribed in sections 79-4184 and 79-4185; and

g. nothing in sections 79-4170 to 79-4205 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 shall be requested with five (5) school days of receipt of the notice the Superintendent shall appoint a hearing examiner who shall, within two (2) school days after being appointed, give written notice to the principal, and the student, the student's parents, or guardian of the time and place for the hearing. The hearing will be handled in accordance with the procedures outlined in 79-4182 to 79-4205. (Copies of this procedure are available in the Superintendent's office).

9. Education for Suspended Students

It shall be the policy of Exeter-Milligan Public School that students who receive an out-of-school suspension be afforded an opportunity to complete and receive credit for academic assignments missed in relation to the suspension. A student who is suspended out-of-school for two consecutive days or less will be given 5 (five) calendar days to complete missed assignments at the end of the suspension period and the student's return to school. After the five-day deadline, no missing work will be accepted for credit, and the missed assignments will receive a grade of zero.

A student who is suspended out-of-school for more than two consecutive days will be responsible for the collection of their assignments which can be completed out-of-school. Arrangements for the collection of assignments and necessary study aids will also be the responsibility of the student -- arrangements may include but not be limited to: 1) collection by the suspended student before or after regular school hours; 2) collection by a member of the student's family. Assignments collected by the suspended student must be completed by the end of the school day upon which the suspended student returns to school. At the end of the school day upon which the suspended student returns to school, all missed assignments which were given during the suspension will not be accepted for credit, and the missing assignments will receive a grade of zero. The missed assignments which cannot be completed out-of-school by a student who receives more than a two-day suspension will be given to the student at the end of the suspension period and the student's return to school, and the student will be given 10 (ten) calendar days to complete these assignments. After the ten-day deadline, no missing work will be accepted for credit, and the missed assignments will receive a grade of zero.

The application of this policy and its affect upon the suspended student will be included in the written notice sent to the student's home.

10. Policy for Student Discipline

Disciplinary Procedures:

It shall be the policy of the Exeter-Milligan Public School to comply with the Student Discipline Act of 1994. To ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergencies exclusions, short term or long term suspension, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

I. Definitions:

Superintendent means Superintendent or his/her designee; Principal means Principal or his/her designee; Administrator means Superintendent or Principal or his/her designee.

II. Right to Notice:

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

III. Informal Conferences:

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

IV. Short Term Suspension:

A. Informal Conference.

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

B. Development of Guidelines.

It shall be the policy of the District to direct the Superintendent to develop and adopt guidelines to be used in determining whether and to what extent a student who is suspended pursuant to this policy may be given an opportunity to complete any classwork, including but not limited to examinations missed during the period of suspension. The Superintendent shall take into consideration such things as, but not limited to, what impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate, obtain full credit in any course, and whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause any other educational relevant outcome. Such guidelines as the Superintendent may develop shall be provided to the student and parent or guardian at, prior to, or within 24 hours of the time of suspension.

C. Written Notice.

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

V. Long Term Suspension, Expulsion, and Mandatory Reassignment:

A. Written Charge and Written Notice.

If, after the initial conference between the Administrator and the student, the Administrator decides that long term suspension, expulsion or mandatory reassignment is appropriate, on the date of that decision, the Administrator shall file a written charge and a summary of the evidence supporting the charge with the Superintendent. Within 2 days of the decision, the School shall send written notice by Registered Mail or Certified Mail to the student and the student's parent or guardian informing them of their rights under the Student Discipline Act. The written notice shall include the rule or standard of conduct with which the student is charged of violating, a summary of the evidence to be presented against the student, and both the penalty which the Administrator has recommended in the charge and any other penalty to which the student may be subjected. The written notice shall inform the student and the student's parent or guardian that they are entitled to a hearing, upon request, before long term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked. Written notice shall also contain a description of the hearing procedures provided by the Student Discipline Act and the procedures for appealing any decision rendered at such a hearing. The written notice shall also inform the student and the student's parent or guardian that the Administrator, the Legal Counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statement pertaining to the matter if the school has such statements, and to know the identity of the witnesses which will appear at the hearing and the substance of anticipated testimony from such witnesses. Finally, the written notice shall include a form on which the student, or the student's parent or guardian may request a hearing.

B. Hearing Procedures For Hearings Requested Within 5 Days.

(1) Scheduling of the Hearing.

If the student or the student's parent or guardian request a hearing within 5 days after receipt of the written notice, the Superintendent shall appoint a Hearing Examiner who shall, within 2 days after being appointed, give written notice to the Administrator, the student, and the student's parent or guardian of the time and place of the hearing. The hearing shall be scheduled within 5 days after it is requested, but it may be postponed by the Hearing Examiner for good cause. Unless all the parties consent in writing, no hearing shall be held upon less than 2 school days actual notice to the Administrator, the student and the student's parent or guardian.

(2) Single Hearing for Multiple Students.

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

(3) Hearing Procedures.

During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call and question witnesses. Not long term suspension, expulsion, or mandatory reassignment hearing will be held unless it is attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and legal counsel as defined in 79-4, 187 R.R.S. 1943, if the Hearing Examiner or Superintendent deems it advisable. Witnesses shall be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak

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

(4) Long Term Suspension, Expulsion, Mandatory Reassignment.

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

(5) Hearing Examiner's Report and Superintendent's Determination.

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

(6) Appeal of the Superintendent's Determination.

The student or the student's parent or guardian may appeal the Superintendent's determination to the School Board or the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within 7 days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of 10 school days after such request unless the time for hearing is changed by mutual agreement of the student and Superintendent. The appeal hearing may be held before a committee of the School Board or Board of Education as long as at least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by §79-4,199 R.R.S., such committee shall make a recommendation to the Board of Education which shall at its first regular meeting next following the hearing before the committee consider the committee's recommendation and take such action as the Board may elect, as provided. However, that action may not impose a more severe sanction than that recommended by the Superintendent. Nothing in this policy shall be construed to require a committee of the Board or the Board of Education to receive any new evidence unless the failure to do so would in the judgment of the Board or the committee as applicable cause substantial unfairness in the proceedings. Final action of the board shall be evidenced by personally delivering or mailing by Certified Mail a copy of the deliberating bodies decision to the student and the student's parent or guardian.

C. Hearing Procedures For Hearings Requested After 5 Days But Within 30 Days.

If the student or the student's parent or guardian requests a hearing more than 5 school days but not more than 30 calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination subject to the exceptions provided in the immediately following subsection.

VI. Immediate Removal By The Administrator:

The Administrator may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the Administrator determines that such immediate suspension is necessary to prevent or substantially reduce the risk of; (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the Administrator make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the Administrator has made a determination as above described.

VII. Maximum Length Of Expulsion:

A. In General.

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester or the following year. No academic credit will be given to a student during the time of his/her expulsion.

B. Expulsion For Causing Personal Injury or For Possessing A Dangerous Weapon.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing, handling, using, or transmitting of a dangerous weapon, other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.

C. Expulsion For Circumstances Involving Firearms

If a student is expelled for knowingly possessing, handling, using, or transmitting a firearm on school grounds, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event, the expulsion shall be for a period of not less than one calendar year. The term 'firearm' is defined in 18 U.S.C., Section 921.

The Exeter-Milligan School Board of Education has the authority to modify the expulsion requirement on an individual basis.

D. Automatic Review Of Expulsions Which Continue During The First Semester Of The Following Year.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning

school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board or Board of Education took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

VIII. Suspension Of The Enforcement Of Expulsion:

Once a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program which it deems appropriate for rehabilitation of the student. This district is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program if offered may be a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit towards graduation. If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district by its Superintendent may also take action to expunge the record of the expulsion action.

Nothing in this section shall be construed to require the District or the Administration to suspend the enforcement of any expulsion nor to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

IX. Reports To Law Enforcement:

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

X. Release To Peace Officer:

Consistent with any other lawful policy of the district, when a principal or other school official releases a minor student to a sheriff, coroner, jailer, marshal, police officer, state highway patrol officer, member of the national guard on active service by direction of the Governor during periods of emergency, or any other person with similar authority to make arrests, the Administrator or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer. The Administrator shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a

victim of suspected child abuse in which case, the Administrator or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

XI. Coordination With Other District Policies:

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

11. STUDENT FEES POLICY

The Board of Education of Exeter-Milligan Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The district's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the district's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff with facility, equipment, and materials necessary for such instruction without charge or free to the students.

The district does provide activities, programs, and services to children 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, shop 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 to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), 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.

Under the Public Elementary and Secondary Student Fee Authorization Act, the district is required to set forth in a policy its guidelines or policies for specific categories of student fees. The district does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative regulations that will be adopted and published in the student handbook. Parents, guardians, and students are encouraged to contact their building administration for further specifics.

Guidelines for clothing required for specified courses and activities:

Students have the responsibility to furnish and wear non-specialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified by the administrator or teacher responsible for the program, course or activity.

The district will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids

or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings. Teachers are directed to instruct students in the usage of such devices and to assure that students have the responsibility to follow such instruction and use the devices as instructed.

Personal or consumable items:

Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the district, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of district items available to the students. A supply list will be provided by the supervisor or sponsor of the class or activity. The list may include refundable damage or loss deposits required for usage of certain district property.

While the district will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials required for course projects:

The district will provide students with the materials necessary to complete all curricular projects. Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the district's fee waiver policy.

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the district's fee waiver policy; however, the district is not required to provide for the use of a particular type of musical instrument for any student.

Extracurricular activities/specialized equipment or attire:

Extracurricular activities means student activities or organizations which are supervised or administered by the district which do not count toward graduation or advancement between grade levels and in which participation is not otherwise required by the district.

The district will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The district is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g., choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by the individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular activities/fees for participation:

The district does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

Post-secondary education costs:

Generally, students are responsible for post-secondary education costs. The phrase “post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution. However, for a course in which students receive both high school and post-secondary education credit and the course is being submitted to the Nebraska Department of Education to apply towards accreditation requirements, the course shall be offered without charge.

Transportation costs:

Students are responsible for fees established for transportation services provided by the district as and to the extent permitted by federal and state laws and regulations.

Copies of student files or records:

The superintendent or the superintendent’s designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student’s files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student’s file or records, and no fee shall be charged to search for or retrieve any student’s file or records. The fee schedule shall permit one copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in before and after-school or pre-kindergarten services:

Students are responsible for fees required for participation in before and after-school or pre-kindergarten services offered by the district, except to the extent such services are required to be provided without cost.

Participation in summer school or night school: Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses, unless the course is being submitted to the Nebraska Department of Education to apply towards accreditation requirements.

Breakfast and lunch programs:

Students shall be responsible for items which students purchase from the district’s lunch program. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the district or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy:

The district’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who have eligibility status under the guidelines of 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-lunch program or reduced-price lunch program is not required to qualify for eligibility status purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials. Materials for course projects to be provided eligible students shall be required to be approved by the administration,

which shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

Distribution of policy: The superintendent or superintendent's designee shall publish the district's student fee policy in the student handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The student handbook or the equivalent shall be provided to students of the district at no cost.

Student Fee Fund:

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which funds were collected from students. Funds subject to the Student Fee Fund consists of money collected from students for: 1) participation in extracurricular activities, 2) post-secondary education costs, and 3) summer school or night school.

12. SPORTSMANSHIP, ETHICS, AND INTEGRITY

The Board of Education recognizes the value of extracurricular activities in the educational process, the values that students may develop when they have an opportunity to participate in organized activities outside of the traditional classroom.

Student participants and district appointed sponsors involved with school board and/or school approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice, competitions, and extracurricular events as is expected in the classroom. School district representatives and students are responsible for maintaining sportsmanlike behavior, exhibiting ethical conduct, and demonstrating integrity. The Board of Education further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process as well as all segments of the community. This includes administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

Spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly as a condition of this permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

Any spectator, including adults, who behave in a manner that is not consistent with school district expectations and this policy, may be removed from the event by security personnel, school officials, or by the individual in charge of the event. In addition, the individual may be denied admittance to future school events or activities for a specified period of time. School officials shall send a notice of exclusion from future extracurricular activities to the spectator involved. Such notice is to be provided from the activities director and/or the respective building principal. Due process shall be provided in accordance with school district policies and shall include the opportunity for a hearing with school officials. In the event the spectator removed or denied future admittance is a student from a visiting school, an effort will be made to work with the administration of the visiting school with respect to future exclusion.

The district shall also have full authority to invoke penalties or pursue legal action as consistent with district rules, regulations, school board policies, and Nebraska and Federal laws. To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect, but not limited to:

1. Abusive, verbal, or physical conduct of spectators directed at participants, officials of sponsors of extracurricular activities or conduct that interferes with the administrations of the extracurricular activity will not be tolerated.
2. The use of vulgar or obscene language directed at students, officials, or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

The Board of Education adopts the following Spectator Code of Sportsmanship Behaviors, Ethics, and Integrity. It is the responsibility of the spectator to:

1. Keep cheers positive. There should be no profanity or degrading language or gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the activity.

13. NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act affords parents and guardians certain rights with respect to their students' education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If you believe one of your students' records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of our right to a hearing regarding the request for amendment.

The Family Educational Rights and Privacy Act and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in an education records of a student which would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program which lists the names of team members and their heights and/or weights and an academic program which lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's web site. Directory information includes the following about a student: Name, Date of Birth, Grade Level, The image or likeness of the student in pictures, videotape, film or other medium, Certain class work intended for publication on the Internet, Major Field of study, Participation in activities and sports, Degrees and awards received, Weight and height of members of athletic teams.

By federal and state law, schools may release directory information unless a student's parents or guardian file a written objection. You have two options.

If you **DO NOT OBJECT** to the disclosure of directory information about your student, you do not need to do anything.

If you **OBJECT** to the disclosure of any directory information about your student, you should complete, sign, and return the accompanying form.

Internal Use of Information. Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with the law.

Transfer of Records Upon Student Enrollment. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.