

I. GENERAL INFORMATION

MISSION STATEMENT OF FRIEND PUBLIC SCHOOL

The mission of Friend Public School is to provide quality educational opportunities that will serve the unique needs of all students.

PHILOSOPHY OF EDUCATION

The primary responsibility of the Friend Public School is to provide educational opportunities and experiences that meet the intellectual, social, physical, vocational, technological, cultural and aesthetic needs necessary for the development of the individual as a worthy member of society. The educational process shall be based upon the needs of the local and global community utilizing democratic principles. These principles of democracy shall be perpetuated by stimulating an appreciation of one's social responsibilities and be developing the interests and abilities enabling the student to assume the obligations to him and society as well as respect for law, order and the rights of others.

INSTRUCTIONAL GOALS

The instructional goals of the Friend Public Schools are as follows:

To encourage the participation of students, faculty, administration, the Board of Education and the community in the development of a unified and comprehensive program;

To provide the system with facilities and equipment needed to develop the programs of the school and to maintain faculty and staff which accepts and works toward these responsibilities;

To incorporate in the curriculum certain essential knowledge and skills needed by all individuals for daily living;

To improve an academic program cognizant of each students' needs and abilities;

To provide for the mental and physical well being of each student through a coordinated program at all grade levels;

To instill in students an appreciation of the beauty in Fine Arts which will enable them to enjoy and contribute to their cultural and aesthetic heritage;

To maintain a program which encourages students to participate in activities outside the academic area this will enable them to enlarge their total educational and cultural development;

To produce in the students a positive self-concept with growth in the moral aspects and responsibilities of life;

To promote communication, cooperation and acceptance between the school and community by encouraging the mutual participation in civic and school activities;

To include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans; To place special emphasis on sensitivity toward all races & cultures.

BOARD OF EDUCATION

- Paul Segner, President
- Rich Dickinson, Vice-President
- Scott Spohn, Treasurer
- Nate Klenke
- Jack Stutzman
- Nancy J. Vossler
- Michele Johnson-Clouse, Secretary

ADMINISTRATION

- David Kraus, Superintendent
- Ben Dempsey, Secondary Principal
- Alyson Dickinson, K-12 Guidance/Elem. Principal
- Jim Pfeiffer, Activities Director

FACULTY

- Julie Ricenbaw Resource
- Lacey Franzen Vocal Music
- Diane Kremer Speech/Social Studies/English
- Leo Fogel Math
- Eric Hauge Science
- Jay Hitchcock Industrial Technology
- Brian Arp Art
- Margo Houlden Family Consumer Science/Health
- Scott Kraus Physical Education
- Paul Martin Social Sciences
- Devin Rethman Instrumental Music
- Mary Niemeier Math
- Jim Pfeiffer Science/Math
- Amanda Paredes Spanish
- Jake Wiese English
- Michelle Schifferrn School Nurse
- Tressa Beckler Media Specialist
- Clayton Moore K-12 Resource

OFFICE PERSONNEL

- Michele Johnson-Clouse, Business Manager
- Kim Hulse, Superintendent’s Office Assistant
- Deb Segner, Principal’s Office Assistant

TELEPHONE NUMBERS

- School Phone 947-2781
- Mr. Dempsey Cell 641-3198

PURPOSE OF THE STUDENT HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Friend Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.”

The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

ENTRANCE TO FRIEND PUBLIC SCHOOLS

The Board of Education requires that each student submit the following information prior to the initial entrance of a school program:

1. Birth Certificate.
2. Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming seventh graders and all students transferring from out of state.
3. A record of immunization as determined by state law and the Nebraska Department of Health regulations.
4. Prior school records and grades, when applicable.
5. A copy of Court Order of Guardianship if child is not with legal parent.
6. Upon entering the Friend Schools, parents and students will be given forms and a Student Handbook. The forms will be returned to the school upon the requested date.
7. Parents and students will be provided information on school programs and activities, including resource, HAL, hot lunch, transportation, student fees, and extracurricular activities.

SCHOOL DAY

The regular school day begins at **8:10 a.m.** and ends at **3:36 p.m.** Students are not to enter the building without faculty permission before **8:00 a.m.** or remain after 4:00 p.m. unless they have permission to work under the supervision of a teacher and go directly to the teacher’s room and work. **Doors will be opened for school breakfast at 7:45 a.m.**

ATTENDANCE

A. Philosophy

Absenteeism is a constant interruption of the learning process. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. These absences are very disruptive to the educational process, not only for the absent student who falls behind in their assigned work, but also for other students whose progress may be slowed by those that fall behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and who need special attention. Students are expected to attend classes on a

regular basis and be on time to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Daily attendance is important for the following reasons: daily discussions contribute a significant amount of the information and background essential to any course which cannot be made up if missed, and a regular attendance pattern will develop a degree of responsibility on the part of the student that will continue throughout life. Thus, regular attendance promotes both academic development and growth as a dependable individual.

Nebraska State law, section 79-201 requires that all pupils be in school during all days and hours that school is in session. The Board of Education, Administrators, and Teachers believe that students should attend school on all days the school is open for instruction and attend school for all hours of the instructional day. They also believe the responsibility for attendance lies mainly with the parents and students. Parents are asked to cooperate with the school to reduce the number of absences to a minimum.

LB 463 is an update to the state statute regarding truancy in Nebraska's K-12 schools. This allows administration to have greater flexibility in cases involving documented illnesses.

State law requires school districts to report to the county attorney when a child is absent more than 20 days during a school year. Friend Public Schools has the discretion to determine how to respond when a child is absent more than five days in a quarter.

B. Parental or Guardian Verification

Parents or guardians are asked to call in their son or daughter's absence to the school office (947-2781) before 9:00 a.m. on each day of absence. The school will attempt to contact parents at home or work if no call is received and a child is absent. Should no such contact be established on the day of the absence the student must bring a parental or guardian note upon his or her return to school.

C. Excused Absences

An excused absence can be due either to an emergency, planned or school activity. Excused absences, although approved, will still count toward the number of absences provision for loss of credit. Absences due to approved participation in school activities will not count toward number of absences accrued by the student.

Students will earn full credits for any class only by being in regular attendance during all hours of the instructional day. Regular attendance shall be defined as being absent from any class 10 or fewer days per semester. These days should be thought of as days to be used for illness, family emergencies and medical appointments, holidays, family trips, 4-H and church or community activities. Proper verification from a parent or guardian on these days is required for the absence to be excused.

An important point for parents and guardians is proper verification of your son or daughter's absence. Proper verification is defined as prior notification to the school office or otherwise stated in the first paragraph of Section B. For verification purposes the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent or guardian within two days of the absence will be considered unexcused and subject to disciplinary action. At a minimum, the student will receive a

grade of “0” (zero) for all work missed and it may result in loss of credit. Other sanctions may be imposed by the classroom teachers and/or the principal. Students who are absent will have the number of days missed plus one in which to complete make-up work (i.e. a student who is absent one day will have two days to complete such work, a student absent two days will have three days to complete such work, etc.).

In cases of chronic illness or extended/frequent absences from one or more classes or patterns of absences from one or more classes or patterns of absences on test days or students otherwise suspected of violating the intent of this attendance policy, the Faculty Attendance Committee may require written verification of the illness by a physician/medical practitioner, to assure compliance with this attendance policy, and shall counsel with the student and his or her parents or guardian and explain the necessity for the medical excuse.

When possible, as with medical appointments, holidays, and family trips, in advance the student must provide proper parental or guardian verification to inform the office of the upcoming medical appointment, holiday, or family trip. Students should obtain a make-up report *stamp* from the office, complete and hand in assignments to be missed to the satisfaction of the classroom teacher(s), and return the make-up report with teacher signatures to the office prior to the medical appointment, holiday, or family trip.

D. Other Excused Absences

1. School Activities

Students acting as participants on an extra-curricular team or organization under the direction of a school appointed coach/sponsor will not be considered absent when such participation requires them to miss part or all of the instructional school day. Teachers reserve the right to withhold students from such activities, due to incomplete classroom work or failing grades. In the event of a state sanctioned activity, the administration may expand the requirement to include participants and additional students.

2. College Visitations

Students who have met the standards established for membership in the senior class will be allowed three (3) days per school year for the purpose of visiting colleges or universities without those days being considered absences provided that such visitations have been arranged in advance through the guidance counselor’s office. During the second semester, juniors may be allowed one (1) day to visit a post-secondary institute. College visitation days not arranged through the counselor’s office or in excess of three (3) days will be treated as an absence. Students must provide proper parental verification to the office to obtain an excused absence.

E. Unexcused Absences

Unexcused absences are any absences that were not due to illness, death in the family, unforeseen emergency, school activity or was planned and not approved in advance. Absences without verification from a parent or guardian, as described in section “C”, are also unexcused. The student will receive no credit for the assignments missed due to an unexcused absence.

An absence is unexcused if:

1. The parent or guardian has not called to verify the absence or the student has not presented written notification from the parent.

2. A student leaves the building for any reason without checking out in the principal's office by signing the "sign-out" sheet. Students are also required to sign in if they return before the end of the day.
3. A student attends a **sporting event** as a spectator and not a participant is considered unexcused unless the student participated during the season and wishes to attend a state tournament or meet, and students who attend a state tournament or meet with a parent. Students should obtain a make-up slip in advance from the principal's office before the absence. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences," for purposes of the need to provide truancy remediation services. Such absences shall be determined on a per day basis or the hourly equivalent. When a student has excessive absences, procedures shall be implemented to correct the truancy problem as required by law. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If a student continues to be or becomes habitually truant, the principal shall notify the county attorney as required by law.

F. Other Absences

1. Tardiness

Tardiness is defined as not being in an assigned room when the starting bell for any given class period rings. If a legitimate reason exists for the delay (late bus arrival, family crisis, extreme weather) the tardy will be considered excused; all other tardies will be unexcused.

- a. Tardies per Period: Students are to get a pass from the teacher of their previous period for tardiness during the day. Students arriving to class late without a pass will receive an unexcused tardy. A detention will be given on the third unexcused tardy. A detention will be assigned for every third unexcused tardy.
- b. Tardies per Semester: Students will receive an ISS (in-school suspension) after they have accumulated five tardy detentions **in a quarter**.
- c. Students who are tardy first period must sign in at the office upon arrival to school.

2. Partial Absences

For attendance purposes each class period (51 minutes in length) is divided into two halves. Students missing less than 26 minutes of the period will be recorded as tardy. Students missing more than 25 minutes of the period will be recorded as 1.0 absence in the daily record.

Students who need to leave the building during the school day must have proper verification from their parent or guardian. Students must report to the office before school to obtain a stamp to leave the building. This permit should be picked up prior to first period. The student will then present the permit to leave to their classroom teacher at the designated time. The student will then report to the principal's office to sign out of the building. Students leaving the building without signing out will be considered truant.

3. Organized Absences

Organized absences (i.e. "sneak day" or "hooky") are not sanctioned by the school. This absence is considered as truancy and will be treated as such.

4. Truancy

Upon completion of fact gathering regarding a student absence, the principal determines the student to be truant; the student will be subject to the following consequences: The student will receive no credit for the assignments missed due to the truancy. The student will make up the time missed from school at a rate “double” time missed as a result of the truancy. An in school suspension may be assigned to the student as a method to make up the time missed. See Level III of the Discipline Process.

G. Make-up Work for In School and Out of School Suspensions

Days missed due to an out of school suspension may count as an absence from school. Students absent during the period of suspension are required to make up all work satisfactorily and may receive credit for the make-up work. Exams are an exception to this rule and will be graded accordingly. Upon returning to school after a suspension, all homework during the term of suspension will be due. Homework assignments are to be obtained from the student’s teachers after school.

H. Requirements for Extra-Curricular Participation

Students are required to be in attendance in school at least **(periods 5, 6, 7 and 8)** preceding any scheduled activity in which they are to participate. This requirement may be waived by the principal if the absence is unavoidable. However, it is the responsibility of the student to check with the principal in advance for prior approval.

I. Return to School After an Absence

Students returning to school after an absence must obtain a makeup stamp from the office prior to being admitted to any class. Students should go to the office for their admit slip prior to 7:55 when at all possible. This will enable the student to return to their first period class on time. No make-up assignments will be given unless a classroom teacher first is presented with an admit slip. Admit slips will classify all absences as excused or unexcused in nature. This classification is based upon parental or guardian verification, as stated above in Section B. Such classification will determine teacher response to requests for make-up work (i.e. unexcused absences will be recorded by the teacher as a “0” zero). Failure to follow the prescribed procedure above may result in disciplinary action.

It is possible that a student may return to school without a prior parental or guardian verification and be admitted in school with an unexcused absence. This unexcused absence will be recorded on the student’s admit slip. If the parent or guardian would then provide proper verification to the office, a call or signed note within one (1) day, the absence would then be changed to excused on the office copy of the admit slip and the classroom teacher(s) would be notified of the change. Students will be given the number of days missed plus one in which to complete the make-up work.

When the student completes the make-up work, on or before the due date, the classroom teacher will sign the admit/make-up slip. The student is responsible to return the admit/make-up slip to the principal’s office on or before the due date. Failure to complete work on time will be recorded as a “zero” or no credit by the classroom teacher. In the event of extenuating circumstances, students may request the principal to extend the time to complete their assignments. The request must be made prior to the conclusion of the original timeline. It shall be the responsibility of the student to contact each teacher for instructions concerning all work to be made up.

J. Timely Notification

A notification process has been established to communicate absence status of a student to a parent or guardian. This process consists of written communication from the school in which the parent or guardian is notified when a student is absent 5, 8, and 10 times for a semester class.

When a student is absent ten (10) times from a semester class, excused or unexcused, a letter will be sent by certified mail to the parent or guardian as a reminder of the absence status. A student will be considered as not receiving credit in any class where eleven (11) absences have occurred.

Upon notification of a student's tenth (10th) absence, the student's attendance file is reviewed by the Attendance Committee. The Attendance committee is made up of the principal and guidance counselor. The superintendent of schools may be invited to be on the committee by the student, parents or principal. This committee will collect and consider information regarding student absences from proper and timely verification submitted to the office by the parent or guardian and the classroom teacher(s) of the student. The committee reserves the right to request further information from the parent or guardian regarding the student absences and proper verification. The Attendance committee may waive the appeal, and extend the number of allowable absences in cases where verified illness or injury or other extenuating circumstances accounting for the absences.

The Attendance committee will review all absences and consider each student as an individual. The committee may allow a waiver (granting credit for the class) from the strict application of this policy upon a showing of good cause. The Attendance Committee may consider (but not be limited to) the following points of consideration:

1. Whether the absence has been properly verified by a parent or guardian as stated in Section B.
2. Student make-up work completed on or before the due date of the make-up report and the report signed by the classroom teacher(s) and returned to the office by due date.
3. Whether the reasons for the absence appear to be in the interest of the student or school.
4. Is the absence contrary to the spirit of this attendance policy?
5. Has the student been disruptive, undisciplined, and failed to comply with school rules and regulations?
6. Other factors deemed appropriate by the Attendance Committee.

If the action of the Attendance committee is not satisfactory, a further appeal may be made to the Board of Education. The aggrieved party will have five (5) working days from the decision of the Appeal committee to appeal to the Board of Education.

PHYSICAL & VISION EXAMINATIONS AND IMMUNIZATION

Pursuant to Nebraska Law 79-214 and 79-217 all students entering the beginner grade and grade seven must present evidence of a physical examination from a physician, physician assistant, or nurse practitioner within the 6-month period prior to entry unless the parent or legal guardian objects in writing. Students transferring from out of state must produce such evidence prior to entry into any grade.

All students must present evidence of immunization against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, and chicken pox prior to enrollment. The cost of such physical examination and immunization shall be borne by the parent or guardian of each student. Any student who does not comply with the above shall not be permitted to enroll or continue in school until he or she shall comply unless the student is provisionally admitted under Nebraska Laws 79-222. A parent or legal guardian has the right to submit a written statement refusing immunization on the basis that immunization would be harmful to the student, as verified by a signed statement from an appropriate health care provider, or on religious grounds, as verified by an affidavit.

Beginning with the 2006-07 school year, students entering school for the first time, including kindergarten and transfer students from out of state, will be required to provide proof of a vision evaluation within six months prior to the student's entrance. The vision evaluation is required to test for amblyopia (lazy eye) and strabismus (misalignment of the eyes), as well as internal and external eye health and visual acuity. A certificate or form stating results of the evaluation must be signed by an optometrist, physician, physician assistant, or advanced practice registered nurse.

HEALTH

Illness or accident: Parents are encouraged to keep students at home when they are running a fever. A student who becomes ill during the school day may be sent to the office. If it is deemed necessary to send the child home, the parent or designated person on the Emergency Information Sheet will be contacted by the school secretary. The child will be kept at school until dismissal if contact with a parent or designated person is not made.

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. If a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Emergency Information Sheet will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Friend Rescue Squad for assistance. Please inform the school of any changes in procedure that comes up. It is the practice of Friend Public Schools to require students to learn and follow safety rules and procedures in classrooms that require special protection. To support a safe environment, students are required to wear safety glasses in some science and industrial technology classes.

Medication: No medicine will be prescribed or provided to any student without parent permission and a copy of the Medication Permission form on file. The school will dispense non-aspirin (such as Tylenol) if a parent delivers a written note to the Superintendent's office granting the school permission to do so.

Communicable and Infectious Diseases: It shall be the responsibility of the Friend Public School principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

Measles (Rubella): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

Three day measles (Rubella): Students may return to school four days after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

Fifth Disease: A student may attend school while rash is still present if there is no fever, excessive itching, sore throat and other discomfort.

Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.

Chicken Pox (Varicella): A student may return to school after one week if symptom free and all pox are dried.

Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students. May return with lesions covered or as doctor advises.

Streptococcal infection: A student may return to school 24 hours after start of antibiotic therapy and a febrile (no fever).

Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home at the end of the school day with instructions not to return until under a physicians care.

Head lice: Students will be excluded from school until treated and determined to be louse and nit free.

Hepatitis: A student will be readmitted upon approval of a family physician.

Scarlet Fever: A student may return to school 24 hours after starting antibiotics.

Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home.

DAILY ANNOUNCEMENTS

Daily announcements are read during the second period in each class. If you miss this reading, you will find the announcements posted on the bulletin board outside the Front office and on the north end of the second floor hall. All students are responsible for knowing the information in the daily announcements.

VISITORS

Due to the possible distraction, students are not allowed to have a student visitor or graduate follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parents, patrons, etc.) must sign in at the main office.

POSTERS AND SIGNS

All posters and signs designated to be posted must have the approval by the administration before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

FUND RAISING ACTIVITIES

All fund raising activities participated in by students for school purposes shall first have the approval of the administration. Students may not be solicited to contribute to a non-school fund raising campaign and therefore will not be allowed to engage in this during the day.

SCHEDULING OF EVENTS

All events must be cleared through the administration. This should be handled as far in advance as possible. No events shall be scheduled on Wednesday evenings or Sundays (exception: state sponsored activities or special occasions). **Please contact Mrs. Hulse in the front office for availability.**

LOST AND FOUND ARTICLES

Lost items should be reported to the Superintendent's office. All articles found should be taken to the Superintendent's office. The office will seek to return each article found to its rightful owner. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, articles of clothing in the gym or hallways for extended periods of time. Failure to properly store your belongings will result in disciplinary action.

TELEPHONE CALLS

IN CALLS—The office will always gladly cooperate with parents or guardians in getting messages to pupils during school hours. However, calls for pupils during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the pupil as soon as possible. When necessary, pupils will be called to the telephone upon the request of a parent or guardian.

OUT CALLS—The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a telephone call may do so before or after school, or during the lunch break.

Cell phones, smart phones, and pagers are not to be used during the school day. This includes text messaging.

INSURANCE

The school does not supply insurance on the students. Students are highly encouraged to purchase insurance.

FIRE DRILLS

Fire drills are held throughout the year without advance notice. The sounding of an electric buzzer is the signal to vacate the building for practice or because of a fire. In the event of failure of the electric buzzer, a hand bell or other signal which cannot be mistaken will be used. Pupils are to pass from their respective rooms, walking rapidly but not running and in single file. Escape routes are posted in the classrooms.

TORNADO DRILLS

Tornado drills will be held during the fall and spring of the year without advance notice. Instructions to vacate the classroom and move to the shelter areas will be announced over the intercom. Students are to pass from their respective rooms, walking rapidly but not running. Escape routes are posted in the classrooms.

STORMY WEATHER

School closing announcements will be made on **television stations to watch are 8, NTV, and 10/11. Radio stations 96.1, 92.9, 106.3, 104.1, KFAB 1110, and KUTT/KGMT.**

Friend Public School uses the Blackboard Connect message service to notify parents whether school is cancelled. Parents should exercise their best judgment concerning clothing and sending children to meet the bus on stormy days.

SCHOOL BUSES

A regular bus rider who, for any reason, will not ride the bus to or from school on any particular day, should get word to the driver directly or by way of another pupil (please call early and prior notification is greatly appreciated). Your cooperation on this will eliminate much uncertainty and loss of time. School buses arrive at school at approximately **8:00 a.m.**, and leave immediately after school dismissal—approximately **3:36 p.m.** Periodically, students will be required to participate in bus evacuation drills. All rules and expectations for Friend Public School students, as outlined in the Student Handbook and required by the driver, must be followed. In addition to consequences for misbehavior applied by the principal or bus driver, as outlined in the “Student Rights, Conduct, Rules, and Regulations” section of the student handbook, students may also be subject to a suspension or long-term loss of their privilege to ride the school provided transportation.

Excepting in cases of severe misbehavior, the following sequence will include but not be limited to:

1. First notification will be a warning.
2. Second notification will result in a three-day suspension from riding.
3. Third notification will result in suspension from riding for the remaining portion of the semester.
4. Fourth notification will result in suspension from riding for the remainder of the year.
- 5.

LUNCH PERIOD AND SCHOOL LUNCHESES

The school has available to its students a Hot Lunch Program. Students may purchase meals if they desire. Free and Reduced Lunch Applications are available to all students, and any information received will remain confidential. Based on family income, students may qualify to receive free meals, or pay a reduced price of 30 cents for breakfast and 40 cents for lunch. A lunch count will be taken in the first period each day to assist the

cooks in planning. Students should make sure they clean up the area around them when they finish eating in the cafeteria, or if they purchase a snack or beverage in the lobby and gym.

A weekly notice will be sent home with students to notify the parent/guardian when their account balance falls below zero.

Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov This institution is an equal opportunity provider.

NOON BREAK

After students have finished eating, they may go into the courtyard if the weather permits. During inclement weather students may remain in the lunch room. Due to the large number of students that remain at school over the lunch break, only students in grades 1-6 will be permitted to use the playground area.

LIBRARY/MEDIA CENTER

The Media Center is your resource center at school. Here you will find books, magazines, newspapers and computers with Internet access. The Media Center is a quiet area. Talking will be kept to a minimum. Procedures and rules for use will be posted in the Media Center.

MEDIA CENTER AND COMPUTER LAB RULES (non-inclusive list)

1. Have appropriate pass and be in area pass indicates.
2. Respect the personal and educational rights of others.
3. Be sure your actions cause no disruption to the learning environment.
4. Use and care for materials and equipment in the proper manner.

SUSPENSION OF PRIVILEGES

Failing to comply with media center/computer lab rules and/or expectations of students as outlined in the Student Handbook may result, but not be limited to the following disciplinary consequences:

1st offense - warning

- 2nd offense - suspension from media center and computer lab for one full school day.
- 3rd offense - suspension from the media center and computer lab for one full school week.
- 4th offense - suspension from the media center and computer lab for remainder of semester (or the following semester if incident occurs in the last two weeks of current semester.)

In the absence of the Media Specialist, paraprofessionals have authority to send students from the Media Center for failure to follow the established rules.

COMPUTER SOFTWARE USE, E-MAIL AND INTERNET RULES AND REGULATIONS

The Friend Public School District is pleased to offer the staff and students of the Friend Public Schools access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to e-mail and the Internet, all students attending the Friend Public Schools must sign a "Student Agreement", and their parents must sign a "Parents Agreement", and return to the administrative office of the school district. These agreements are filed and remain in effect until a student no longer attends school or a parent request voids the permission agreement form.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, data bases, educational environments, "the cloud" and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Friend Public Schools support and respect each family's right to decide whether or not to sign the "Student and Parent Agreements"

Minors accessing Internet services provided by Friend Public Schools when attending the alternative school or working as an employee or volunteer of Friend Public Schools; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Friend Public Schools or at a facility of which Friend Public Schools has otherwise been granted primary custody; or when accessing Friend Public Schools Internet services with remote access connections shall be subject to the following rules and regulations.

A. Definitions:

1. Access to the Internet-A computer or electronic device shall be considered to have access to the Internet if such device is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.

3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
 4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
 5. Harmful to minors shall mean any video, picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
 6. Hacking shall mean attempting to gain unauthorized access to computer, electronic devices and network systems connected to the Internet.
- B. Acceptable Use of E-Mail and the Internet:
1. Minors shall not access material that is obscene, child pornography, harmful to minor, or otherwise inappropriate for educational or work-related uses.
 2. Minors shall not use Friend Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
 3. Minors shall not engage in any illegal activities on the Internet.
 4. Minors shall only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at Friend Public Schools.
 5. Minors shall not disclose personal identification information on the Internet.
 6. Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private. Periodically, files will be cleaned and / or deleted.
 7. Users should not expect, and the district does not warrant, that files stored on district servers will always be private.
 8. The district will not be liable for, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
 9. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

10. Do not reveal your personal address or phone numbers, or that of other students or employees of Friend Public Schools.
11. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to in support of illegal activities may be reported to the authorities.
12. All communications and information accessible via the network should be assumed to be private property.
13. Other rules established by the network administrators or teachers from time to time.

C. Acceptable Use of the Computer, Electronic Devices and Networks

The following policy for acceptable use of computers, electronic devices and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

1. Users shall not erase, remake, or make unusable anyone else's computer, electronic device, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, electronic device, information, files, programs or disks.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members.)
3. Users shall not use or try to discover another user's password.
4. Users shall not use Friend Public Schools computers, electronic device, or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer or electronic device, for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by the Friend Public School District, teachers, or other students without permission from the network administrators.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any electronic device's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer or electronic device to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images, including but not limited to sexually explicit images, messages, cartoons, and/or other use of slurs, racial epithets, profanity, or obscene language.

9. Users shall not use the computer or electronic device for the purpose of solicitation or proselytization for commercial, religious, political, personal, or any other non-student related activities.
10. Users shall not tamper with computers, electronic devices, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
11. Users shall not print in excess of 5 pages without prior approval of a staff member.

D. Penalties for Violation of Rules

All of the policies and procedures for acceptable use of computer, electronic device and networks are intended to make the computers, electronic device and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

- E. Use of Computer or Electronic Device Access to Telecommunications Resources is a Privilege and Not a Right.** Violations of the policies and procedures of the Friend Public Schools concerning the use of computers, electronic device and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

E. Student and Parent Agreement.

The Students Agreement and Parents Agreement are given to each new student as they enroll in Friend Public School and respectively, are incorporated herein by this reference.

CONCERNS

Friend Junior - Senior High School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum, non-curricular, or extracurricular, please follow the procedure below:

1. Contact the child's teacher / coach / sponsor first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then contact the principal for a conference. Contact the activities director if the concern is related to an athletic activity. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.

II. Student Rights, Conduct, Rules, and Regulations

Student Conduct and Discipline Policies

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Friend Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on good behavior. Attendance ends as soon as the pupil shows an unwillingness to observe the regulations of the particular class and shows lack of cooperation.

The rules and standards in this section apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all types of aspects of student conduct: however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

Part 1 Forms of School Discipline

Short-Term Suspension:

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Friend Public School Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will 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 reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

Long-Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion:

Meaning of Expulsion. 1) Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 2) The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within 5 days of notice of expulsion or long term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (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 principal 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 Principal has made a determination as above described.

1. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence

of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

2. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as 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, and 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 toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
3. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The

student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Part 2 Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Friend Public School, all students are expected to refrain from the following conduct.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

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

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

6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant); if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) ; at either the local police department under police supervision or a local Friend medical facility
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Friend Public School buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a

school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
16. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Part 3 Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal 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 the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Friend Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - Knowingly possessing illegal drugs or alcohol.
 - Assault.
 - Vandalism resulting in significant property damage.
 - Theft of school or personal property of a significant nature.
 - Automobile accident.
 - Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Part 4 Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment:
The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the

date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following

- (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 the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, 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 concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the

duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Friend Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian,

or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall not be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and

guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Part 5 Additional Student Rules

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

Discipline Process:

The Discipline Process is a listing of general school rules (exceptions of student behavior) and consequences. This list is not all inclusive; however the Discipline Process addresses student behavior that interferes with their own and other's education.

Levels of Infractions: The level at which a student enters the discipline process is dependent upon the circumstances which may include a student's prior conduct, responses to prior consequences, student's attitude, and effect of student's conduct on the school and others. The following is a list of infractions and the level at which each enters the due process system. "Please note: This list is NOT all inclusive.

LEVEL I--Consequences for the following infractions may be, but are not limited to:

Teacher/Student resolves the problem

1. Plagiarism or dishonesty
2. Public displays of affection
3. Classroom misconduct
4. Disrespect for others, including their property
5. Eating food/candy
6. Possessing food or drinks (other than in the cafeteria at an allowable time/circumstance)
7. Inappropriate behavior at school sanctioned events
8. Cheating (resulting in a zero for the assignment)
9. Nuisance items (radios, tape players, pagers, sun glasses, etc.)
10. Hallway misconduct
11. Locker violation
12. Snowballing

LEVEL II--Consequences for the following infractions may be, but are not limited to:

A teacher, administrator, or paraprofessional may issue detentions, when appropriate, to address any rules infractions and/or discipline problems.

After School Detention

1. Hall pass violations
2. Excessive tardiness
3. Unexcused absences
4. Disrespect for school or other individual's property (student will be required to pay replacement costs or repair)
5. Cafeteria misconduct
6. Misuse of car/parking lot violations
7. Cursing/abusive language
8. Insubordination
9. Gambling
10. Behavior which interferes with class work or other school activities
11. Violation of dress code
12. Stealing of property or theft
13. Possession of pictures or drawings which are obscene or derogatory to any school employee or student
14. Open campus violation during the lunch break
15. Hazing/initiations
16. Truancy
17. Harassment and Bullying

***The list is NOT all inclusive**

LEVEL III--Consequences for the following infractions may be, but are not limited to:

In school Suspension (ISS)/Out of School Suspension (OSS)/Expulsion

1. Cursing/abusive language/vulgar gestures
2. Destruction of school or other individual's property (student will be required to pay for the repair or replacement of such property).
3. Possession of or under the influence of tobacco products, alcohol, illegal drugs or imitation controlled substance.
4. Stealing or attempting to steal property of substantial value.
5. Vandalism (criminal acts).
6. Causing or attempting to cause personal injury to any school employee, volunteer, or student.
7. Use of violence, force, coercion, threat, intimidation or similar conduct which interferes with the purpose of school.
8. Knowingly possessing, handling, or transmitting, a weapon.
9. Public indecency.
10. Harassment of any student or school employee.
11. Repeated violation of any rules as outlined in the Student Handbook or established by School Administrators or Board of Education.
12. Engaging in activity which constitutes a threat to himself, herself and others or interferes with school purposes.
13. Sexual assault or attempted sexual assault.
14. Gross disrespect for any or all school employees.
15. Chronic absenteeism, tardiness, or truancy.
16. Unsportsmanlike activity.
17. Hazing/initiations.
18. Harassment and Bullying.

***The above list is NOT all inclusive.**

CLASS CONDUCT

This shall be based on mutual respect for each person's individual rights. The basic right of class membership is contingent on non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, or Ms. Depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

DISMISSAL FROM CLASS OR ACTIVITY

Any student sent from the class or activity for misconduct must report directly to the principal's office. **This is an automatic detention for getting sent to the office. If the student refuses to go to follow the teachers request it will be construed as insubordination and they will be suspended according to the handbook.**

SCHOOL DETENTIONS

Administrators, teachers and paraprofessionals have the authority to detain students after school or require students to arrive to school early for extra help or for disciplinary action.

1. **Monday Afternoon Detention: 3:36 pm to 4:06 pm (30 minutes)**
2. **Tuesday Afternoon Detention: 3:36 pm to 4:06 pm (30 minutes)**
3. **Wednesday Afternoon Detention: NONE**
4. **Thursday Afternoon Detention: 3:36 pm to 4:06 pm (30 minutes)**
5. **Friday Afternoon Detention: 3:36 pm to 4:06 pm (30 minutes)**

Failure to serve assigned detention or arriving late to a detention will result in a doubling of the time assigned. Students that skip detention will have their time doubled. If they skip again then the consequence is ISS (In School Suspension) or OSS (Out of School Suspension). Students who receive detentions will serve them on the day they were issued. If there are extenuating circumstances, administration may arrange a different date. Detentions that result in excess of two hours may be handled through suspension. Make up work and duration during the suspension time will be addressed as previously outlined in section “Procedure to be followed for short-term suspensions.”

SUBSTITUTE TEACHERS

Substitute teachers are guests in our school. They have a difficult task to perform in the absence of the regular teacher. Students are asked to give substitutes as much help as they can. In this way, classes will be effective and students will receive the maximum benefit. If a student receives a detention from the substitute teacher, this is automatically doubled by the classroom teacher.

DRESS CODE

Students at Friend Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. **This applies to all home and away events that are school related, even as a fan or spectator. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:**

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps - straps less than 1", "tarzan" shirts, mesh, sagging pants); shorts or skirts (clothing) must cover a student's leg to the point where the students' finger tips down at their side is the "highest" the skirt or short can be.
- b. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play”;
- d. Head wear including hats, caps, bandannas, and scarves;
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.

- f. Jeans or pants with holes above the kneecap are unacceptable. Any rips or holes must be covered with duct tape, even if you are wearing something underneath. **If a student is told to cover up a hole after the 8:00 bell, they will be given a detention.**

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code the student will receive an office referral and will be required to change the clothing. The student may call home for proper apparel or the school will provide a t-shirt, sweat shirt, or sweat pants, etc. If the student will not change the clothing, the student will be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. This may include a phone call to a parent, after school detention, suspension, or expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

STUDY HALL

Study halls are assigned, and expected to be QUIET rooms for students to get required work done. Seats will be assigned by the teachers who have been requested to keep the study halls quiet. Study Hall expectations:

- A. Students MUST come to study hall with something to do, such as: homework, a book to read, art work (for a class), etc.; have enough work to last the entire period. If you do not, the study hall monitor may provide you with something to do.
- B. Take care of restroom needs and locker supplies during class passing time.
- C. Everyone is to be seated and quiet by the time the bell rings.
- D. No passes for restroom or lockers unless it is an emergency. Library passes are to be dated and time recorded. Passes are required from a teacher if you wish to visit the teacher during the period. Students will not be allowed to get a pass from the teacher during the class.
- E. No sleeping, cards, or games.
- F. Students do not have permission to speak during class, unless given specific permission to work with another student on homework.
- G. Students must leave others alone, to allow everyone to get work done in an undisturbed, quiet atmosphere. Violation of this or any other rule may result in detention time served at the discretion of the teacher.
- H. All other school rules apply at all times. Students diverging from a direct path to their destination (and back) as noted on their pass will face a detention as well.

- I. Students choosing to violate these rules and regulations are subject to disciplinary action.
- J. Students failing a class or classes must have a pass from their teacher if they wish to use the library or computers.
- K. Students are not allowed to check out of study hall the first five minutes of the period and they will return to study hall before the last five minutes of the period.

Study halls are a part of the total education program at Friend High School. They should not be viewed as free time. If time is well spent in study hall, it can improve grades and reduce the after school work load.

LEAVING SCHOOL DURING SESSION

No student is to leave school during the day without permission from the office and contact with parents, either by phone or in advance through written permission except in emergencies, and then only by securing permission from a teacher who must report it to the office immediately. If this is not done, the student will be considered absent without permission all or part of the day. Students are required to sign out in the principal's office before they leave. Failure to do so will be considered an unexcused absence and may result in disciplinary consequences and/or no credit for the assignments missed.

FOOD AND DRINK REGULATIONS

The school is meant to be an academic environment. Sack lunches are permissible; other food and drink are not allowed to be brought into the school building. **Pop is not allowed in the lunch room area when lunch is being served or during the school day. Water bottles, containing water, will be the only drink allowed during the school day.**

STUDENT LOCKERS AND AUTOMOBILES

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in their lockers issued to them by the school and should not share them with other students. Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Lockers should be kept clean. Students are encouraged not to keep money or other valuables in their locker. If necessary, valuables may be taken to the Superintendent's office. The school is not responsible for lost, stolen, or damaged personal items. Personal effects, such as back packs, books, clothing, and athletic bags should be stored in student lockers and/or shelving provided in the locker rooms. Disciplinary action will result for failing to store personal affects in the designated areas.

Student automobiles are subject to search by the principal or the principal's designee if the principal or principal's designee has reasonable cause to believe that contraband is in or on the automobile.

School personnel are authorized to conduct reasonable searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when personnel determines there is a reason to believe it could disclose evidence of the violation of a statute, policy or rule. Personnel are also authorized to conduct area-wide searches, for example, searches of all student lockers, on the same basis and for reasons that include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule.

CLOSED CAMPUS

Friend Public Schools has a closed campus for all 7-12 students during the lunch break. Students may leave the school grounds to have lunch, provided that they have a parent or guardian pick them up and drop them off.

DRIVING AND PARKING

Failure to obey traffic laws or driving dangerously in close proximity of the school will be reported to the police.

Cars should be parked in the areas north of the building or the outer edge of the East parking lot in accordance with parking regulations. The parking lot north of the building shall be considered school property. Under no circumstances should student's park in the Catholic Church lot, the faculty lot in front of the building, blocking the cross walk north of the building, or parked blocking more than one designated parking space. Student parking violations will be treated as insubordination and subject to disciplinary consequences.

BICYCLES

Bicycles should be parked in or in close proximity to a bicycle rack on school grounds.

NUISANCE ITEMS

The use of radios, walkmans, iPods, tape recorders, CD players, mp3 players, electronic games, pagers, tablets (Kindle, iPad, etc...), sun glasses, skateboards, skates, scooters, or other similar objects that may disrupt the normal school day are not allowed for personal student use during the normal school day. Use of these items in school will result in disciplinary action.

CELL PHONE POLICY

Cell phones are not to be used at all during the school day. This also includes text messaging.

First offense – This will result in the phone being taken to the principal's office by school officials. This will also result in a detention and the phone will be returned upon completion of the detention.

Second offense – The phone will be taken to the principal's office by school officials, and will only be released to a parent/guardian at the end of the school day. This will also result in 2 detentions.

Third offense - The phone will be taken to the principal's office by school officials, and will only be released to a parent/guardian at the end of the school day. This will also result in 3 detentions.

All other offenses will result in parental pick-up of phone and in-school suspension or out of school detention.

PUBLIC DISPLAYS OF AFFECTION

Displays of affection are not acceptable behavior in the school building. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. Discipline action taken includes detentions.

SCHOOL PROPERTY

School pride and appreciation for the invested money of the taxpayers demand the effort of every pupil for the careful preservation of the building and the school property. This is your school. Make it a point to take good care of it. Do not permit others to deface your property. In order to effectively discourage lack of respect and improper use of school property, a record is made at the beginning of the year of all property assigned to each pupil—his textbooks, desks, band and athletic equipment, and so forth. Any property which shows excessive wear or abuse will be prorated and damages must be paid before school records will be cleared. Anyone involved in negligent behavior or vandalism that causes damage to school property will be subject to disciplinary action, including the cost of replacing or repair of the damage, and may be reported to law enforcement.

HAZING - INITIATIONS

It shall be considered unlawful for any student, either individually or collectively, to engage in any hazing, initiation prank, practical joke, trick or other mischievous conduct, either malicious or otherwise, involving another student of this school or any other school, or related to inter-school rivalry or directed against or affecting any person whomsoever, including teachers, school employees, parents, and members of the public at large, and regardless of whether such activity be conducted on school premises or off school premises, or within boundaries of the school district or outside such boundaries or during or after school hours. This regulations if for the protection of persons and property and will be strictly enforced. Violation will be grounds for disciplinary measures commensurate with the offense, including expulsion.

HARASSMENT AND BULLYING

Threats – oral and/or threatening behavior—will not be tolerated between students or directed at a school employee. Threatening another person will result in suspension up to five days, parents notified, and a report filed with the local police department.

DATING VIOLENCE

Friend Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority. Staff training on dating violence shall be provided as deemed

appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy. Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The Friend Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures; if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) at either the local police department under police supervision or a local Friend medical facility.

Moreover, the Board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include removal from the volunteer position. 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. The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs. Finally the Board directs that this policy be included in all staff student handbooks and that it be posted in staff lounges and workrooms. **This also includes and pertains to any and all synthetic drugs. (i.e. K-2)**

SMOKING PROHIBITED

It shall be the Friend Public School Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the Friend Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Friend Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not. **This includes the E-Cigarettes.**

III.

THE ACADEMIC PROGRAM

REQUIREMENTS FOR GRADUATION

It shall be the policy of Friend Public Schools that to be eligible for graduation from Friend High School, the candidate must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive.

Further eligibility for graduation shall require the candidate to present a minimum of 40 earned semester hours credit during the school year in which he/she intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English/ Speech	40 semester hours
Social Sciences	40 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. & Health	20 semester hours
Electives	80 semester hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Written notification will be made to parents of students who are in danger of not earning an academic diploma. It shall be required that the candidate have eight (8) semesters experience in grades 9-12.

Fifteen (15) activity credit hours may be used to meet the total hours required for a diploma. Activity credit is for those activities which involve participation outside of the regular school day. Credit is given only when a student completes a full season, semester, or year, or until the particular activity is completed.

Athletic Teams	5.0 per season
Dance/Drill Team	5.0 per year

STATEMENT OF THE PHILOSOPHY OR MISSION OF THE DISTRICT MULTICULTURAL EDUCATION PROGRAM

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans,

Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

GRADING SYSTEM

Grade reports will be distributed to parents following each grading period. Parent/teacher conferences will be held once each semester. Grade reports will be mailed home.

Following are the numerical grades that will be issued by teachers and their comparable letter grade:

A: 94-100%	C: 77-81%	P: Pass 70% or above
B+: 90-93%	D+: 73-76%	Inc: Work Incomplete
B: 86-89%	D: 70-72%	
C+: 82-85%	F: Below 70%	

Letter grades may be given only in P.E., Music, and Art. Driver's education is a "pass / fail" graded course. A grade "E" is given in high school occasionally for student putting forth maximum effort but not obtaining a passing grade. For the purpose of computing GPA an "E" grade will be figured at 69%. If a student accumulates five or more "E's" during his high school career, a Certificate of Attendance may be issued upon graduation instead of a High School Diploma. In the case of a transfer student or other purposes, such as academic honor determination, the following conversion table will be used: 94 - 100 = A = 4.0, 90 - 93 = B+ = 3.5, 86 - 89 = B = 3.0, 82 - 85 = C+ = 2.5, 77 - 81 = C = 2.0, 73 - 76 = D+ = 1.5, 70 - 72 = D = 1.0.

INCOMPLETE GRADES:

To receive credit for a class, all incompletes must be cleared by the second Friday following the last date of the semester. Any deviation from this procedure must be approved by the principal.

HONOR ROLL

High level of achievement is desired and encouraged by Friend High School. High level of achievement in scholastic endeavor is recognized by the publishing of an Honor Roll at the end of each quarter and each semester. Quarter Honor Roll will be based on quarter grades while Semester Honor Roll will be based on semester grades.

We have two levels of achievement for our Honor Roll:

- 1) Honor Roll With Distinction: A student must have an average of 94% or above in all courses in which a percentage grade is received. This excludes music, physical education, and art classes. One D, F, or incomplete grade for a course will automatically eliminate a student from the Honor Roll.
- 2) Honor Roll: A student must have an average of 90% or above in all courses in which a percentage grade is received. The same exclusions apply as above.

DOWN LIST

To help keep parents informed about the academic progress of their child, a Quarterly Progress Report is sent home with the student every quarter, and must be signed by a parent/guardian and returned. A weekly eligibility report is sent to teachers, coaches, and sponsors to inform them of eligibility for extracurricular activities. Students who are ineligible for extracurricular activities (**not passing 30 hours**) on a weekly basis will have a letter mailed to their parents. **They will remain on the list from the Wednesday through Tuesday. If their grades have been raised to passing, they regain their**

eligibility on the following Wednesday morning. Any student on the down list, failing the course, will not receive credit for the course at the semester unless the grade is raised to a passing level. It is emphasized that it is the responsibility of the student upon notification to go to the teacher and determine how he or she can best improve their grade.

CLASS LOAD

Students will be required to register for a minimum of **seven** classes during the eight-period day. Student assistantships are not to be included in the seven class schedule.

CLASS MEMBER

To attend and/or participate in a class activity, a student must have accumulated the necessary academic credits to be considered a member of the participating class. The student must have the following minimum number of hours of academic credits:

Sophomore - 50

Junior - 105

Senior - 155

CHANGE OF SCHEDULE

High school students desiring to change their class schedule after registration must do so by the designated date of each semester, **within 5 days from the start of the semester.** After these dates, no changes will be allowed except by special permission of the principal. In order to change any class, the student must present a written request signed by the parent or guardian indicating approval of such change. Upon presentation of the request and approval of the principal, the student will be issued an official form to be signed by all teachers involved in the change. Any classes dropped after the designated date will be recorded on the permanent record with “Withdrew passing” or “Withdrew failing” and dated.

JUNIOR HIGH PROMOTION AND RETENTION

Students in grades 7 and 8 must earn at least a 70% Cumulative Grade Point Average in all courses in which they are enrolled to be promoted to the next grade. Exceptions may be made for students who have special needs and/or who are enrolled in special programs. They must also meet attendance requirements that high school students adhere to. Students will earn full credits for any class only by being in regular attendance during all hours of the instructional day. Regular attendance shall be defined as being absent from any class 10 or fewer days per semester.

GUIDANCE

It is the belief of the Friend Public School that the function of the Guidance program is to assist the student in obtaining the maximum benefit from his/her high school experience. Counseling is the primary guidance service. It is a student-counselor relationship in which the student has the freedom to express his ideas and feelings. Counseling seeks to help student assume responsibility for making plans and decisions. The Counselor gathers and organizes information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. He interprets this information to the student and his problems that may present themselves. A folder containing information concerning each student’s personal, mental, educational and physical status is maintained in the guidance office. This folder is open to the student and parents for inspection any time.

Through various activities the counselor provides information about careers and the various opportunities for post-high school education. The counselor *assists* students and parents in college planning, application for admission, and application for financial aid and scholarships.

CLASS RANK AND GPA

The primary purpose of ranking students in class is to provide information to colleges for their use in determining eligibility for admission and counseling. Grade point average will be figured for each student each semester and all classes taken and receiving percentage grades will be used in the computation. Class rank will be determined according to the cumulative GPA while attending Friend High School. Class rank for transfer students will be figured once the student has completed 4 semesters of classes taken at Friend High School.

SELECTION OF VALEDICTORIAN/SALUTATORIAN

A valedictorian and salutatorian shall be selected from each graduating class. The Valedictorian shall be that graduating senior with the highest cumulative grade point average, while the Salutatorian named shall be the graduating senior with the second highest cumulative grade point average. Transfer students may be eligible once they have completed 4 semesters of classes taken at Friend High School. In the event that the cumulative grade point average of two or more class members is close enough to indicate a possible tie, it shall be at the discretion of the principal to declare a tie for either the valedictorian and/or salutatorian.

ACADEMIC LETTER

Students in grades 10-12 may earn an Academic Letter each year. The requirements for the letter are:

1. The student must earn at least a 94% grade average for the following cumulative lengths of time:

10th Grade	3 Semesters
11th Grade	4 Semesters
12th Grade	6 Semesters
2. At least one of the semesters listed in the semester requirements for the grades 9-12 must be during the current school year.
3. In order for a quarter or semester to be counted towards the requirements listed above, the student must take at least four academic core classes. Those classes considered core classes for this rule are:

English

Intro to Lit/Comp
World Lit/Comp/Speech
American Lit/Comp
College Literature
Honors Literature

Mathematics

College Algebra
Calculus
Algebra II
Geometry
Trigonometry

Science

Environmental Science

Social Studies

Geography

Biology
Chemistry
Physics
Advanced Biology
Agricultural Science
Anatomy & Physiology

World History
American Government
American History
Sociology/ Critical Issues

Computer Ed & Business

Desktop Publishing
Personal Finance
Accounting I or II
Business Law

Foreign Language

Spanish I
Spanish II
Spanish III
Spanish IV

4. A distance learning class from another high school or from a college can be approved to substitute for or count as a “core course” requirement. The approval will be given by the Administration and Guidance Counselor.
5. Awards – Each student in grades 10-12 will receive a varsity letter certificate. Students who qualify will also receive an “Academic F” chenille. The chenille will be awarded one time throughout grades 10-12.

The Administration and the Counselor will decide if new courses will be added to the list of core courses and elective curriculum. If a student transfers to Friend, the student will be eligible for an Academic letter after he/she attends Friend for three complete semesters.

Freshman A+ Award

If, as a Freshman, you have a 94% (A) GPA for at least three quarters and you are on track to receive an academic letter, you will awarded the “Freshman A+ Award

SPECIAL EDUCATION IDENTIFICATION

All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are eligible for these services. The school newsletter will contain information about services coordination and two annual "Wellness Days" conducted by the district.

STUDENT PLANNERS

In an effort to assist students in organizing their daily tasks and their school year, each student will be presented with a student planner at the beginning of the school year. Students are required to carry their planner. Planners are utilized as a hallway pass and a computer use "license" in addition to a planner. Students who lose their planner are required to purchase a new planner from the school office.

IV. THE ACTIVITIES PROGRAM

ACTIVITY ELIGIBILITY REQUIREMENTS

The Friend Public School will follow the requirements as set forth by the Nebraska School Activities Association for student participation in extracurricular activities. The student must have successfully received credit for 20 semester hours of work the previous semester (Nebraska School Activities Association rule) and currently passing 30 hours per week. Students ineligible to participate in the extra-curricular event will nevertheless attend all practice sessions.

Students will be considered ineligible to participate in an extracurricular activity for a period of one week if he/she is not passing 30 hours for the current grading period. An activity is defined as an appearance by an individual or group before the public as a representative of Friend Public School. Eligibility reporting periods will be on a weekly basis. Students not passing 30 hours will be ineligible from Wednesday through the following Tuesday. Exceptions are graded performances, such as winter/spring vocal and instrumental music concerts. Thirty hours is defined as 6 classes meeting each day for the entire semester. Passing is defined as having a grade point average of at least 70% in each class.

PARTICIPATION FEE

Athletes in grades 7 – 12 will pay a \$30.00 participation fee **prior** to their participation. This fee will help offset the rising costs of operating the activities budget. Each student will pay the \$30.00 fee just once (i.e. if a student is out for more than one activity they only pay the participation fee once). The athlete will receive an activities pass, which will allow them free entrance into all regular season home contests for every sport all year. No family will pay more than \$100.00.

WARNING FOR PARTICIPANTS & PARENTS

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

RULES OF CONDUCT

Realizing that participation in school sponsored activities at Friend Junior-Senior High School is a privilege and not a right. Coaches will determine the selection of team members and the playing time for each member of the team. In addition, student participation in activities is subject to the regulations listed below. Since each activity is unique in nature, regulations and penalties in paragraphs A, B, and C shall be designated in writing by the respective coach or sponsor.

Student conduct subject to these rules includes conduct both on and off school grounds. (If the conduct occurs on school grounds, at a school activity or event, or in a school vehicle, the student may also be subject to further discipline under the general student Discipline Code). Student conduct subject to these rules includes conduct occurring at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. Upon the first official starting date for fall activities as established by the NSAA, a student is advanced to the next grade level, i.e. an 8th grade student becomes a 9th grader.

Honesty and forthrightness – All students are expected to be honest and forthright with school officials. In the event the activity sponsor or coach or any school administrator asks a student for information pertaining to compliance (or lack of compliance) by the participant or other participants with the rules, standards, guidelines, or eligibility conditions for participation in activities, the participant is expected to fully, completely, and honestly provide the information.

ACTIVITY REGULATIONS

The following regulations apply to all students who participate in any school sponsored activity while attending Friend Junior-Senior High School. It is important that you become completely familiar with these rules, and above all, abide by them.

- A. Hours - Due to the schedule and nature of the various sports, curfews and penalties will be established by each head coach, distributed in writing to the parents or guardians of each participant and filed with the Athletic Director.
- B. Attending practice - Participants are expected to attend all practice sessions. If a participant has a valid excuse for missing a practice, it is his/her responsibility to contact the coach or sponsor. An athlete will be allowed **NO UNEXCUSED ABSENCES**. Penalties shall be designated in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.
- C. Appearance and conduct - Participants will appear for activities with proper attire and conduct themselves properly. Hair will be groomed in a manner that will not interfere with the performance of the participant in that sport or activity. Requirements and penalties concerning each of the above shall be outlined in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.
- D. Academic eligibility - Students are required to pass **30** credit hours in the previous semester, 25 hours on a weekly basis as outlined in the Student Handbook in the section entitled, "Activity Eligibility Requirements."
- E. Alcohol, tobacco, and illegal drugs – The use, consumption or possession of alcohol, tobacco, or illegal drugs by students will not be permitted at any time, either in or out of school. For purposes of this policy, "use" or "consumption" includes ingesting, inhaling, injecting, or drinking the prohibited substances, and the term "possession"

includes purchasing, selling, holding, or carrying of the prohibited substances (except carrying in unopened cartons at the specific direction of a responsible adult).

This shall include E-cigarettes and any/all synthetic drugs (i.e. K-2).

- F. Conduct under student discipline code – Any conduct that occurs on or off school which, if committed on school grounds would be a violation of the Student Discipline Code shall be grounds for disciplinary action. Conduct involving the causing of personal injury to another, sexual assault or lewd behavior, or theft or damage to property, shall be grounds for disciplinary action even if such conduct does not involve a school staff member or fellow student, or school property. A criminal citation on charge issued by any law enforcement agency or court, or a filing in a Juvenile Court for conduct which would constitute a criminal offense, shall be grounds for disciplinary action and provided that school officials determine that facts exist to support such citation, charge, or filing.

Cumulative Nature: Rule violations ("E" and "F" in the preceding section) are cumulative in nature. Students in grades 7 - 8 accumulate rule violations with the consequences as outlined below. Thereafter, students in grades 9 - 12 with any rule violations in grades 7 and/or 8 will have those waived and enter grade 9 without any violations. Students in grades 9 - 12 accumulate rule violations with the consequences as outlined below.

DISCIPLINARY ACTION

The following *definitions* for "activities," "suspension," or "self-report" apply to Section IV of the Friend Jr. - Sr. High School Student Handbook, "Activities Program:"

- **Activities:** The following is a list of activities. Suspension includes, but is not limited to the activities listed: all NSAA sanctioned activities, school dances, Homecoming, Prom, Honors Banquet, Quiz Bowl, student organizational contests or conferences, school play, music / band trip, school activities (list is not all inclusive). Activity sponsors and administrators will determine which student activities will be considered for suspension.
- **Suspension:** This is the removal as a participant from all extra-curricular or school sponsored activities. The suspension period will begin with the first activity the student is eligible for participation. The suspension period may carry over from one school year to the next.
- **Self-report:** Self-reporting should occur by 9:00 a.m. of the first school day following the rule violation. If school is not in session and there is an activity in which the student is eligible for participation, the student is responsible to self-report prior to the activity. Self-reporting may be delivered by the student to any coach, activity sponsor, activities director, or administrator on staff at Friend Public Schools.

Upon presentation of sufficient evidence (in the case of student activity which occurs off-school grounds, not at a school function or event, and not in a school vehicle, "sufficient evidence" is defined as staff eyewitness, criminal citation, or self-report; in the case of

student activity which occurs on school grounds, at a school function or event, or in a school vehicle, "sufficient evidence" shall mean evidence which the administration or others enforcing the student conduct rules determine in their reasonable discretion to be sufficient) and in accordance with the "Due Process" outlined in the section above, the following action will be taken:

Alcohol or Tobacco Disciplinary Action

a. First Offense – Alcohol or Tobacco

Twenty-one (21) calendar day suspension from all activities or fourteen (14) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.

Additional Consequence:

The student would not be eligible for Homecoming or Honors Banquet royalty, graduation lead-in, usher, or program assistant during the school year in which the suspension occurs.

b. Second Offense – Alcohol or Tobacco

Thirty-five (35) calendar day suspension from all activities or twenty-one (21) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.

Additional Consequences:

In addition, a student found in violation will not be nominated or supported for any award during that season in which the suspension begins. (Fine Arts activities and student organizations will be interpreted as three (3) seasons. Dance and Cheerleading will be considered as two (2) seasons – fall and winter.) This is to include letter awards, local incentive awards, i.e., tackle award, take-down award, etc., all-state, all-conference, player of the week, etc. The only exceptions would be those awards decided upon by persons other than coaches and directors such as sportscasters, sports editors, etc. Awards gained by actual competition (medals) or awards received prior to the violation would not be retractable. A violation would not affect awards during other sports seasons (year long).

c. Third Offense – Alcohol or Tobacco

One calendar year suspension as a participant from all activities. No self-report option available.

d. Fourth Offense

Elimination of participation from all activities throughout the remainder of one's attendance at Friend Public Schools.

Drug Disciplinary Action

a. First Offense – Drugs

Thirty-five (35) calendar day suspension from all activities or twenty-one (21) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.

Additional Consequence:

The student would not be eligible for Homecoming or Honors Banquet royalty, graduation lead-in, usher, or program assistant during the school year in which the suspension occurs. In addition, a student found in violation will not be nominated or supported for any award during that season in which the suspension begins. (Fine Arts activities and student organizations will be interpreted as three (3) seasons. Dance and Cheerleading will be considered as two (2) seasons – fall and winter.) This is to include letter awards, local incentive awards, i.e., tackle award, take-down award, etc., all-state, all-conference, player of the week, etc. The only exceptions would be those awards decided upon by persons other than coaches and directors such as sportscasters, sports editors, etc. Awards gained by actual competition (medals) or awards received prior to the violation would not be retractable. A violation would not affect awards during other sports seasons (year long).

a. Second Offense – Drugs

One calendar year suspension as a participant from all activities. No self-report option available.

b. Third Offense -- Drugs

Elimination of participation from all activities throughout the remainder of one's attendance at Friend Public Schools.

Visual Representation of Offenses and Days Suspended:

Drug Offense	Period of Suspension	
	Self Report	No Self Report
First	21 calendar days	35 calendar days
Second	Option not available	1 year
Third	Elimination of all activities	Elimination of all activities

Alcohol & Tobacco Offense	Period of Suspension	Period of Suspension
	Self Report	No Self Report
First	14 calendar days	21 calendar days
Second	21 calendar days	35 calendar days
Third	Option not available	1 year
Fourth	Elimination of all activities	Elimination of all activities

STEROID OFFENSES

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

DUE PROCESS

“Due Process” is a procedure which the course of law recognizes as a necessary part of any rules and regulations. “Due Process” furthermore, and of primary importance, recognizes the rights of the individual since it outlines his recourse in the event he feels a wrong decision has been made. The “Due Process” steps outlined hereafter are the procedures for a student and his/her parents to follow in appealing decisions relating to eligibility. It should be understood that students and parents who wish to appeal will be expected to follow the “Due Process” steps in the event legal action would be initiated at some later date.

- A. After a ruling of ineligibility resulting in suspension from activities has been made by the principal or activities director, the principal shall formalize the ineligibility decision in writing, outlining the specific details relating to (a) the violation or infraction, (b) the date of violation or infraction, (c) the period of suspension, and (d) any other pertinent information. The letter may be delivered by hand delivery or by regular mail, or by posting the letter in an envelope on the door of the residence of the parents or legal guardian as reflected in school records.
- B. Upon receipt of the ineligibility ruling a student and/or his/her parents may formally appeal the decision in writing to the principal provided an appeal is received within 5 calendar days from receipt of the letter outlining the suspension. The suspension will remain in effect during the period of appeal.

- C. After a request for an appeal has been received by the Principal, a hearing shall be held before the Superintendent or Superintendent's designee. The hearing shall be an informal hearing. The Superintendent or Superintendent's designee (or the Board of Education, in the case of a Board appeal hearing under Section D) shall have the right to determine and control the procedures to be used at the hearing. The hearing date shall be determined by the Superintendent or Superintendent's designee, but such hearing shall be held if practical no later than 7 school days after the receipt of the request for hearing. Present at the hearing, in addition to the Superintendent or Superintendent's designee, shall be the student and the parents and, if a rule relating to a specific activity is involved, the head coach or sponsor of that activity.
1. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
 2. The decision of the Superintendent or Superintendent's designee shall be made in writing and be delivered to the parent or legal guardian
- D. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Superintendent must receive in writing a request for such a second hearing before the Board of Education within 5 calendar days after delivery of the decision of the Superintendent or Superintendent's designee to the parent or legal guardian.

NOTE: provisions as outlined in letter C above, including items 1 and 2 will be applicable relating to the second hearing.

- E. The provisions as outlined above shall be the sole and exclusive remedy for appeal from the rulings referred to in Paragraph A.

PHYSICAL EXAMINATIONS

Any student in grades 7-12 participating in athletics at Friend must have a physical examination by a licensed physician. This is an NSAA regulation. The expense of physical examinations shall be the responsibility of the parent or guardian.

TEAM SELECTION AND PLAYING TIME

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- A. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
- B. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include

the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

LETTERING REQUIREMENTS

The first time a student letters in any sport/activity he/she will receive an official "F" emblem and a certificate, after that he/she will receive a certificate only.

1. The athlete must complete the activity season by attending all practice sessions and games. If injured, the student will be informed by the coach or sponsor of team expectations and obligations in order to qualify for a letter.
2. Meet minimum requirements for each activity which are:
 - A. Football = Participation in one-third of total varsity quarters for the season.
 - B. Volleyball = Participation in one-third of total varsity games played in varsity volleyball matches for the season.
 - C. Basketball = Participation in one quarter of the total varsity quarters for the season.
 - D. Wrestling = Any wrestler who places in the top four positions of his weight class in any tournament with weight (8) or more teams. Wrestlers in the varsity position for the entire season may also be awarded a letter.
 - E. Track = Place in a major meet (6 or more schools) as an individual participant or as a relay team member that places (top 6) in two or more major meets (6 or more schools).
 - F. Golf = Participation in 50% of all varsity matches and tournaments or qualifying as a varsity team member for districts.
 - G. Drill Team = Participation in 80% of the required performances.
 - H One Act Play = Attend 80% of the practices. Attend all required performances and represent Friend Public Schools in a positive manner. Receive recognition for acting at any of the performances.
 - I Speech = Attend a minimum of two (2) regular season meets and qualify for conference and/or district contests.
 - J. Quiz Bowl = complete two of the following three criteria: Attend 80% of the required practices. Receive a medal at a competition
3. Meeting the above requirements makes one eligible, but does not automatically constitute lettering. The awarding of all letters will be at the head coach's discretion.
4. A coach or sponsor may letter a participant if in his/her opinion positive extenuating circumstances exist to justify this action.

ACTIVITIES/FIELD TRIP TRANSPORTATION

Students participating as a team, squad member and/or class field trip are required to ride school transportation to and from the school activity. A coach or sponsor may make allowances to this procedure if the circumstances prove to be beyond the control of the student and the parent(s) of the student is in contact with the coach. It is the practice of Friend Public Schools to release students only to parents after the school activity.

PEP RALLIES

Pep Rallies shall be limited to 1 per week unless special permission is obtained from the Superintendent or Principal. All students are expected to attend the pep rally unless they have obtained permission in advance from a faculty member.

SCHOOL ACTIVITIES

All organizational affairs, such as dances, must have sponsors present and must be preapproved by administration 30 days prior to the dance. All events are approved and scheduled through the Principal's office. All rules and procedures as outlined in the Friend Jr.-Sr. High School student handbook apply. In addition to the handbook rules, the following rules apply:

1. Out of town dates for dances must be signed up in advance in the Principal's office. All out of town dates must have a dance permission form filled out by their own schools administration. Dates that are not signed up and/or who have not filled out the proper paperwork will not be admitted. Allowed to bring one guest under the age of 21.
2. Students may not enter the dance after the "posted" time. This is usually 30 - 45 minutes after the dance begins. Students may not leave and re-enter the dance.
3. Dances will end no later than 12:00 midnight.

STUDENT COUNCIL

Members of the Student Council shall be elected by popular vote of full-time Friend High School students. Selection procedures will be established each school year and students will be made aware of selection procedures through the students' bulletin.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. It exists with the hope of creating an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy.

Selection Procedure:

Membership in the National Honor Society is an honor bestowed upon a limited number of students. Selection for membership is based on decisions made by the five-member NHS Faculty Council **which is voted on by the candidates for NHS** and is expected to be representative of Friend's High School faculty. The sponsor is a non-voting member of the NHS Faculty Council. Eligible students and parents are required to attend a meeting prior to the application process. During this meeting, the application process, scoring, and selection procedures will be outlined and discussed.

The minimum cumulative grade point average for eligibility for Friend's chapter of the National Honor Society is 90% for sophomores, juniors and seniors. Freshmen are not eligible for National Honor Society membership. The Scholarship scoring will be as follows. The GPA will be rounded to the nearest whole point and then scored as:

90 = 25.0	94 = 31	98 = 37.0
91 = 26.5	95 = 32.5	99 = 38.5
92 = 28.0	96 = 34.0	100 = 4.0
93 = 29.5	97 = 35.5	

Participation, leadership, and service in school and community are required in addition to scholarship. Students are provided an activity/participation form and requested to complete it. Students who fail to complete the form are not automatically disqualified from consideration, but membership chances could be greatly reduced because the NHS Faculty Council is unlikely to be aware of all the activities and services in which a student is involved. Scholarship receives more weight as it accounts for 40% of the total student score. Leadership, service, and character each account for 20% of the total score.

Membership in the National Honor Society is based on excellence in four areas: character, scholarship, leadership and service. Each area is considered independently; excellence in one area does not automatically qualify a student for membership. Each individual's score will be determined by a numerical rating applied to each student by the NHS Faculty Council. Each council member will consider the following when giving the student a rating:

SERVICE

- Willingness to render cheerfully and enthusiastically any requested service to the school and community.
- Volunteers dependable and well-organized assistance, is available on his own time and is sacrificing.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Participates in some outside activity: Girls Scouts, Boy Scouts, Church groups, volunteer services for aged, poor, disadvantaged, family duties.
- Service focus free write.

LEADERSHIP

- Demonstrates leadership in classroom, at work, and in school activities and demonstrates academic initiative.
- Exercises influence on peers in upholding school ideals.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Exemplifies positive qualities and attitudes.
- Leadership focus free write.

CHARACTER

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality and shows courtesy, concern, and respect for others.
- Cooperates by complying with school regulations.
- Demonstrates highest standards of honesty and reliability.
- Character focus free write.

Candidates for and members of National Honor Society must exhibit qualities of character consisting of integrity, positive behavior, cooperation, and ethics. Data on these qualities will be collected by a survey of all secondary faculty members. Obviously, such behavior as truancy, copying, cheating, proven law violations, violations of school rules and regulations, suspensions, patterns of classroom misconduct, absenteeism, avoidance of exams, and incidents that reflect negatively upon a student's character will be considered in this survey. Faculty Council members may use this information as an additional assessment to determine a student's membership.

A profile of each student is derived from an accumulated point total adding each of the four areas above: scholarship, service, leadership, and character. The point totals are calculated by a staff member assigned by the **Sponsor**. Point totals are listed in descending order without student names. A meeting will be called by the **Sponsor** to gain input from the faculty. The purpose of this meeting is to gain input from the faculty that may be used as an additional assessment by the Faculty Council. Working as an individual and in confidentiality, each faculty member is given a list of the student point totals in the meeting. The list, without student names, is used by the faculty member to establish a line or what they determine as a logical "break" denoting admission into National Honor Society. This information will be collected by the **Sponsor** and shared with the Faculty Council. The Faculty Council may use this information as they meet and make their final selection for members in the National Honor Society.

National Honor Society members are required to live up to the academic and behavior standards expected of them. For those who fail to do so, a review process occurs to determine if the member is placed on probationary status, suspended, or expelled from the membership. **Once you have been removed for behavior unbecoming of an NHS member you may not re-apply in future years according to National Honor Society by-laws.**

V. STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Friend Public School, and all others who interact with Friend Public School are hereby notified that the Friend Public School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Beth Johnsen, Superintendent of School, Friend Public School, P.O. Box 67, Friend, NE 68359, (402)947-2781.

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

Section 3 Anti-discrimination & Harassment Policy:

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

Preventing Harassment and Discrimination of Students.

Purpose: Friend Public School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Friend

Public School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures.

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is

encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

The supervisor, teacher or the Superintendent of Friend Public School will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:

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

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

educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

11. File a local grievance.

Section 5 Notification of Rights Under FERPA:

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the

requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Notice Concerning Directory Information.

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

Additional Notice Concerning Directory Information.

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

Section 6 Notice Concerning Disclosure of Student Recruiting Information:

The No Child Left Behind Act of 2001 requires Friend Public School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Friend Public School not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Friend Public School will comply with any such request.

Section 7 Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents/guardians the right to get

information about the professional qualifications of their child's classroom teachers. Upon request, [Insert Name of School] will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, [Insert Name of School] will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 Student Privacy Protection Policy:

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

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties.

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

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive.

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

Right of Parents to Inspect Instructional Materials.

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with

reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings.

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

Protection of Student Privacy in Regard to Personal Information Collected from Students.

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information.

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

Annual Parental Notification of Student Privacy Protection Policy.

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events.

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

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

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

Education Act). Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive.

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

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

Section 9 Parental Involvement Policies:

General - Parental/Community Involvement in Schools.

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and

achievement.

8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

NOTICE OF ASBESTOS PLAN AVAILABILITY

The Friend Public School System's asbestos management plan is located in the office of the Asbestos Program manager and Superintendent and may be reviewed by requesting permission through his or the Principal's office. A copy of the basic building will be located in the Principal's office of each building. Summary information of all buildings is included in the master plan in the Asbestos Program Manager's office. Information on auxiliary buildings is located in the building plans and the master plan.

Asbestos is assumed to be located in concrete, roofing felts, pipe elbows, carpet glues, etc., which is of minimal public health concern. The asbestos-containing events are reinspected on a six-month basis and the plan will be revised to indicate any change in status of these various events and to upgrade the asbestos response system. Up-to-date information regarding asbestos within the building may be obtained directly from the Asbestos Program manager. On at least a three-year basis, an inspection by a federally certified inspector will be conducted and the asbestos management plan revised accordingly. The plan will be kept current through periodic additions to an ongoing filing system maintained to support the plan and to document the appropriate and regulatory correct conduct of the School System. These files are part of the plan and may be reviewed by the public and copies obtained upon request. Similarly, requests for immediate repair or response made as part of the initial inspection, and which may evolve from future inspections are also part of the plan. There is an assumption that immediate response actions identified through the initial inspections have occurred unless otherwise stated within the building plans.

STUDENT FEES

The following “Student Fees Policy” was developed and approved by the Board of Education as a response to Nebraska State Statute LB 249. This statute, entitled Public Elementary and Secondary School Student Fee Authorization Act, specifies what a school **may** require a student to furnish and a **maximum** cost the student may pay for the amount of fee or specific material required. As stated in paragraph 4 of the Student Fees Policy, “The policy includes Appendix I, which provides further specifics of student fees and materials required of students for the 2006-2007 school year.”

It shall be the policy of Friend Public Schools that it 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 and state and federal law. 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, facility, equipment, and materials necessary for such instruction, without charge or fee 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. The District's general policy is to continue to encourage and, to the extent permitted by law, to require 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 or Board regulations which may be adopted from time to time. The Policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the 2009-2010 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire 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 in writing 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 use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items and miscellaneous

(a) Extracurricular Activities Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost items Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is 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.

(iii) Materials Required for Course Projects Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for

the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

3. Parking

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

4. 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 grades, 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 an 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 musical 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.

5. Extracurricular Activities/Fees for participation

Any fees for participation in extra-curricular activities are furthered specified in Appendix "1." Admission fees are charged for extra-curricular

activities and events.

6. Postsecondary Education Costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

7. 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.

8. 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 students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records 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.

9. Participation in before-and-after-school or prekindergarten services

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

10. 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.

11. Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. 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 club, or the like. Students may be required to bring money or food for the field trip lunches and similar activities.

12. 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 qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) 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 free or reduced-price lunches for 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.

13. Distribution of Policy

The Superintendent or the 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 every student of the District or every household in which at least one student resides, at no cost.

14. 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 it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and, (3) summer school and night school.

15. Certification

In July, 2006, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2006-2007 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Legal References:

Neb. Rev. Stat. §§79-2, 125 to 79-2, 135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Friend Public Schools

Policy Adopted:

7-14-03

Saline County School District 76-006

Appendix“1” tp 2012-13 Student Fees Policy of Friend Public Schools Additional Specification of Required Materials and Fees¹

Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ² or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any band student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Students are encouraged but not required to purchase such equipment for their personal use. Limited number of calculators will be available to use during class and on school premises.

¹ This listing is a part of the 2011-12 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2011-12 school year.

Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$200. Other classes: \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast--\$2.00 Lunch--\$3.00 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None – Any postsecondary education costs are to be paid directly by students to the college.
Replacement student planner	Each student will be provided 1 planner. Replacement of the planner will be a student expense.	\$4.00 per replacement planner

Athletic and Extracurricular programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ² or Specific Material Required
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$50.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.
3. Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50 per year maximum.

<p>4. Equipment and attire</p>	<p>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.</p>	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <p>Basketball: No additional</p> <p>Football: Mouthpiece</p> <p>Golf: Bag & Clubs</p> <p>Speech/Debate: Dress attire; copies of research</p> <p>Track: none</p> <p>Volleyball: Knee pads</p> <p>Wrestling: Head Gear</p> <p>Cheerleading & Dance: Shoes, approved uniforms, poms and other accessories</p> <p>Softball: ball glove</p>
<p>5. Travel meals</p>	<p>Meals</p>	<p>Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.</p>

6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school.

Clubs/Organization	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ² or Specific Material Required
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Youth Leadership	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Culture Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.

Social & Recognition Activities	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ² or Specific Material Required
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	\$25.00 per event
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.

<p>4. Graduation</p>	<p>Optional graduation activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the graduation robes, caps, tassels, class flowers, class gift, yearbook picture page.</p>
<p>5. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

HOMELESS STUDENTS POLICY

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

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

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Friend Public School, and the homeless child continues to live in the Friend Public School, transportation to and from the school or origin shall be provided by the Friend Public School; and (2) if the homeless child lives in a school other than the Friend Public School, but continues to attend the Friend Public School based on it being the school of origin, the new school and the Friend Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.