STUDENT-PARENT HANDBOOK
OF MITCHELL JR/SR HIGH SCHOOL
2026-2027

Table of Contents

		Page #
	FORWARD	
Section 1	**Intent of Handbook / Disclaimer Notice**	**1**
Section 2	**Members of the Board of Education**	**2**
Section 3	**Administrative Staff**	**2**
Section 4	**Teaching Staff**	**2**
Section 5	**Support Staff**	**2**
Section 6	**Student Council**	**2**
Section 7	**School Calendar**	**3**
Section 8	**School Contact Information**	**4**
	Article 1 - MISSION AND GOALS	
Section 1	**School Mission Statement**	**4**
Section 2	**Goals and Objectives**	**4**
Section 3	**Mutual Respect**	**5**
Section 4	**Parental Rights and Responsibilities**	**5**
Section 5	**Rights of Custodial and Non-Custodial Parents**	**6**
Section 6	**Complaint Procedures**	**6**
	Article 2 - SCHOOL DAY	
Section 1	**Daily Schedule**	**7**
Section 2	**Shortened Schedule**	**7**
Section 3	**Hall Passes**	**7**
Section 4	**High School - Open Campus / Junior High - Closed Campus**	**8**
Section 5	**Grab and Go Breakfast and Hot Lunch**	**8**
Section 6	**Supervision Responsibilities Before School/After School**	**9**
Section 7	**Religious Based Exclusion From a School Program**	**9**
Section 8	**Emergency Closing, Severe Weather and School Closing**	**9**
Section 9	**Fire Alarms - Intruder Drills - Tornado Drills - Building Evacuation**	**10**
Section 10	**Library Policy**	**11**
Section 11	**Student Parking**	**11**
	Article 3 - USE OF BUILDINGS AND GROUNDS	
Section 1	**Visitors**	**11**
Section 2	**Smoke Free Environment**	**11**
Section 3	**Care of School Property**	**11**
Section 4	**Lockers**	**12**
Section 5	**Searches of Lockers and Other Types of Searches**	**12**
Section 6	**Police Questioning / Cooperation**	**13**
Section 7	**Video Surveillance**	**13**
Section 8	**Use of Telephone**	**13**
Section 9	**Bicylcles, Skateboards, Scooters**	**13**
Section 10	**Student Valuables**	**14**
Section 11	**Lost and Found**	**14**
Section 12	**Accidents**	**14**

Section 13	Laboratory Safety Glasses	14
Section 14	Insurance	14
Section 15	Bulletins and Announcements	14
Section 16	Copyright and Fair Use Policy	14
Section 17	Vending Machine / Snack Center	15

Article 4 - ATTENDANCE

Section 1	Attendance Policy	15
Section 2	Excessive Absenteeism/Truancy	16
Section 3	Attendance Letter and Meeting	16
Section 4	10 Day Per Semester - Credit Loss - High School	17
Section 5	20 Day Attendance Limit - County Attorney Referral - Junior High	17
Section 6	Participant - Advance Makeup for School Activity	17
Section 7	Non Participant - Attending School Activities During School Hours	18
Section 8	Signing a Student In and Out of School	18
	Permit to Leave the Building	18
Section 9	Pre-Arranged Absences (Granted by the Principal)	18
Section 10	Illness or Unexpected Absence	19
Section 11	Returning to School Following an Absence	19
Section 12	Tardies	19
Section 13	Senior - College Visitation Days	19
Section 14	Attendance Required to Participate in Activities	19

Article 5 - SCHOLASTIC ACHIEVEMENT

Section 1	Grading System	19
Section 2	Graduation Requirements	19
Section 3	College & Career Planning	20
Section 4	Student Classification	21
Section 5	Retention Policy	21
Section 6	Dropping or Adding Subjects/Courses	21
Section 7	High School Credits	21
Section 8	Mid-Quarter Reports	21
Section 9	Report Cards	21
Section 10	Incomplete Grades - End of Quarter	22
Section 11	Parent - Teacher Conferences	22
Section 12	Honor Roll Classification	22
Section 13	Academic Letter Requirements	22
Section 14	High Ability Learner Program	23
Section 15	National Honors Society	23
Section 16	Assignment Policy	23
Section 17	Weekly Eligibility Policy for Activities	25
Section 18	Academic Integrity	26
Section 19	Assessment Information	27
Section 20	Final Exams (Semester Tests)	28
Section 21	Junior High Requirements - Summer School	28
Section 22	High School Requirements - Summer Credit Recovery	28
Section 23	ACT Testing Dates	29
Section 24	Valedictorian/Salutatorian Information	29

Article 6 - ADMISSION / REGISTRATION

Section 1	Admission to Mitchell Junior/Senior High School	29
Section 2	Registration	30
Section 3	Student Assistants	31
Section 4	Court Orders Regarding Custody of Children	31

Section 5	Legal Guardianship	31
Section 6	Home School Enrollment/Participation	31
Section 7	Option Students	32
Section 8	Foreign Exchange Students	32
Section 9	Student Fees Policy	32
Section 10	WNCC College Courses	32
Section 11	Dropping Out of School	32
	Article 7 - SUPPORT SERVICES	
Section 1	Academic Support for ALL Students	33
Section 2	Special Education Services	33
Section 3	Student Assistance Team / NeMTSS / Section 504	35
Section 4	Guidance Services	35
Section 5	Mental Health Services	36
Section 6	Health Services	36
Section 7	Transportation Services	38
Section 8	Threat Assessment and Response	38
	Article 8 - DRUGS, ALCOHOL and TOBACCO	
Section 1	Summary Drug and Substance Abuse Policy	39
	Article 9 - STUDENT CONDUCT RULES - DISCIPLINE	
Section 1	Specific Student Conduct Expectations	40
	A. Book Bags/Carry Bags - Not Allowed in Classrooms	40
	B. Bus Rules	40
	C. Personal Communication Devices - Cell Phones / Smart Watches / Headphones / ETC.	41
	D. Dance and Party Regulations	43
	E. Dating Violence	43
	F. Dress Code	44
	G. Bullying	46
	H. Gun Free Schools Act	46
Section 2	Network, E-Mail, Internet, and Other Computer Use Rules	47
Section 3	Electronic Mobile Device Policy and Procedures	50
Section 4	Student Discipline Procedures and Information	57
	A. Behavior Intervention & Classroom Management	57
	B. System of Classroom Supports	58
	C. Mitchell Jr/Sr High School Discipline Policy	58
	D. Disciplinary Action by the Administration	58
	E. Behavior Definitions	61
	F. Disciplinary Points System	63
Section 5	Due Process	66
	Article 10 - STATE AND FEDERAL PROGRAMS	
Section 1	Notice of NonDiscrimination	68
Section 2	Designation of Coordinators	68
Section 3	Anti-Discrimination and Harassment Policy	69
Section 4	Multicultural Policy	70
Section 5	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act	70
Section 6	Notification of Rights Under FERPA	71
Section 7	Notice Concerning Disclosure of Student Recruiting Information	73
Section 8	Student Privacy Protection Policy	73
Section 9	Parental Involvement Policy	76
Section 10	Homeless Students Policy	77
Section 11	Asbestos Notification	78
Section 12	Breakfast and Lunch Programs	78
	Article 11 - ACTIVITIES HANDBOOK/CODE OF CONDUCT	81

Section 1 INTENT OF HANDBOOK

Dear Students and Parents/Guardians:

Welcome to the 2026-2027 school year at Mitchell Junior-Senior High School. The entire staff is very excited for our students and the many opportunities for success this year. We hope that you will find your experiences at school enjoyable and profitable. We continue to strive to provide a school setting in which all students can and will learn. It is our desire to prepare all students to adequately accept and successfully meet the challenges of life with confidence.

Students, the purpose of this handbook is to acquaint you and your parents, in writing, with some of the rules, regulations, and general information concerning Mitchell Junior-Senior High School. By no means can this handbook cover all situations that may arise. However, it will serve as a basic guide throughout the school year.

It is essential that you become well informed of the handbook's contents. The handbook is to be read and discussed thoroughly by every student and his/her parents/guardians. Please contact the Principal's office with any questions regarding the handbook. **All students must return a signed "Parent/Student Receipt form." This form must be signed by a parent prior to checking out your chromebook.** Your familiarity with this handbook will better enable you to understand the goals of the school.

We encourage you to take your academic work seriously and put forth your best effort. You are reminded that your involvement in both curricular and extracurricular activities is important in your total development as a person. All students are encouraged to participate in at least one curricular activity and one extracurricular activity.

Educationally yours,

Mr. Heath Peters, 7-12 Principal
Mitchell Junior-Senior School

DISCLAIMER NOTE: This handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it is deemed to be necessary. The rules, regulations and policies contained in this handbook will be constantly monitored for effectiveness. 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. Students will be notified of changes or additions.

Section 2 **MITCHELL PUBLIC SCHOOLS - BOARD OF EDUCATION**

Jeff Jenkins - President
Brad Helgerson - Vice President
Doug Keener - Secretary
Paul Pieper - Member
Mark Spencer - Member
Dustan Keener - Member

Section 3 **MITCHELL PUBLIC SCHOOLS - ADMINISTRATIVE STAFF**

Katherine Urbanek - Superintendent
Heath Peters - Secondary Principal
Kaci Kearns - Elementary Principal
Jamie Batterman - Special Services
Nick Kuxhausen - Activities Director/Dean of Students
Michelle Peters - Assessment & Curriculum Director

Section 4 **MITCHELL JR/SR HIGH TEACHING STAFF**

Sarah Avila - Reading
Loren Braman - Guidance Counselor
Anthony Chancellor - Social Studies
Vicki Clark - Science
Colby Folck - Math
Jordan Gonzales - English
Michael Harriger - Math
Regan Hodsden - Agriculture
Steven Law - Art
Renee' Malm - Special Education
Jeremy Powell - Science
Robert Shoopman - Science
Brooke Turek - Physical Education
Kaiya West - English
Keeya Zeiler - Social Studies
Matt Baker - Social Studies
Nikki Bunnell - Vocal Music
Matt Chrisman - Math/Technology
Glen Eberspecher - Tech Coordinator
Maria Gillen - Business/Computers
Traceten Halley - Physical Education
Paige Herrera - Spanish
Megan Kelley - English
Tanner Long - Business
Michelle Peters - 7th Math
Austin Sailors - Instrumental Music
Kim Thomas - School Nurse
Allison Villagrana - Librarian/Media
Cassandra Wiegel - FACS
>>>>>>>>>> - OPAA Manager

Section 5 **MITCHELL JR/SR HIGH SUPPORT STAFF**

Ashley Robbins - High School Secretary
Kristi Weiss - Business Office Manager
Chelsey Zimmerman - Library Aide
Michelle Bremer - SPED Para Educator
Kylie Garten - SPED Para Educator
>>>>>>>>> - SPED Para Educator
Sarah Quijas- High School Secretary
John Bevins - Head Custodian
Tom Hernandez - Custodian
Bryan Hazzard - Custodian
Rudy Hernandez- Custodian
Dan Klingsporn - Custodian

Section 6 **STUDENT COUNCIL**

One boy and one girl shall represent each the freshman and sophomore class. Two boys and two girls shall represent the junior class. The senior class shall be represented by an elected president and vice president and by the advisory board. All members must be academically eligible according to the Nebraska School Activities Association requirements and must be in at least one additional extracurricular activity, besides student council. All members of the council are held to a high standard with regard to academics, ethics, and character. The Superintendent of Schools is directly responsible to the Board of Education for the welfare of the school. Hence, it is expressly understood that all Student Council powers are delegated by the Superintendent and may be revoked by the Superintendent at any time.

Board of Education - Student Representative

Each year, the membership of the Student Council, Advisory Board - Seniors are encouraged to write a letter of application to the Superintendent, who chooses the Board of Education - Student Representative for the year. This student representative attends all Board of Education meetings, participates in discussion, provides unofficial votes, and provides a monthly report from the student body perspective to the Board of Education.

Section 7	**2026-2027 School Calendar**
August 11 & 12	Teacher Inservice
August 13	Students First Day of School (7:50 AM - 3:45 PM)
August 25 & 26	Junior High AIMSweb Testing - Reading/Math
September 1-3	Fall NWEA Testing (7th-11th Grade)
September 7	No School - Labor Day
September 21	Mid-Quarter Reports Mailed
Sept 30 & Oct. 1	Parent/Teacher Conferences 1:00 - 7:00 PM (Friday Schedule - Students Dismissed @ 12:30 PM)
October 1	Last Day of the First Quarter
October 5	No School - Fall Break
October 6-12	1st Quarter Incentive- (Sr High) Qualifiers Dismissed for Study Hall
October 8	1st Quarter Report Card Distribution (Given to Students)
October 21	SCHOOL PICTURES - LIFETOUCH
October 27- 30	Fall Mental Health Screenings
November 4	SCHOOL PICTURES - LIFETOUCH (MAKE UP DATE)
November 16	Mid-Quarter Reports Mailed
November 25-27	No School - Thanksgiving Break
December 15 & 16	Junior High AIMSweb Testing - Reading/Math
December 16,17,18	Fall Semester Tests
December 18	End of 2nd Quarter/1st Semester
Dec. 21 - Jan. 4	Christmas Break
January 5	Teacher Inservice
January 8	2nd Quarter Report Card Distribution (Students)
Feb. 10 & 11	Parent/Teacher Conferences 1:00 - 7:00 PM Mid-Quarter Reports Shared with Parents/Mailed (Friday Schedule - Students Dismissed @ 12:30 PM)
February 12	No School - Winter Break
February 15	No School - Teacher Inservice
March 12	End of 3rd Quarter
March 12-13	No School - Spring Break
March 16-18	Spring Mental Health Screening
March 15-19	3rd Quarter Incentive- (Sr High) Qualifiers Dismissed for Study Hall
March 19	3rd Quarter Report Card Distribution (Given to Students)
March 23	Pre-ACT Testing - Sophomores
March 24	ACT Testing - Juniors
April 6-8	NSCAS Growth Testing - Reading/Math/Science (7th & 8th Grade)
April 12	Mid-Quarter Reports Mailed
April 13-15	Spring NWEA Testing (7th -11th Grade)
April 26 & 29	No School - Easter Break
May 4 & 5	Junior High AIMSweb Testing - Reading/Math
May 11	Honors Night @ 7:00 pm - High School Auditorium
May 15	Graduation @ 2:00 pm
May 17,18,19	Spring Semester Tests
May 19	End of 4th Quarter/2nd Semester
May 19	Last Day of School for Students
May 20	Teacher Inservice
May 28	4th Quarter Report Card Distribution (Pick up at JH/HS Office)

Section 8 **School Contact Information**

Office Contact: Phone: 623-2235
Fax: 623-1330
School Website: www.mitchelltigers.org
Facebook: "Mitchell Public Schools"

Article 1 - MISSION & GOALS

Section 1 **SCHOOL MISSION STATEMENT**

"The mission of Mitchell Public Schools is to inspire and educate all students for a lifetime of success."

Section 2 **GOALS AND OBJECTIVES**

The goals and objectives of Mitchell Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation

and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.

8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, results in equitable opportunities for learning for all students, and ensures accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 MUTUAL RESPECT

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

Substitute Teachers - Substitute teachers play a unique role in continuing the educational mission of Mitchell Jr/Sr High School while a teacher is absent from the class. It is critically important to ensure that the substitutes' experience at Mitchell Jr/Sr High School will be positive, so that they will continue their service to the school. Full disciplinary action will be sanctioned against offenses incurred under the direction of a substitute teacher.

Section 4 PARENTAL RIGHTS AND RESPONSIBILITIES

Parents have the responsibility to:

- Make every effort to provide for the physical needs of the child.
- Teach the child to pay attention and obey rules.
- Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
- Encourage and lead the child to develop proper study habits at home.
- Participate in meaningful parent/teacher conferences to discuss their child's school progress and welfare.
- Participate in school related organizations.
- Be sure their child is appropriately dressed at school and school-related activities.
- Discuss report cards and school assignments with their child.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Cooperate with school administrators and teachers.
- Submit a signed statement that they understand and consent to the responsibilities outlined in this handbook.

Section 5 RIGHTS of CUSTODIAL and NON-CUSTODIAL PARENTS

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.
The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.
A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Section 6 COMPLAINT PROCEDURES

In any school the size of Mitchell Junior/Senior High School, it is inevitable that there will arise complaints on a number of subjects. If, and when these arise, part of the solution lies in following "chain of command" procedures in each case. Therefore, whenever a legitimate complaint arises, the following procedures are to be taken.
1. Schedule a conference with the staff person most immediately or directly involved in the matter.
2. Address the concern to the Principal if the matter is not resolved at Step 1.
A Complaint Form is to be filled out, describing the complaint in detail, signed (unsigned forms will not be considered) and returned to the Principal. If possible, the complaint should contain the date, time, and location the incident took place.
3. Address the concern to the Superintendent if the matter is not resolved at Step 2
4. Address the concern to the Board of Education if the matter is not resolved at Step 3.
Conditions Applicable to All Levels of Complaint Procedure
All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.
Hopefully, this procedure will help give every parent/student at MHS and the School District the opportunity to be heard.

Article 2 - SCHOOL DAY

Section 1 **DAILY SCHEDULE**

High School (9 Periods)

	Monday-Thursday	**Friday**	
AM - First Bell	7:45	AM - First Bell	7:45
1st Period	7:50-8:35	1st Period	7:50-8:18
2nd Period	8:38-9:33	2nd Period	8:20-8:58
3rd Period	9:36-10:21	3rd Period	9:00-9:28
4th Period	10:24-11:09	4th Period	9:30-9:58
Lunch	11:09-11:47	5th Period	10:00-10:28
5th Period	11:52-12:37	6th Period	10:30-10:58
6th Period	12:40-1:25	7th Period	11:00-11:28
7th Period	1:28-2:13	8th Period	11:30-11:58
8th Period	2:16-3:01	9th Period	12:00-12:28
9th Period	3:04-3:45	Lunch	12:30-1:00

Junior High (9 Periods)

	Monday-Thursday	**Friday**	
AM - First Bell	7:45	AM - First Bell	7:45
1st Period	7:50 - 8:38	1st Period	7:50-8:18
2nd Period	8:41 - 9:36	2nd Period	8:20-8:58
3rd Period	9:39 - 10:24	3rd Period	9:00-9:28
4th Period	10:27 - 8th@11:11 7th@11:13	4th Period	9:30-9:58
Lunch	11:11 / 11:13-11:52		
5th Period	11:55 - 12:40	5th Period	10:00-10:28
6th Period	12:43 - 1:28	6th Period	10:30-10:58
7th Period	1:30 - 2:15	7th Period	11:00-11:28
8th Period	2:17 - 3:02	8th Period	11:30-11:58
9th Period	3:04 - 3:49	9th Period	12:00-12:28
JH Intervention	3:49-4:15	Lunch	12:30-1:00

Junior High - Friday, Early Release & Late Start schedules are the same as the High School.

Section 2 **SHORTENED SCHEDULES**

	Early Release	**Late Start**	
AM - First Bell	7:45	AM First Bell	9:45
1st Period	7:50-8:22	1st Period	9:50-10:33
2nd Period	8:22-9:04	2nd Period	10:33-11:06
3rd Period	9:04-9:36	Lunch	11:06-11:46
4th Period	9:36-10:08	3rd Period	11:51-12:24
5th Period	10:08-10:40	4th Period	12:24-12:57
6th Period	10:40-11:07	5th Period	12:57-1:30
Lunch	11:12-11:54	6th Period	1:30-2:03
7th Period	11:54-12:26	7th Period	2:03-2:36
8th Period	12:26-12:58	8th Period	2:36-3:09
9th Period	12:58-1:30	9th Period	3:09-3:45

Section 3 **HALL PASSES**

During class time, students should be in classrooms receiving instruction from their teachers. With this in mind, hall passes will be administered at the teacher's **limited** discretion. Teachers will have their own, labeled hall/bathroom pass. A student must have

this pass with them if they are in the hall during the class period. Failure to comply will result in the loss of all hallway pass privileges. All teachers in the building will enforce this rule.

Section 4 JUNIOR HIGH - CLOSED CAMPUS / HIGH SCHOOL - OPEN CAMPUS

Junior High (7th & 8th Grade) will have closed campus during lunch and may not leave school grounds. High School (9th-12th Grade) students will have open campus during lunch. High School students that choose to leave campus during lunch are to exit/enter through the front doors of the high school. The Multi-Purpose Room, Foyer, and Weight Room doors are off limits for student use during this time. ALL Lunches are to be eaten at the Foyer or Gymnasium designated area with the exception of those who attend a school sponsored meeting or unless permission is granted from the Principal. High School students who choose to leave campus without transportation are reminded to walk on the sidewalks, utilize designated crosswalks and respect the property of others. Those who drive at lunch are encouraged to buckle up, drive cautiously and watch for pedestrians. Mitchell Public Schools is not responsible for students that are off campus before school, during lunch, or after school.

Section 5 GRAB AND GO BREAKFAST/SECOND CHANCE BREAKFAST AND HOT LUNCH

Breakfast and Lunch are served in the Jr/Sr High Foyer or gymnasium. Second Chance Breakfast is served by the teachers lounge between 1st and 2nd period. All meals may be paid for in advance, online through Infinite Campus, or pay as you go. The cost for breakfast is $3.00 for students' grades 7-12 and $4.00 for adults. The cost for lunch is $3.75 for students' grades 7-12 and $5.25 for adults.

"Grab and Go" Breakfast will be available in the foyer each school day at 7:35 a.m to 7:50 a.m. "Second Chance" Breakfast will be available at 8:35 a.m. on Monday-Thursday and at 8:58 on Fridays. Students are welcome to take this meal to class if time constraints do not allow them to eat in the foyer. **Getting a Breakfast is not an excuse for being Tardy!** NO "GRAB AND GO" breakfast, "Second Chance" Breakfast or lunch items are to be placed in student lockers. Students are asked to make sure that their trash and waste from these meals are thrown away properly.

NO OUTSIDE FOOD IS TO BE BROUGHT INTO THE SCHOOL WITHOUT PERMISSION FROM THE OFFICE.

MEALS MAY NOT BE CHARGED. Free and reduced price meals are available to students meeting federally established income guidelines. The lunch program accounting system is a prepay system, which means that you deposit money into your family lunch account, and as your student(s) eat, the meal charge is deducted from your family account balance. Payment can be accomplished in person/by students through the lunch room or online through Infinite Campus. Students may not charge against their family account if the account has a zero or negative balance. Notifications through Infinite Campus are sent when the balance is low. If the family account falls to a zero or negative balance, the school will send home a written notice of the account status and the amount owed. Additional contact will be made by the building principal or his/her designee. If the negative balance becomes (-$25), the student(s) will receive an alternative cold sack lunch until the lunch balance is positive. It is necessary to keep money in the family account so your children can continue to purchase against it. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Students are welcome to bring a sack lunch from home in a sealed lunch box. A microwave is available in the foyer for student use. The school requests that students take all of their lunch items home each day so as to not create an unhealthy environment with spoiled/dirty lunch items in their lockers.

Section 6
SUPERVISION RESPONSIBILITY BEFORE SCHOOL/AT LUNCH/AFTER SCHOOL
Arrival at School/Dismissal From School
Students are expected to arrive at school and leave school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of students.**

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**
Certain days on the calendar are "shortened days" ***(All Fridays are 12:30 release)***, meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal. *(Calendar - Page 3)*

Section 7 RELIGIOUS BASED EXCLUSION FROM A SCHOOL PROGRAM
Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.
In notifying the principal, the parents shall abide by the following:
1. The notice shall be in writing;
2. The objection shall be based on religious beliefs;
3. The objection shall state which activities or studies violate their religious beliefs;
4. The objection shall state why these activities or studies violate their religious beliefs; and
5. The objection shall state a proposed alternate activity or study.
The principal shall have discretion to make this determination. The factors the principal shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available principal-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation. Students who are allowed to be excluded from a program or activity which violates their religious beliefs may be required to do an alternate supervised activity or study.

Section 8 EMERGENCY CLOSING, SEVERE WEATHER and SCHOOL CANCELLATION
The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.
Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9pm using the "all call system" and for announcement during the 10 p.m. news. An early

decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made via the "all call system" and to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and the "all call system". Parents should have a plan in place to accommodate these circumstances.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exits, Tornado Warnings, and Critical Incident Response.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

Section 9 SCHOOL SAFETY - DRILLS

Please contact the administration with questions regarding school safety.

FIRE ALARMS, INTRUDER DRILLS, TORNADO DRILLS - BUILDING EVACUATION

FIRE DRILLS

No building is completely fireproof. Therefore, fire drills will be conducted, one each month, as required by Nebraska Law. The fire alarm calls for the immediate clearing of the building by ALL personnel. It shall be the duty of each teacher to dismiss students and see that doors are closed, and go with the students to the nearest exit and proceed to the sidewalk furthermost from the building. Students are to be quiet and orderly when leaving the building during fire drills. All persons are to clear building exits, stand back a safe distance from the building, and keep the streets clear. Any student who tampers with or sets off the fire alarm will be subject to suspension from school. Such a student and his/her parents may be required to meet with the fire chief and/or the fire department to explain his/her actions before readmission to school.

INTRUDER DRILLS

These drills are designed around "I Love You Guys" recommendations such as "AVOID, DENY, DEFEND". Students are encouraged to think about not only their personal safety while attending school, but public safety situations that they may encounter throughout their lives as well.

TORNADO DRILL

The Civil Service requires two tornado drills per year. When the whistle sounds, students and staff will walk to the east hallways. You will be instructed on proper procedures.

BUILDING EVACUATION

If the building has to be evacuated for any reason other than a fire drill, the following procedure will be followed:

- The instructor will escort students for that class period to the designated location.
- No student will be allowed to drive.
- No student will be allowed to go to his/her locker.

Section 10 LIBRARY POLICY

1. The library is open to all students and staff of MHS.
2. The library is available from 7:45 A.M. to 4:15 P.M.
   - The library or media center is an area where students can find a variety of materials to help in the preparation of lessons and special reports, or simply for enjoyment of the materials available. For more information regarding the library, please see the librarian.
   - Parents have the "opportunity" to be notified when their student checks out a book (Book title, author, due date) Parents are encouraged to contact the librarian if this is your wish.

Section 11 STUDENT PARKING

Students are to park in the MHS student parking lot. Only trucks/pickups are to park on the west side of the parking lot. Students are encouraged to use extreme caution while entering, parking and exiting the parking lot. Parking/driving infractions will result in disciplinary action and/or city police involvement. Students are requested to refrain from parking on the church lot South of the school. This is a private parking lot.

Article 3 - Use of Building and Grounds

Section 1 VISITORS

All visitors in the building (salesmen, parents, friends of students, etc.) must be directed to the office for clearance and directions. Parents are encouraged to visit the school provided that the visits do not disrupt the educational program, individual students, or create a safety concern. **Parent visits in active classrooms are limited to twenty minutes, one time per week**. Visits by students from other schools are not encouraged, except in special cases, and visiting students must receive a pass from the school office at least 24 hours prior to the visit.

Section 2 SMOKE/TOBACCO FREE ENVIRONMENT

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

Section 3 CARE OF SCHOOL PROPERTY

WHO OWNS THE SCHOOL? SURPRISINGLY YOU DO! Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone

pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses, or books must be paid for with your own family's money. *It is not enough that students should refrain from doing anything to increase this cost to your parents, neighbors, and yourself, but you must help protect the school by discouraging or reporting such activity by any others.* Students are responsible for proper care of all books, computers, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or to replace the item. Discipline Policy will be in effect.
Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing Cover(s)/Broken Back	Same as lost book
Loose Cover:	$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 4 LOCKERS/HALLWAY CAMERAS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination or key lock. Students may turn in a combination or extra key to the office secretary. All hallways are monitored by surveillance cameras. Students are expected to keep all books, etc. in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. **NO OUTSIDE FOOD IS TO BE BROUGHT INTO THE SCHOOL WITHOUT PERMISSION FROM THE OFFICE.** Food contained in sealed lunch boxes are acceptable in lockers as well as sealed water bottles (Water only). All other food items will be immediately thrown away if discovered in lockers.

Section 5 SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.
The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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

Section 6 POLICE QUESTIONING/COOPERATION

The school shall cooperate with any lawful exercise by any law enforcement agency or court. If such authority requires the interrogation or removal of any pupil from school, school officials shall immediately contact the parent or guardian of such pupil. The school will comply with any lawful subpoena or order issued under proper authority of any court. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the school setting, questioning will not take place without permission of the parents or guardian. Unless a parent or guardian specifically requests the principal or other school agent to be present during the interview, such presence is not necessary.

If a representation is made by an investigator that an interview is necessary to collect information concerning an allegation of abuse, neglect, or an offense involving a family relation and it is clear that obtaining parent consent would be impossible or counterproductive, the principal may allow the interview on school premises. In these situations, the principal or his/her agent should be present during the interview to ensure that the interview relates only to those matters specified by the law enforcement official.

If the investigation and the request for an interview relate to an incident that took place on school grounds and/or during school hours and/or during a school activity, it is not necessary to obtain the consent of the parents for an interview. In these situations the principal or his/her agent should be present during the interview to ensure that the matters inquired relate only to the incident that took place on school property or during school activity or something that is directly related thereto.

Section 7 VIDEO SURVEILLANCE

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

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

Section 8 USE OF TELEPHONE

USE OF THE OFFICE TELEPHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. Students shall obtain teacher permission in order to leave class to use the telephone. Office telephone use is not an excuse to be tardy to class.

Section 9 BICYCLES, SKATEBOARDS, SCOOTERS

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property. NO BICYCLES ON OR NEAR THE TRACK AREAS.

Skateboards and scooters are not allowed on school property from 7:00-4:15 daily. Skateboards and scooters are also banned ½ hour prior to and ½ hour after any activities held at the high school building. NO SKATEBOARDS OR SCOOTERS ON OR NEAR THE TRACK AREAS.

Section 10 STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping or ensure that the valuables are locked in a locker. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 12 ACCIDENTS

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

Section 13 LABORATORY SAFETY GLASSES

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 INSURANCE

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Near the start of the school year, a type of insurance covering students while they are at, or traveling to or from school, or participating in school activities(including high school football), is offered at a nominal cost. Membership is optional. Information pertaining to this offer will be given to all students at the beginning of the school year.

Section 15 BULLETINS AND ANNOUNCEMENTS

Daily announcements will be shared with staff and students every morning over the school intercom. All are responsible to pay attention to these announcements in order to be informed of school events.

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 16 COPYRIGHT AND FAIR USE POLICY

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are

created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Section 17 VENDING MACHINE/SNACK CENTER

Items may be purchased from the machines located in the foyer. No drink or food items may be taken into any classroom area unless the teacher approves on special occasions. **Upon discovery, *drinks and food items will be confiscated from persons and/or lockers and discarded*.** Students are asked to keep the school and grounds clean by placing empty cans/bottles and paper in proper receptacles. The State Board of Education resolution states no vending machine may be available for purchase on school premises ½ hour before the noon hour through ½ hour after the noon hour. WATER BOTTLES MAY BE TAKEN TO CLASSROOMS AND MUST BE SPILL PROOF!

Article 4 - Attendance

Section 1 ATTENDANCE POLICY

Regular and punctual attendance is one of the most important factors determining success or failure in school, and much of the real value of the educational process comes from the person-to-person relationships between teacher and pupil.

Nebraska State Statute and Board of Education Policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

A. **Excused Absences:** Absences should be cleared through the Principals office in advance whenever possible. In-person or phone conversation are preferred channels for communicating absences. Emailing office personnel is acceptable through their school email in the event that a phone conversation is not possible. An absence or tardy, even by parental approval may not be excused. All absences, except for illness and/or death in the family, require advanced approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed.
    1. Attendance at a funeral for a family member of the immediate family (parents, siblings, grandparents).
    2. Illness which causes the student to be absent from school.

3. Doctors/Dentist/Psychologist/Therapist/Orthodontist appointment(s) which require the student to be absent from school.
4. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
5. School sponsored activities which require students to be absent from school as a participant. (Non Participants - refer to "Attendance - Section 7)
6. Family trips in which the student accompanies parent(s)/legal guardian(s).
7. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter (2) reasons (6 & 7), depending on circumstances such as the student's absence record, the student's academic status, the tests or other academic projects which may be missed, and in case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

B. **Unexcused Absences:** An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

PARENTS ARE HIGHLY ENCOURAGED TO CALL WITH ANY QUESTIONS REGARDING ATTENDANCE POLICY BEFORE MAKING ASSUMPTIONS OF EXCUSED/UNEXCUSED ABSENCE. IT IS IMPORTANT THAT CLEAR AND TRANSPARENT COMMUNICATION TAKE PLACE IN ORDER TO MAKE INFORMED DECISIONS REGARDING UNEXCUSED ATTENDANCE AND ASSOCIATED CONSEQUENCES.

Section 2 EXCESSIVE ABSENTEEISM/TRUANCY

Excessive absenteeism is the failure to attend school for the minimum number of days established in the school calendar by the school board, with or without reasonable cause.
Compulsory Attendance is the Law!

- The Nebraska Department of Education defines poor attendance through a metric known as ***chronic absenteeism***, which is when a student misses 10% or more of their total enrolled school days (177 days / 17.7). This includes all combined absences —excused, unexcused, and suspensions. Missing this much school severely impacts a student's reading skills, academic achievement, and graduation rates. The state uses this rate to evaluate and classify school districts under its AQuESTT accountability system.
- Nebraska Statute 79-209 discusses County Attorney involvement in Truancy cases.
- School board policy 503.04 states that students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism.

Section 3 ATTENDANCE LETTER & MEETING

THREE DAY PER SEMESTER LETTER (Junior & Senior High)
At which time a student accumulates three days of undocumented/unexcused absences per semester, the Principal or designee will write the parent(s)/guardian(s) in order to clarify attendance expectations and consequences associated with excessive absenteeism/truancy. The letter is intended to foster collaboration in resolving potential attendance issues.

FIVE DAY PER SEMESTER LIMIT - COLLABORATIVE MEETING REQUEST (Junior & Senior High)
At which time a student accumulates more than five undocumented/unexcused absences per semester, the Principal will request a collaborative meeting with parent(s), student and the Guidance Counselor in order to address the barriers to regular attendance. The result of this meeting will be to reduce the identified barriers to improve regular attendance. The plan shall consider, but not be limited to:

1. Illness related to physical or behavioral health of a child.
2. Educational Counseling.
3. Educational evaluation.
4. Referral to community agencies for economic services.
5. Family or individual counseling.
6. Assisting the family in working with other community services.

Neb. Statute 79-209.3. The school may report to the County Attorney of the county in which the person presides when the school has documented the efforts it has made to establish a collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than twenty days or more of unexcused absences during the school year. The school shall notify the child's family in writing prior to referring the child to the County Attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the County Attorney. Nebraska Statute 79-209.4 states "Nothing in this section shall preclude a County Attorney from being involved at any stage in the process to address excessive absenteeism".

Section 4 10 DAY PER SEMESTER - ATTENDANCE LIMIT

High School students generally earn 5 credit hours toward graduation requirements per course, per semester. The 10 day attendance limit is established to validate effective learning and seat time expectations in each course. Family Death/Funerals, College Visits, Doctors/Dentist/Psychologist/Therapist/Orthodontist documentation verifying appointments submitted to office personnel serve as exceptions to the ten day limit. Parents are encouraged to call the Principal with questions regarding this policy and potential credit recovery considerations.

CREDIT LOSS - High School Students

CREDIT EARNED BY ABSENCES:10-Day Limit **(Summer Credit Recovery -Page 26)**

0-5 DAYS ABSENT----------5 CREDITS
6-8 DAYS ABSENT----------5 CREDITS
9-10 DAYS ABSENT----------5 CREDITS
11-13 DAYS ABSENT----------4 CREDITS
14-15 DAYS ABSENT----------3 CREDITS
16-17 DAYS ABSENT----------2 CREDITS
18-20 DAYS ABSENT----------1 CREDIT
OVER 20 DAYS ABSENT----------0 CREDITS

Section 5 20 DAY ATTENDANCE LIMIT - Junior High Students

Junior High students do not receive graduation credits. However the standard remains that students should not exceed 10 absences per semester. Any Junior High student that exceeds the 20 day attendance limit in a year will be recommended for retention in that grade. Parents are encouraged to review the "Retention Policy" (page 18) and "Junior High Requirements - Summer School" (page 26). Family Death/Funerals, College Visits, Doctors/Dentist/Psychologist/Therapist/Orthodontist documentation verifying appointments submitted to office personnel serve as exceptions to this 20 day limit. Parents are encouraged to call the Principal with questions regarding this policy and potential retention or summer school considerations.

Section 6 PARTICIPANT - ADVANCE MAKEUP FOR SCHOOL ACTIVITY

Students who miss school to take part in a school activity as a participant must obtain an advanced make-up form from the coach or sponsor. This white form must be signed in advance by each of the student's classroom teachers. **If the student attends the activity without turning in the completed assignment or without the proper signature, a zero could be issued for the assignment and the Principal and/or Activities**

Director may also determine that the student will miss the next activity that may or may not require a pre-arranged absence form.

Section 7
NON-PARTICIPANTS - ATTENDING SCHOOL ACTIVITIES DURING SCHOOL HOURS

1. Students will only be excused for **Nebraska Scholastic Activities Association** sanctioned **District or State** events and **Western Trails Conference** or **South Platte Valley Association** activities. The only exception to this rule is if a student must travel with family to a Mitchell High School regular season event, which is so far away in distance, that it is necessary to miss school in order to attend by the start time of that activity.
2. Parents must "call" the school and "speak" with office staff, advising of their consent of the student's absence. This should occur 48 hours prior to the absence.
3. The student must have the advanced make up slip completed and submitted to the office staff before leaving for the activity.
4. If advanced make up slips are not completed and submitted to the office, zeros will be given in all classes with no chance of makeup.
5. All excused absences even with advanced make up slips will count towards the attendance policy.
6. Parents are highly encouraged to call the school for clarification, prior to the event.

Section 8 SIGNING A STUDENT IN AND OUT OF SCHOOL

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent.

PERMIT TO LEAVE THE BUILDING

This form is used when it is necessary for students to leave the school grounds and is to be signed by the principal or designated authority. This form must be used at all times during the school day except for lunch and the end of the day. *The student must present this permit to their teacher and check out of the office prior to leaving*.
NO STUDENT IS TO LEAVE THE SCHOOL BUILDING DURING THE DAY WITHOUT PERMISSION FROM THE OFFICE. Requests to be dismissed from a class for out-of-school business should be rare. Students should make every effort to conduct non-school activities at times when it does not interfere with the regular school day. ***Students who become sick at school must contact a parent from the office and check out through the office before leaving school grounds.***

Section 9 PRE-ARRANGED ABSENCES (Granted by the Principal)

This form is used for pre-arranged absence for personal reasons not related to school. This form needs to be signed by each teacher indicating work has been completed in advance or arranged for completion.
Requests to be absent must be accompanied by a parent phone call to the Principal's office (623-2235) specifically stating the reason and length of time the student will be absent. *Requests for pre-arranged absences must be made at least TWO days in advance.* If students are going to be out of town, their parents or an approved adult must accompany them. The school administration will then decide if the absence is to be excused.
Students checking out of school early and not finishing the school year will have the days missed counted on the 10-day attendance policy. Any coursework not completed will be given a zero and counted in the semester grade.

Section 10 ILLNESS OR UNEXPECTED ABSENCE

If a student is to be absent from school for part or all of the school day due to illness or any unforeseen reason, the student's parent or guardian must call, or, if necessary, email via school email, the Principal's office (623-2235) by 9:00 a.m. that day. *Parents are expected to be transparent with reasons for the absence. The designation of "Personal" without some type of explanation can be construed as an unexcused absence.* Any absence that is not verified by a parent phone call will become an unexcused absence after 24 hours.

Section 11 RETURNING TO SCHOOL FOLLOWING AN ABSENCE

Following an absence, the student will report to their regularly scheduled classes. It is the responsibility of the student to check with teachers about make-up work immediately upon return to class. Students will have two days following an absence to complete assignments that were missed. Exceptions will be research projects, term papers, long-term projects, or deadline dates where teacher and class consensus will be met.

Office personnel will notify teachers if student absences are/or become unexcused. This communication between teachers and office personnel will be reciprocal when questions arise about attendance issues.

Section 12 TARDIES

Every four (4) tardies will be counted as a day's absence, which will be included in the ten (10) day absence limit. Students who are tardy (unexcused) for the first class in the morning and the first class after lunch will be required to serve a 30 minute detention on that day. See detention policy (page 48) for detention expectations. Excessive tardiness could be considered as truancy which could be reported to the Scottsbluff County Attorney.

Section 13 SENIOR COLLEGE VISITATION DAYS

Seniors are granted two college visitation days. This requires a meeting with the guidance counselor and the use of the orange advance make-up form. Additional college visitation days may be granted pending parental discussion with the Principal.

Section 14 ATTENDANCE REQUIRED TO PARTICIPATE IN ACTIVITIES

Students must attend school the half day before any scheduled activity in order to participate in the activity. This includes athletic or activity contests and practices. Failure to attend will result in the student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Article 5 - Scholastic Achievement

Section 1 GRADING SYSTEM

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

Mitchell Grading Scale		Conversion Table for New Transfer Students	
94-100	**A**	A+=98	C+=84
86-93	**B**	A = 96	C = 82
78-85	**C**	A-=94	C-= 78
70-77	**D**	B+=92	D+=76
69	**F**	B = 90	D = 70
TF	**Technical Failure**	B-=86	F=69

Each teacher will define the grading procedures to be used in their classes.

Section 2 GRADUATION REQUIREMENTS

Minimum credits - A total of 260 credits.

Course Requirements:

- **English** (4 years/40 Credits) Speech (Freshman)
- **Social Studies** (4 years/40 Credits) Geography (Freshman) World History (Sophomore) American History (Juniors) and American Government (Seniors)
- **Mathematics** (4 years/40 Credits)
- **Science** (3 years/30 Credits, 9th, 10th, & 11th Grade) Earth Science (Freshman), Biology (Sophomores) Elective Science (Juniors)
- **Fine Arts** (2 years/20 Credits) Art, Chorus, Band, Foreign Language
- **Physical Education** (2 years) 9th Grade P.E.
- **Business/Financial Literacy** – 20 Credits (2 years – Computer Science & Technology (Freshman) and Personal Finance (Juniors)
- **Career Leadership/College & Career Readiness** (Seniors)
- **Community Service** (Junior/Senior Year) 15 Total Documented Hours (Summer Included) *(Policy & Procedures can be found at mpstigers.com/Jr.Sr. High/Departments/Counseling)*
- **Job Shadow/Internship** (Senior Year) 15 Total Documented Hours (Summer Included) *(Policy & Procedures can be found at mpstigers.com/Jr.Sr. High/Departments/Counseling)*
- ***FAFSA*** (Senior Year) - Each student shall complete and submit a free application for Federal Student Aid (FAFSA) prior to graduation unless the required opt-out form is submitted by either: 1) the parent or legal guardian; 2) the Principal, if the Principal determines good cause exists for not requiring the student to complete the FAFSA; or 3) an emancipated student or a student of at least 19 years of age. (Neb.Rev. Stat. 79-729)

The Staff and Administration strongly urge all students who are college bound to take four years of Math, Science, English, History, and Foreign Language. Once set on a subject area course path, the student must continue on that path unless a teacher recognizes academic challenges and suggests such action. (Example: Geometry, Algebra II, College Algebra, College Trig/College Stats; Earth Science, Biology, Chemistry) Parents are encouraged to contact the Principal if they feel that there is a legitimate reason to interrupt this established course path.
Individual students will not be allowed to graduate before their class and must attend school during the semester of graduation.
Students who have attended Mitchell High School their senior year and do not meet the requirements for graduation have the option of endeavoring to work out special programs in their fifth year to complete work for a diploma with the building Principal.
Students who have not met the graduation requirements set by the Mitchell Administration and Board of Education will not be allowed to participate in the graduation ceremonies.
Transfer students who do not have the opportunity to meet graduation requirements of Mitchell High School, due to academic circumstances, may have their schedules adjusted by administration in order to meet graduation requirements. Past academic performance will be the determining factor concerning this matter.

Section 3 COLLEGE & CAREER PLANNING

All Mitchell High School students will develop a College/Career Planning Portfolio from the beginning of their freshman year through their senior year of high school. Each year all high school students will be assigned a class advisor that will guide them through Education Quest, Nebraska Career Connections, etc. in order to develop a college/career plan. The students explore career opportunities/trade schools/colleges, take interest surveys, develop a resume, a 4 year coursework plan, learn to budget for college, learn about financial aid scholarships and student loans, understand the Pre-ACT and the ACT, etc.. It is our hope that this opportunity creates an environment in which our students develop a clear pathway to the career of their choice while helping them to acquire the skills and coursework necessary to be successful in doing so.

Section 4 STUDENT CLASSIFICATION

10th Grade -Two semesters of attendance and minimum of 65 semester hours.
11th Grade -Four semester of attendance and minimum of 130 semester hours.
12th Grade -Six semesters of attendance and minimum of 195 semester hours.
Graduate **-**260 semester hours and eight semesters of attendance.

Section 5 RETENTION POLICY

When considering retention the following areas will be reviewed:

1. The student's attendance.
2. The student's ability.
3. The student's actual achievement level and the reason for failure.
4. The student's age.
5. The opportunity to repeat courses at the next grade level in junior or senior high school.
6. The pros and cons of repeating the grade. In those instances when a child's educational needs demand that he/she be retained, the child's parents or guardian shall be notified and a conference will be held with the building principal and guidance counselor. Parents are requested to indicate in writing their agreement or disagreement with the recommendation for retention. As stated in school board policy 0611.02, the final decision regarding retention lies with the principal.

Section 6 DROPPING OR ADDING SUBJECTS/COURSES

Students may drop or add subjects only during the first week of each semester. Students may not drop, discontinue, or add subjects without the permission of the principal with input from the guidance counselor, subject to the following conditions:

1. Must have approval of parents.
2. Consultation with the instructor of the subject to be dropped or added.
3. A student who enrolls in a subject that runs for two semesters will be expected to complete the course. However, if a student decides to drop a course after the first week of the semester, he/she will receive a failure for the semester and he/she will be reassigned for the remainder of the semester. If the class meets for a full year, the student will receive a technical failure grade for the entire year, which will be included in the academic average. To drop or add a subject, the student should secure the proper card from the counselor and follow the above procedure.

Section 7 HIGH SCHOOL CREDITS

All subjects requiring daily recitation, oral and written preparations, written examinations and meeting for eighteen weeks during the regular school day, yield five credit hours per semester. Those classes or activities, which meet less than the required days in a week or require little or no outside preparation, are evaluated on a separate scale. Junior and senior students may substitute a college level course for a high school course (Dual Credit) if approved by the school administration.

Section 8 MID-QUARTER REPORTS

Parents will be notified if students are having academic difficulties/successes at the middle of a grading period. Students and parents can observe grades at any time by accessing the Infinite Campus website. To gain access to Infinite Campus, parents/students should see the Mitchell Public Schools Technology Director. (See Calendar, page 3 for Mid-quarter Report schedule.)

Section 9 REPORT CARDS

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. (See Calendar, page 3 for the report card schedule.)

Section 10 INCOMPLETE GRADES - END OF QUARTER

A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. Students with Incomplete grades may not be included in the publication of the Honor Roll. No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter.

Section 11 PARENT - TEACHER CONFERENCES

Some of the information that teachers and parents need to share can be communicated best in parent-teacher conferences. All students are encouraged to attend PTC with their parents. High School students/Parents are encouraged to meet with their class Advisor to discuss career planning/portfolios. The school provides two scheduled conferences each year and others can be arranged as required or requested. Parent-teacher conferences are scheduled on October 11 and 12, 2023, and again on February 14 and 15, 2024.

Section 12 HONOR ROLL CLASSIFICATION

Superintendent's Honor Roll- Students with A's in every class.
A Honor Roll - Students with an average of 94% or higher.
B Honor Roll **-** Students with an average of 86% - 93.9%.
HIGH SCHOOL HONOR ROLL QUALIFICATIONS

1. Must be enrolled in a minimum of 5 academic classes which meet 5 days a week.
2. If students receive an F in any class, or lose credit due to attendance issues, they are not eligible for the Honor Roll.
3. Those with "Incompletes" may not be included in the Honor Roll publication.

JUNIOR HIGH SCHOOL HONOR ROLL QUALIFICATIONS

1. Must be enrolled in a minimum of 5 academic classes which meet 5 days a week.
2. If students receive an F in any class, or surpass the attendance limit, they are not eligible for the Honor Roll.
3. Those with "Incompletes" may not be included in the Honor Roll publication.

Section 13 ACADEMIC LETTER REQUIREMENTS

Students at Mitchell High School may earn an academic letter by meeting the following requirements:

A) The Student must complete at least five core classes per semester to be eligible for the academic letter. "Senior Plan" participants must complete at least four core classes per semester to be eligible for the academic letter. Class listings illustrate those core classes.

Math: Algebra I, Geometry, Intermediate Algebra, Algebra II, Technical Math, College Trigonometry, College Statistics, Intermediate College Algebra, College Algebra, College Calculus

Science: Earth Science, Biology, Environmental Science, Chemistry, Anatomy/Physiology, Physics, Animal Science

English: English/Speech 9, English/Speech I, English 10, English II, English 11, English III, English 12, Composition I, Composition II, Advanced Writing/Journalism

Social Studies: World History, Geography, American History, Economics/Psychology, American Government

Misc.: Accounting I,II, Art I,II,III,IV, Career Leadership, College & Career Ready, Intro to Business, Computer Science & Technology, Entrepreneurship & Marketing Management, Personal Finance, Digital Media & Media Production, Ceramics I,II, Intro to FCS, Intro to Design, Fundamentals of Nutrition & Culinary, Nutrition, Family Pillars, Interpersonal Relationships, Child Development, Food Science, Spanish I,II,III,IV, Intro to Skilled and Technical

Sciences, Welding, Metals & Fabrication, Manufacturing Processes-Woods I, Manufacturing Production-Woods II, Advanced Woods, Intro to Agriculture, Farm & Ranch Management, Livestock Management & Ag Business, Wildlife & Natural Resources, Plant Science, Veterinary Science, Precision Agriculture, Small Engines, Computer Science, Robotics, College Robotics, Introduction to Teaching & Coaching, ETC..

B) A student must have a minimum academic semester grade point average of 94.0%.
C) A student may have no semester grade at, or below 85.0% for those semesters being counted.
D) A student must maintain these standards for two consecutive semesters.
E) Academic letter recipients will participate in the "Academic Dinner" and will be recognized at Honors Night.

Section 14 HIGH ABILITY LEARNING PROGRAM (HAL)

Students can qualify for the HAL program by scoring in the 95th percentile in one or more subject areas of the Northwest Evaluation Association – MAP tests for two consecutive tests (Fall and Spring) or by teacher recommendation. Students who qualify may enter the program at the beginning of the following semester. Students must have parental permission in order to enroll or drop from the HAL program.

Students must meet the following standards in order to maintain their HAL program eligibility:

1. The student must not appear in two or more classes on the weekly eligibility list more than one week in a semester.
2. The student must not fail a course for the semester.

If a student does not meet HAL standards, the student will be dropped from the HAL program at the end of the semester. Once the student is dropped from HAL, the student must meet the requirements during the immediately preceding semester in order to re-enroll.

Section 15 NATIONAL HONOR SOCIETY

To be eligible for membership consideration, students must have a cumulative grade point average of at least 94.00%. Additionally, potential members must meet high standards of leadership, service, and character. The faculty council evaluates members of the senior class, junior class, and sophomore class. Leadership is based on the student's participation in community service, school activities (3), or election to an office. To comply with National bylaws, the student must be active in Chapter service projects and complete one individual service project each year. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Faculty council screens students. Neither the National Honor Society Faculty Council nor the reasons for not being inducted into the Society will be revealed to a student or parent. Members must maintain these high standards as established by the National Honor Society.

NHS Members serve as 7th Grade Mentors, assisting with the transition into middle school, providing academic and social support for assigned mentees. NHS students also serve as academic tutors to struggling students, supervised by the NHS faculty advisor.

Section 16 ASSIGNMENT POLICY

MITCHELL JR/SR HIGH ACADEMIC MISSION STATEMENT:

"EVERYONE AT MITCHELL JR/SR HIGH IS RESPONSIBLE FOR LEARNING!" (Administration, Teachers, Parents and Students) "ASSIGNMENTS ARE NOT OPTIONAL!"

STUDENT COMMITMENTS

- Complete all assignments on time.
- Use school time productively.

- ➲ Use time outside of school to study and to complete assignments.
- ➲ When absent, check with teachers about make-up work immediately upon return to class.
- ➲ Proactively communicate with your teachers.
- ➲ Ask for a study hall pass.
- ➲ Make arrangements to see teachers before school, at lunch, or after school.

TEACHER COMMITMENTS

- ➲ The purpose of assignments will be identified and articulated.
- ➲ Students will receive opportunities to practice material before the assessment.
- ➲ Teachers will teach to objectives and show evidence that the students learned.
- ➲ When assessment illustrates that students have not learned the material, teachers will re-teach.
- ➲ Feedback should be given on all assignments.
- ➲ Teachers will communicate with parents.
- ➲ Positive feedback will be given to students.

PARENTAL COMMITMENTS

- ➲ Provide an uncluttered, quiet place for your child to study.
- ➲ Set a homework schedule that accommodates each week's particular activities.
- ➲ Parental involvement in assignments should be kept to a minimum. Do not complete assignments for the student.
- ➲ Encourage
- ➲ Motivate
- ➲ Prompt
- ➲ Allow students to practice assignments independently.
- ➲ Communicate with teachers about concerns.

ADMINISTRATION COMMITMENTS

- ➲ Provide delivery of student lunches for student-instructor noon sessions.
- ➲ Provide incentives for students who have not been on the eligibility list for the entire nine weeks.
- ➲ Provide students who are on the eligibility list an opportunity to work on the missing/late assignments during assemblies, etc.

ASSIGNMENT POLICY INTERVENTIONS

- Eligibility will be used to determine students who have need for individual classroom assignment policy interventions.
- Student's name will be written on the whiteboard when assignments are missing.
    - No privileges.
    - No passes.
    - No free time.
- Students with missing work will be required to attend work sessions.
- Communication with parents will be used.
- Late Work Policy
    - Teacher has the right to give full credit at any time.
    - Late Work
        - 1 day late = grading begins at 80% of total grade.
        - 2 days late = grading begins at 70% of total grade.
        - After two days, a determination as to why the assignment is not being
            - completed must be identified and documented.
- When a student fails to meet his/her obligations as outlined by the instructor, the teacher discipline referral procedure will be followed.

Section 17 WEEKLY ELIGIBILITY POLICY

ELIGIBILITY STANDARDS

All students at Mitchell Junior/Senior High School, participating in all extra or co-curricular activities of the school must meet the weekly eligibility standards as well as NSAA guidelines.

1. Accumulative course grades will be posted in Infinite Campus on Tuesday of every school week.
2. The names of students who have grades below 70% will be distributed to all teachers on Wednesday morning. Those who have two or more grades below 70% are considered ineligible. The first time a student will be placed on probation for that week. Each high school student will be placed on probation only once per school year; each junior high student will be placed on probation once a semester; each time thereafter the student will be ineligible.
3. Those students determined to be ineligible for the week will not be allowed to compete, perform or represent the school in any extracurricular activity during the week of ineligibility until they have worked their way off the list as approved by the administration. *A week is considered Wednesday through Tuesday*. Ineligible students are expected to practice with their activity groups.
4. Teachers will sign up students for intervention ONLINE based on need and ELIGIBILITY. (High School/9th Period) (Junior High Intervention/3:45-4:15)
5. High School Study Hall/Intervention (9th Period) – All 9th Period teachers will review the online sign-up form and send affected 9-12 students to the appropriate teacher with a written pass. This shall occur during the first 3-7 minutes of the 9th Period. Students will have 3 minutes to arrive at their assigned study hall. If late, the time will be made up after school. Teachers have every right and are encouraged to keep students after school when work is late or missing or in the event that any student does not comply with study hall expectations. Failure to comply will result in a disciplinary referral.

   Junior High Intervention (3:45-4:15) – All Junior High Intervention teachers will review the online sign-up form and assure that all Junior High students are attending intervention with the appropriate teacher. Any student that fails to attend shall be referred to the principal immediately.
6. ASSIGNMENT POLICY - STUDENT COMMITMENTS and INTERVENTIONS WILL BE ENFORCED. (Student Handbook page 20&21)
7. **STUDY HALLS/INTERVENTIONS ARE TO FOCUS ON ACADEMICS.**
8. The list of ineligible students will be subject to review by the principal, guidance counselor, and teachers.
9. Eligibility standards **do not** apply for dances or Prom, except for prom servers.
10. Eligibility standards do not apply for tryouts.
11. The following areas will not be under the full jurisdiction of the weekly ineligibility list.

    Students who are in band or chorus will be able to perform at MHS school music activities as long as the activity is held at the Mitchell Schools. Examples of this are Fall Concert, Christmas Concert, and Spring Concert. *Any performance outside of the Schools or hosted by Mitchell such as Conference, District or State contest, and special performances such as pep band, jazz band, show choir, marching band, and musical will still follow the weekly ineligibility list.* These rules and regulations do not supersede other school policies.

Section 18 ACADEMIC INTEGRITY

A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Contributing to these behaviors is also a violation. Sanctions will be imposed against students who engage in such conduct.

B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. **"Cheating"** means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

(a) **Tests** (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) **Papers** (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the

student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting the Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) **Alteration of Assigned Grades**. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. **"Plagiarism"** means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(1) **Failure to Credit Sources**: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) **Falsely Presenting Work as One's Own**: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. **"Contributing"** to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Section 19 Assessment Information

All 7th and 8th grade students take AimsWEB Reading and Math tests in the Fall, Winter and in the Spring to "progress monitor" in Reading and Math. This information is used to identify those students who would benefit from Reading and Math intervention.

All 7th and 8th grade students take Nebraska State Accountability (NSCAS) assessments for Math, Reading, and Science in the spring. This assessment data is utilized to compare schools in Nebraska and complies with federal education requirements.
All 7th-11th grade students are assessed in the Fall and Spring in Reading, Math, and Science (NWEA - MAPS Growth). This is a norm referenced test which compares students to other students in the same grade level across the United States. This test provides data regarding student growth through the school year.
All 11th grade students take the ACT in the Spring to comply with Nebraska State Accountability (NSCAS) assessments for Math, Reading, Science, and Writing. This assessment data is utilized to compare schools in Nebraska and complies with federal education requirements.
Parents will be informed accordingly of any other assessments requested by the Nebraska Department of Education or the U.S. Department of Education.
Parents can opt their students out of these assessments by contacting Michelle Peters, Assessment Director, Mitchell Public Schools.

Section 20 FINAL EXAMS - SEMESTER TESTS

Junior High & High School

The Semester Final Exam incentive program allows students to earn the ability to *not* take final exams at the end of each semester. The semester exam is worth 15% of their overall grade for that particular semester. Seniors will not be required to take semester tests the 2nd semester. For an incentive to maintain good attendance, grades and behavior, Mitchell Jr/Sr High School has implemented a practice where students can be eligible to *not* be required to take the semester final exams. These students must meet all of the following criteria:

- Be absent for no more than 3 days per course in a semester.
- Finish the semester with a minimum of 78% (C average) in the course.
- Must not have served a suspension or expulsion.
- Must not have a "personal device" infraction.

Section 21 JUNIOR HIGH REQUIREMENTS - SUMMER SCHOOL

Junior high students (7-8) must pass a minimum of six (6) academic subjects (English, Math, Science, Social Studies, Reading) for the year (three per semester) and comply with the 20 day attendance limit (page 16) to be considered for advancement. Social promotion may be considered after a conference with the principal, parents, and the student. These students may be placed on probationary status for one full semester. Failure to maintain passing grades during the probationary period will result in a change of enrollment, back to the previous grade, for the remainder of the school year. If summer school is offered, junior high students could be required to attend if grades indicate a need for remediation or attendance with successful participation could remediate attendance issues resulting in retention.

Section 22 HIGH SCHOOL REQUIREMENTS – SUMMER CREDIT RECOVERY

Typically, students are required to retake failed courses during the next available semester with the teacher before credit recovery is considered. At the discretion of the Principal, high school students may attend summer school in order to recover credits for failed courses. Credit recovery will be based on (at or near) perfect attendance and completion of all assignments and assessments with at least 80% proficiency. The student will be completing coursework from Odysseyware Online. There may be additional coursework as assigned by the regular education teacher that, if assigned, will need to be completed at 80% proficiency as well. Poor attendance and behavior will result in immediate removal from the summer credit recovery opportunity. NEVA courses may also be available through the ESU#13 VALTS program.

Those students who have lost credits due to surpassing attendance limits will be offered Odysseyware Online coursework for credit recovery. In order to recover credit(s), the student must complete five lessons with 70% passing marks on all lessons for each credit. (Example: 1 credit / 5 lessons, 2 credits / 10 lessons, 3 credits / 15 lessons, etc.)

Section 23 ACT TESTING DATES

ACT TEST DATES: See Guidance Counselor for registration assistance and deadlines.
www.actstudent.org School Code: 281-530

Test Date	Registration Deadline	Late Deadline
September 19, 2026	August 14, 2026	September 1, 2026
October 17, 2026	September 11, 2026	September 29, 2026
December 12, 2026	November 6, 2026	November 29, 2026
February 27, 2027	January 22, 2027	February 9, 2027
April 10, 2027	March 5, 2027	March 23, 2027
June 12, 2027	May 7, 2027	May 25, 2027
July 10, 2027	June 4, 2027	June 22, 2027

Section 23 VALEDICTORIAN/SALUTATORIAN

Mitchell Public Schools awards one Valedictorian Award and one Salutatorian Award. This award is based on cumulative percentage Grade Point Average through grades 9-12. To be eligible for either the valedictorian or salutatorian award, the student must have attended Mitchell High School for a minimum of four (4) full semesters including the two semesters of the senior year (twelfth grade).

Article 6 - Admission/Registration

Section 1 ADMISSION TO MITCHELL JUNIOR/SENIOR HIGH SCHOOL

In accordance to Ne. Rev. Stat. 79-214 (7-009.01 – 7-009.04) upon entry to school all 7th grade students and transfer students (any grade) from out of state are required to submit current immunization records and evidence of a physical exam, by a physician, physician assistant or advanced practice registered nurse-nurse practitioner within the six months prior to the entrance. As well, in the case of a transfer student (any grade) from out of state is required to submit evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse-nurse practitioner, or an optometrist within six months prior to the entrance. No such physical examination shall be required of any child whose parent or guardian shall object thereto in writing. The cost of such a physical shall be borne by the parent or guardian of the child who is examined. Students who have satisfactorily completed the eighth grade of Mitchell Jr. High School or another accredited school will be accepted. Full standing of students from other schools shall depend upon the receipt of transcript of credits from the previous school attended.

Neb Rev. Stat. 79-214:

7-009 Physical Examination and Visual Evaluation Requirements for School Entry

7-009.01 Physical examination by a physician, physician assistant, or advanced practice registered nurse-nurse practitioner within the six months prior to the entrance of a child into the beginner grade and seventh grade, or in the case of a transfer from out of state to any other grade of the local school, is required. Either a completed, signed, and dated physical exam report, or a printed or typewritten form signed by a qualified examiner indicating that a physical examination was administered on a specific date within the previous six-month period on a specifically named individual, provided to the school by the parent/guardian, constitutes sufficient evidence of compliance.

7-009.02 Visual evaluation by a physician, a physician assistant, an advanced practice registered nurse-nurse practitioner, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of a transfer from out of state, to

any other grade of the local school, is required. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The visual evaluation report inclusive at a minimum of the specific tests named above, signed and dated by the qualified examiner, provided to the school by the parent/guardian constitutes sufficient evidence of compliance.
7-009.03 – 7-009.04 No such physical examination or visual examination as described in 7-009.01 and 7-009.02 is required of the student whose parent/guardian submits a written statement of objection to the school.

IMMUNIZATIONS - Nebraska Statute 79-214 through 79-223
All Students must furnish one of the following to school officials:

- Proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- A signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment.
Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.
Students who are exempt from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Section 2 REGISTRATION

1. All students in grades 7 - 11 are required to take nine classes. Juniors and Seniors may be a Student Aid for one class, but must have a total of nine classes.
2. ***Senior Education Plan***
   Seniors in good academic standing (minimum of 200 credits entering 12th Grade) may participate in the Senior Education Plan which allows seniors to register for a minimum of six classes. These students may use their remaining school time to take correspondence courses, distance learning courses, online courses, college or dual credit courses, work release, internships, observations, etc. A parent signature is required to participate in the Senior Education Plan. Students who would like to participate in this plan should contact the Principal and/or Guidance Counselor for requirements and procedures. Seniors who participate in the Senior Plan may not enroll as a Student Aid.
3. Changes in registration should be taken care of prior to the day classes begin. These changes will be made only for sound educational purposes. NO changes will be made after the first day of classes. In extreme cases, changes will be made on the second day. These will be made only with the approval of the Principal or Guidance Counselor. A drop and add slip must be filled out and signed by all parties concerned.
4. High school students who have failed required classes the previous year must make up the classes the next year.
5. Any student expelled/suspended from another school will not be allowed to enroll in Mitchell Public Schools until the expulsion/suspension period has been enforced/fulfilled from the previous school.
6. Once set on a subject area course path, the student must continue on that path unless a teacher recognizes academic challenges and suggests such action. (Examples: Geometry, Algebra II, College Algebra, College Trig/College Stats; Earth Science, Biology, Chemistry) Parents are encouraged to contact the Principal if they feel that there is a legitimate reason to interrupt this established course path.

Section 3 STUDENT ASSISTANTS

Juniors and seniors who have qualified for the A/B Honor Roll in the preceding semester are eligible to apply for a student assistant position. Interested students should contact the guidance counselor or the principal for information. All Student Assistants will receive 2 credit hours per semester. These grades are not counted toward cumulative G.P.A. *Students who do not fulfill their obligations as student aid will be reassigned to another class.*

Section 4 COURT ORDERS REGARDING CUSTODY OF CHILDREN

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian and/or affecting who a student can be released to, the custodial parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Section 5 LEGAL GUARDIANSHIP

Mitchell School District #31 resident students and option-enrollment students may enroll as students in Mitchell Public Schools. All students who are enrolled at Mitchell Public Schools must reside in the District or have completed the option enrollment process or students will be asked to attend their resident District. Special cases may be brought before the Mitchell Board of Education for appeal. Students whose legal family and residence are not located within School District #31, who desire enrollment in the Mitchell Public Schools, must have proof of Legal Guardianship of the resident of the Mitchell School District with whom the student has established residency. Nebraska law allows for a parent or legal guardian of a minor child to designate, for brief periods of time, another adult to make important decisions that the parents would ordinarily make on behalf of their children. Temporary Delegation of Parental Power forms are available at the office of the principal for people who wish to grant authority over a child to another person for a limited period of time.

Section 6 HOME SCHOOL ENROLLMENT/PARTICIPATION

The Nebraska Legislature enacted LB 943 which allows part time enrollment and participation in extracurricular activities. A resident student who is enrolled in an accredited private school or home school may enroll in at least five credit hours per semester in order to participate in extracurricular activities. The student may enroll in more than one Public School course if they choose to do so. This enrollment requires the student to meet all academic standards (for the course(s) enrolled) and activity requirements and expectations that are expected of any student enrolled in public school including the weekly eligibility standards and the compulsory attendance law. The Home School will be responsible for setting the standards for satisfactory academic performance for a student from the school to participate in extracurricular activities (For the Home School Courses) and must provide assurances of compliance with the academic standards. The student must meet all eligibility requirements of the Nebraska Scholastic Activities Association as well in order to be eligible for participation. This includes, but is not limited to the age requirement and the 20 hour/academic success during the previous semester requirement. Five of the 20 credit hours must have been completed at an accredited public or private school affiliated with the NSAA as a member school. Participation in extracurricular activities may not entitle a student to transportation, except to and from practices and events to the same extent as public school students participating in activities, or transportation reimbursement.

Section 7 OPTION STUDENTS

The Nebraska Option Enrollment Program allows students to attend a school other than the school in their resident district. Option students wishing to enter Mitchell Public Schools must apply and have the necessary applications and approval forms submitted to the

Superintendent prior to enrollment. These forms may be obtained from the Superintendent's office.

Section 8 FOREIGN EXCHANGE STUDENTS

It shall be the policy of Mitchell Public Schools to allow a maximum of four (4) foreign exchange students to be enrolled as full-time students in the Mitchell Public School's secondary program. Foreign exchange students will be allowed to participate in graduation ceremonies and will receive a Certificate of Attendance.

Enrollment will be determined by the following criteria:

1. The sponsoring organization must be listed and approved by the Council of Standards for International Educational Travel and Exchange Programs.
2. Written acceptance from the Mitchell Public School principal prior to confirming assignment of the student to a host family.
3. The student must be enrolled in their home school on a grade/class equivalent to the Mitchell Secondary School senior year level.
4. The student must be sixteen to nineteen years of age. Applications will be determined on a first-come basis for selection.
5. The exchange program must be approved by NASSP.

Mitchell School District will not assume any financial responsibility of or for any participant in the exchange program.

Section 9 STUDENT FEES POLICY

The Board of Education of Mitchell Public Schools has adopted a student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. This policy is available upon request at the Jr/Sr High School office.

Section 10 WNCC COLLEGE COURSES

MHS juniors and seniors can take courses at WNCC with certain restrictions:

1. That the class you would like to take does not conflict with your schedule or master schedule.
2. Required classes must be taken from MHS in order to meet graduation requirements and credits.
3. One class per semester during the day may be taken; additional courses with administration approval.
4. All MHS students taking a class must have written approval from the administration and counselor.
5. Tuition and fees: The COMPASS Test must be taken or ACT Score must be reviewed before Math and English will be approved.
   One credit hour = NO TUITION, not including books, etc.
   Three credit hours = NO TUITION, not including books, etc.
   All fees will be paid directly to WNCC.

Section 11 DROPPING OUT OF SCHOOL

NE Statute 79-202 Any person who has legal or actual charge or control of a child who is at least sixteen years of age but less than 18 years of age may, BY WRITTEN REQUEST, withdraw such child from school before graduation and be exempt from the mandatory attendance requirements of 79-201 IF AN EXIT INTERVIEW IS CONDUCTED and the WITHDRAWAL FORM IS SIGNED AS REQUIRED and/or if a signed notarized release form is filed with the Commissioner of Education (HOME SCHOOL).

Article 7 - Support Services

Section 1 ACADEMIC SUPPORT FOR ALL STUDENTS

All teachers are available for academic support from 3:45-4:15 p.m. on Monday-Thursday and from 12:00-12:30 p.m. on Friday. In the event that a teacher is absent or in a meeting, students are encouraged to see another teacher in that curricular subject to receive assistance. National Honors Society members also serve as tutors for their fellow students. Please Contact the NHS sponsor in order to get started.

Section 2 SPECIAL EDUCATION SERVICES

What Does Special Education Mean?

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

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not

disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.
Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

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

CHILD FIND PROGRAMS

Child find is a community-wide effort to provide opportunities for children with disabilities. Parents, educators and members of the medical community take part in the program to locate children who may have a disability.
Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech/language skills
- Motor skills
- Thinking skills
- Emotional/social skills

Child Find provides developmental screening and, when appropriate, a comprehensive, multidisciplinary evaluation for children from birth to kindergarten age.
If you live within the Mitchell School District and have, or know of a child who may have a disability, contact the Special Services Director at 623-2235 (high school) or 623-2828 (elementary).

GRADUATION REQUIREMENTS FOR STUDENTS WITH DISABILITIES

At the IEP meeting of the year a child turns 14 (or before if the team determines appropriate), one of the following three graduation options will be selected for each student with a verified disability. The option selected will be reviewed at subsequent annual I.E.P. meetings and revised if necessary.

Option 1 A student completes a standard course of study based upon meeting all requirements for graduation and IEP/Transition goals. The student would be eligible to receive a signed, regular diploma and participate in the graduation ceremonies.

Option 2 A student completes the standard or modified course of study, but not the IEP/Transition goals. The student may participate in graduation ceremonies with his/her peers without receiving a signed regular diploma. The student may continue to receive services and supports from the school district until the IEP/Transition goals are met or until the student completes the school year in which he/she reaches the age of 21. At this time the student will receive a signed regular diploma.

Option 3 A student completes his/her IEP/Transition goals, but not the standard course of study. When a student's disability prevents him/her from completing the standard course requirements for graduation, the IEP team must identify IEP/Transition goals for graduation that are consistent with the student's individual needs. Upon completion of those goals, the

student will be allowed to graduate with a signed, regular high school diploma. A student may elect to participate in graduation ceremonies with peer classmates or upon completion of their course of study.

GRADUATION CONSIDERATIONS:

- Graduation plans must be a part of all IEPs for students 14 and over. Graduation should be considered in the development of the course of study and reviewed annually.
- The receipt of a signed regular diploma terminates the service eligibility of students with special education needs.
- All diplomas awarded by a school district must be identical in appearance, content, and effect except that symbols or notations may be added to individual student's diplomas to reflect official school honors or awards earned by students.
- A student who receives a certificate is eligible to continue receiving special education services until receipt of a signed regular diploma or until the end of the academic year in which the student turns 21.

At the exit IEP meeting, the IEP team will review and document that all requirements for receipt of a signed regular high school diploma have been met.

Section 3 STUDENT ASSISTANCE TEAM / NeMTSS / 504

District staff may refer struggling students to the Student Assistance Team (SAT). During Student Assistance Team meetings, the team may consider appropriate educational strategies and needed classroom accommodations for the student. Struggling students that have a physical or mental impairment that substantially limits a major life activity may be eligible for needed accommodations, modifications, or other services under Section 504 of the Rehabilitation Act of 1973. Students, Parents, and Teachers are all responsible for communicating about any issues that are affecting the student's performance at school in order for the school to assist the student appropriately. Parents can view Section 504 - Parental Rights under "State & Federal Programs" page 65.

Section 4 GUIDANCE SERVICES

The purpose of the Guidance Department of Mitchell High School is to help students derive a degree of self-direction or set of personal goals and to assist in the attainment of these goals. Specific practices, which directly or indirectly relate to this purpose, include the following:

1. Counseling with regard to personal problems.
2. Helping students derive post-high educational and/or vocational plans based upon measured abilities, aptitudes, and interests.
3. Helping students plan high school programs, which are pertinent to future educational/vocational plans.
4. Maintaining testing programs designed to yield objective data relating to student abilities/aptitudes.
5. Providing information about post-high schooling, careers, and occupations to students and faculty.
6. Seeking financial assistance for students planning to pursue post-high education.
7. Counseling parents (generally by appointment) in connection with their child's high school program, post-high educational or vocational plans, or personal problems.

Students may utilize guidance services on an individual basis by signing out of assigned study periods or any time by advance appointments. Parents may phone for appointments any time during the school day. (623-2235) Additional information can be found at mpstigers.com

Section 5 MENTAL HEALTH SERVICES

Mitchell Public Schools recognizes the mental health challenges that many students face each year. In order to better serve our students, it is vital for us to have a mental health assessment tool in place to help recognize and assist any student who is going through a mental health issue. Through our mental health screenings, Mitchell Public Schools has been able to identify and provide additional resources and services to our students due to mental health screenings.

Mitchell Public Schools will utilize the "Behavior Intervention Monitoring Assessment System2" (BIMAS-2) Mental Health Screener when screening our students each year. The BIMAS-2 screenings will occur once in the fall and once in the spring of each school year. The BIMAS-2 screener is "Strength" based, and does not just focus on troublesome behavior. This assessment will allow us to recognize a student's mental health strengths as well as work with students that may need mental health services. This assessment consists of 34 questions and is a self-report screener for grades 7-12. Screening information will be shared with parent(s)/guardian(s) by request. If parent(s)/guardian(s) choose to OPT their student OUT of the mental health screening, they must complete the Mitchell Jr-Sr High School Mental Health Screening OPT OUT form.

Section 6 HEALTH SERVICES

The administration and faculty will take reasonable precautions and actions for the safety and welfare of the students. Students who become ill during the school day will be sent to the main office. No student will be sent home for illness until a parent, guardian, or responsible adult has been contacted. The principal will keep the secretary informed as to his whereabouts so that he may be contacted in an emergency.

When serious illness or injuries occur, efforts will be made to contact parents immediately; and if deemed essential, the rescue squad will be called. Parents are responsible for costs of emergency medical treatment of their child. The school is not obligated to furnish medical care to students.

In case of life-threatening asthma or anaphylaxis, state mandated emergency treatment could be started at school and the rescue squad called. The following protocol will be used unless the parent has provided the school with signed instructions not to use the protocol, or has provided an alternate health care plan from their child's health care provider.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medication.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness.
- Wheezing.
- Severe shortness of breath.
- Retractions (chest or neck "sucked in").
- Cyanosis (lips and nail beds exhibit a grayish or bluish color).
- Change in mental status, such as agitation, anxiety, or lethargy.
- A hunched-over position.
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak.

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives.
- Abdominal: pain, nausea and vomiting, diarrhea.
- Oral/Respiratory: sneezing, swelling of the face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction.
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse).
- Mental status: apprehension, anxiety, restlessness, irritability.

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (EpiPen and albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and a medical physician as soon as possible.
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

-Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds.
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back.
-Administer CPR, if indicated.

HEAD LICE

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

HEALTH PROBLEMS LIMITING ACTIVITIES

Parents who do not want their children to participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification. Parents should notify the principal or school nurse if their student has any special health problems such as food allergies, diabetes, asthma, seizures or the like.

STUDENT MEDICATIONS

Mitchell Schools will not supply medications for students. Mitchell Schools encourage students' medications be given at home rather than at school. However, if a student's physician decides it is necessary for the student to receive medication during school hours, the parent/guardian and physician must bring to the school a completed Prescription Medication Instruction/Permit form before the medication can be given at school. Parents are expected to bring the medicine to school in the pharmacy labeled bottle. The school nurse will monitor the medications given at school. It is the responsibility of the parent/guardian to monitor their child for medication therapeutic effects and side effects.

Section 7 TRANSPORTATION SERVICES

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

Section 8 THREAT ASSESSMENT AND RESPONSE

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions
    - A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
        - The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
        - A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
        - A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
    - A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
        - The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
        - The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), school counselor(s) and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff

member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence. If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats to the extent possible. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Article 8 - Drugs, Alcohol and Tobacco

Section 1 SUMMARY DRUG AND SUBSTANCE ABUSE POLICY

1. All patrons, students, and staff are expected to review and be familiar with the full text of the *School District Drug and Substance Abuse Policy* available from the administration or staff members. This is a summary and not intended as a full explanation of the policy, guidelines, procedures, disciplinary actions, intervention and enforcement actions outlined in the full policy.
2. Student use, possession, distribution or sale of alcohol, tobacco, narcotics, marijuana, inhalants or other drugs (look-alike) drugs are prohibited in the school,

or on the school grounds, at school sanctioned activities, or at school sponsored activities including travel to and from such activities.

3. It is unlawful for a student to be present on any school property or at a school sponsored activity, including transportation to and from such activity, while under the influence of any of the above-mentioned drugs or substances. School administration and faculty have specific responsibility, set out under the formally adopted drug policy, to identify, intervene in, search, discover and punish users of illegal substances.
4. Any student accused of having violated school rules relating to possession, use or sale of alcohol, tobacco, marijuana, mood altering drugs, controlled substances or any drug "look alike" will be notified, along with the student's parents or guardian, and shall be given a written statement of the accusations.
5. For a first offense of being in possession or under the influence, a student may be given a five-day suspension with a recommendation to be excluded from school. The drug policy sets out procedures whereby a student may opt to return to school when diagnostic evaluation and recommendation is undertaken. Law enforcement officers and parents will be contacted.
6. For a second offense of being in possession or under the influence, a student will be automatically suspended for 10 school days. Law enforcement officers and parents will be contacted.
7. Upon first offense for student selling, giving or exchanging chemical substances, the student shall be suspended pending an expulsion proceeding, which will be initiated according to school policy. Law enforcement officers and parents will be contacted.
8. The policy gives school officials broad authority to conduct searches of desks, lockers, and other school property upon probable cause. Further, authority is given to detain and search the person of students under circumstances described in the policy. The policy provides for searches of motor vehicles and for custody of the evidence found in any of the searches.
9. Violations of the criminal law will result in the notification of law enforcement authorities including City Police, County Sheriff and State Patrol Investigators. The school policy concerning drugs and other substances supplement the criminal law. Law enforcement officers have authority and jurisdiction to perform their investigations and enforcement duties at the school grounds and at school events.

The drug abuse policy does not limit or supersede other applicable criminal laws, policies and statutes governing personal conduct and student discipline, suspension or expulsion.

Article 9 - Student Conduct Rules

Section 1 SPECIFIC STUDENT CONDUCT EXPECTATIONS

A. BOOK BAGS/PURSES/CARRY BAGS - NOT ALLOWED IN CLASSROOMS

Students may use book bags to bring books and personal items to and from school. Book bags, purses, and carry bags are to be placed in lockers during regular school hours. Mitchell Public Schools is not responsible for items that are lost or stolen out of school lockers.

B. BUS RULES

In the interest of promotion of the safety and well being of all bus passengers, the following bus rules have been established:

1. Under the direction of the driver, each student may be assigned to a seat and held responsible for that seat. Students in rear seats may be permitted to move forward to a second assigned seat for added comfort on the part of the route where the passenger load is lightened.
2. Students must be on time: the bus cannot wait for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.

4. Outside of ordinary conversation, classroom conduct is to be observed by students. Any student who is guilty of unbecoming conduct, of using inappropriate language, or abusing or casting reflections upon the driver or upon other students forfeits the right to ride on the bus. Students will not be ordered off the bus unless they are at home or at school.
5. Students must not throw waste paper or other rubbish on the floor of the bus.
6. Students will not, at any time, extend arms or hair out of the bus windows.
7. Students must not get on or move within the bus while it is in motion.
8. When leaving the bus, students crossing the road must look both ways and make sure that they can cross safely.
9. The driver is in full charge of the bus and students. Students are requested to comply promptly, cheerfully and fully.
10. If monitors or patrols are on duty, students must obey and respect their orders.
11. Any damage to the bus is to be reported to the driver at once.

PENALTY: Violation of the above rules will render students immediately liable for temporary or permanent suspension from riding the bus using the following procedures:

1. The bus driver reports the violation to the building principal.
2. The principal discusses the infraction with the student.
3. Violation could result in denial of bus riding privileges for one week (five school days).
4. Further violation will result in suspension for one semester (90 school days) or a permanent suspension.

C. PERSONAL COMMUNICATION DEVICES - CELL PHONES/SMART WATCHES / EAR BUDS/HEADPHONES/GAMING DEVICES/ELECTRONIC TABLETS/ETC.

"Mitchell Public Schools values a safe, focused educational environment, free from the distractions of personal communication devices, to foster academic excellence, personal growth, respectful interactions, and meaningful engagement in learning for every student."

Nebraska Legislative Bill 140 and Mitchell Board of Education policy 504.12 require rules and policies that prohibit the use of electronic communication devices by students while on school property or attending a school instructional function. These devices create many problems in the educational setting and security issues for the school and have the potential to lead to the following negative outcomes for students:

- Disengagement from class and activities.
- Disengagement from positive personal relationships with staff and students.
- Cyberbullying
- Skipping classes and activities.
- Verbal or physical altercations or other safety related activities.

Students are asked to leave these items at home or in their vehicles. If a student must have these devices at school, they are to be turned off prior to entering the school building and placed in the student's locker, where they are to stay, turned off, for the remainder of the school day, which includes passing periods and lunch. Students that leave campus for any reason may take their phones with them, but must comply with this policy immediately upon their return to school property. Junior High Students and High School students that stay for lunch are to leave their devices in their lockers. In the event of a school sponsored "off campus" activity, the activities' sponsor(s) will have the discretion on student participant cell phone/personal device access.

Exceptions would include:

1. When required by a student's individualized education program developed under the Special Education Act and its rules and regulations adopted or a plan developed under Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. 794.
2. When authorized by the District for educational purposes during instructional time.
3. In the case of an emergency or perceived threat of danger.
4. When necessary to monitor or manage a student's health care.
5. When appropriate under District policies or otherwise allowed by an appropriate school employee (Administrator).

Students **MAY NOT** use cell phones or other electronic devices at any time, while they are in locker rooms or restrooms, regardless of exemption status, unless specifically stated by a physician.

Any electronic device that is discovered on the student or turned on in the student's locker will be confiscated by school personnel. Refusal will result in a behavior referral for insubordination.

Consequences for personal electronic device infractions will be as follows:

First offense, The electronic device will be confiscated, parents will be notified, and the student will receive a 30 minute detention. Device will be returned to the student following the served detention. Category II - 10 Discipline Points

Second offense, the electronic device will be confiscated. parents will be notified and the student will receive a 1-day in-school suspension. A parent will need to conference and pick up the device from the Administrative office. Category II - 10 Discipline Points

Third offense, the electronic device will be confiscated. parents will be notified and the student will receive a 2-day in-school suspension. A parent will need to conference and pick up the device from the Administrative office. Category II - 10 Discipline Points

Fourth and recurring offenses, the electronic device will be confiscated, parents will be notified and the student will receive a 2-day out of school suspension. A parent will need to conference and pick up the device from the Administrative office. Category II - 10 Discipline Points

This policy does not authorize monitoring, collecting, or otherwise accessing any information on an electronic communication device not owned by or provided for academic use by the school district.

As an incentive, students that have no personal electronic device violations will be eligible for the quarterly "Eligibility Incentive" and the Semester Test Incentive (if other requirements are met).

Alterations to these consequences may be adapted due to the circumstances through administrative discretion.

Any disciplinary points accumulated through this policy will accrue to the student's 100 point limit regarding the Mitchell Jr/Sr High School discipline policy which could lead to expulsion.

Communication between student/parent or parent/student shall take place via the administrative office telephone. Students will not be excused from a class session to use the phone unless it is an emergency.

Any requests for temporary access to a personal communication device must be made directly to school administration. A final decision will be made by the administration to ensure the policy is being implemented in a consistent, equitable manner.

Students may use cell phones or other electronic devices outside the school and in the hallways of the school AFTER SCHOOL, so long as they do not create a distraction or a disruption.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

In addition to any prohibitions on electronic communication devices stated above, students shall not use such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy.

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

D. DANCE AND PARTY REGULATIONS

1. JUNIOR HIGH STUDENTS are not permitted to attend high school parties or dances; this includes students from other schools. High school is grades 9-12. High school students are not permitted to attend junior high parties or dances.
2. Students must be in good standing regarding class dues and school fees in order to attend school dances.
3. Students must register out-of-school dates in the office and complete the out-of-town/school dance form.
4. No one over 20 years of age will be admitted to any dance.
5. After admittance to the dance, students/dates that leave will not be permitted to return to the dance.
6. No drinking, smoking, or use of any controlled substance. Any behavior deemed improper or inappropriate will result in exclusion from the dance and disciplinary action by the administration.
7. Any out-of-town student attending the dance with a Mitchell student is subject to the same rules and regulations.
8. Decorations are not to be destroyed without sponsor permission.
9. A police officer will be in attendance at school functions when deemed necessary.

SPONSORS

1. All sponsors are required to be in attendance at all functions they are sponsoring.
2. With the exception of the Prom, dances are to be completed by 12:00 if held on Friday or Saturday. Prom may continue until 1:00 provided there are enough students to warrant the extension of time. Week night dances will conclude before 10:00.
3. It is suggested that parents of students help sponsor dances.
4. Sponsors are responsible for opening and closing of dances or parties.

E. DATING VIOLENCE

Mitchell 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.
Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.
Incidents of dating violence involving students at school will be considered harassment and will be addressed as the administration determines appropriate in accordance with the discipline policy under category V, VI, and VII.
Dating violence that occurs within the scope of an educational program or activity may meet the definition of Title IX Sexual Harassment. Complaints received by the district of possible Title IX Sexual Harassment may require a procedural referral to the district Title IX coordinator for investigation.

F. DRESS CODE and GROOMING

The administration believes student dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees or visitors is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a positive learning environment.
The administration expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. ***When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.***
The administration respects the diverse racial and religious backgrounds of our students. The District's students have the right to visibly express themselves through their attire when associated with race, religion, sex, disability, or national origin, including tribal regalia, natural and protective hairstyles, or adornments. The District will facilitate and encourage a positive learning environment for all students while complying with any applicable health and safety law, rule, regulations or ordinance. "Caregiver" in this policy shall include any parent, guardian or other adult caregiver who is on record with the District as one of the student's official custodians.
GENERAL PRINCIPLES/STANDARDS:
1. Non-Discrimination: The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin. Bullying Prevention and Harassment policies are also referenced below.
2. Respect for Individuality: Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.
3. Cultural and Religious Attire: Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.
4. Prohibited Attire: Attire should not promote violence, drugs, alcohol, profanity, hate speech or sexual innuendo. Caps/Hats/Hoods Up are prohibited unless approved by administration. Revealing attire; *shirts with thin straps, tank tops, shirts which reveal cleavage, short mini skirts and exposed midriff areas* are prohibited. In these cases, the District reserves the right to request immediate attire changes from students.

HEALTH AND SAFETY CONSIDERATIONS:
In school environments where the use of certain chemicals or equipment poses a direct safety hazard, students may be required to wear protective gear, such as lab coats and safety goggles. Similarly, in physical education classes or during sports activities, students may need to modify their attire or secure their hair to ensure the safety of themselves and others. A good faith effort applied equally and without discrimination will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance.
1. Proven Need: Any health and safety standard based on characteristics associated with race, religion, sex, disability, or national origin must demonstrate that such standard is necessary for the health and safety of the student or other individual.
2. Least Restrictive Means: Health and safety standards addressing such concerns should use the least restrictive means necessary. Measures that do not discriminate with respect to race, religion, sex, disability, or national origin should be pursued.

ENFORCEMENT:
Enforcement of this policy will be consistent with the district's code of conduct and discipline policies. Enforcement of this policy shall not target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin.

TRAINING AND AWARENESS:
The district will communicate this policy with students and families in their preferred language(s). Feedback from diverse students, caregivers, staff, and administrators will be considered when adopting and revising this policy. The District will provide appropriate staff training about this policy for its effective implementation with caregivers.

CONFIDENTIALITY:
Administration will handle all information related to students' race, sex, disability, national origin, or religious characteristics in accordance with the Family Educational Rights and Privacy Act (FERPA). Parental consent must be obtained before sharing confidential student information with school staff or outside parties.

PARENTAL CONSENT:
Administration will make a good faith effort to obtain informed consent from a student's caregivers in their preferred language for any health and safety standard accommodation needed. To respect individual identity and parental authority, our process includes the following steps:
1. Initiate Contact: Make a good faith effort to contact the caregiver using their preferred communication method (phone, email, or in person), explaining why adjustments to the student's attire or grooming are needed to meet health and safety standards.
2. Collaborative Solutions: Work with the student and caregiver to find accommodation options to meet health and safety standards. Discuss the potential results of each option on the student's well-being and educational experience.
3. Parental Consideration: Allow the caregiver time to privately discuss the situation with their student or family members to make an informed decision.
4. Obtain Consent: Once an accommodation is agreed upon, obtain written consent through a signed document or email exchange, stating the accommodation and health and safety standard that required the accommodation. A copy of this written consent should be provided to the caregiver.
5. Documentation & Follow-up: Communication and decisions made with the parent/guardian/caregiver shall be documented as below. These records are subject to the Family Educational Rights and Privacy Act (FERPA) and shall be maintained accordingly. Follow up with the caregiver within 1-2 weeks to ensure the accommodation was implemented in a satisfactory manner.

G. BULLYING

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's incident report form located at mitchelltigers.org to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

H. GUN-FREE SCHOOLS ACT

Under this act **NO STUDENT** may bring a firearm(s) /weapon(s) /destructive device(s) to school or have that firearm(s) /weapon(s) /destructive device(s) on school grounds. This includes having a firearm/weapon in a personal vehicle which is on school property.

DEFINITIONS

Firearm - shall mean any weapon that is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon. (Hunting rifles, handguns, and shotguns.)

Weapon - any weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant.

Destructive device - shall mean any device such as knives, knuckles, and brass or iron knuckles, machine guns, short rifle, short shotgun or any explosive, incendiary, or poison gas or any other device similar to any of the devices described above.

Mitchell High School Policy on the **GUN-FREE ACT---**Any student who possesses a firearm/weapon/destructive device in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds. Unlawful possession of a firearm on school grounds is a Class IV misdemeanor.

The exceptions of unlawful possession of a firearm on school grounds shall not apply to:

1. Armed Forces and Law Enforcement Office
2. Adult Supervision such as "hunter safety course"
3. Gun Rack Rule. Firearms contained within a private vehicle operated by a non-student adult, which are not loaded and are:
    a) Encased with no part of the firearm exposed.
    b) Are in a locked firearm rack that is on a motor vehicle.

c) Starter guns for athletic events.
d) Weapons used by ceremonial guards.

CONFISCATION

Any firearm possessed in violation of this offense in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be confiscated without warrant by a peace officer or may be confiscated without warrant by school administrative or teaching personnel. Any firearm confiscated by school administrative or teaching personnel shall be delivered to a peace officer as soon as practicable. Any firearm confiscated by or given to a peace officer shall be declared a common nuisance and shall be held by the peace officer to his or her delivery of the firearm to the proper division of the law enforcement agency that employs the peace officer. The property division of such law enforcement agency shall hold such firearm for as long as the firearm is needed as evidence. After the firearm is no longer needed as evidence, it shall be destroyed in such a manner as the court may direct.

Any student who is enrolled at Mitchell Public Schools will also be expelled from school for a period of not less than one year, who is determined to have brought a weapon to a school under the jurisdiction of the agency, except such policy may allow the chief administering officer of the agency to modify such expulsion requirement for a student on a case-by-case basis.

Section 2 NETWORK, EMAIL, INTERNET AND OTHER COMPUTER USE RULES

ACCEPTABLE USE POLICY

Mitchell Public Schools utilize a district-wide computer/Internet network connecting the majority of computers to central computers called file servers. As students/staff use this network, it is essential for each user on the network to recognize his/her responsibility in accessing the resources provided. The district computer network is protected by the BESS filtering system. *The user is ultimately responsible for his/her actions in accessing network services, including the Internet.*

The computer resources at Mitchell Public Schools must be used in a manner that is consistent with the District's educational purposes.

These resources are primarily provided for the academic and research computing needs of the students, faculty, and staff of Mitchell Public Schools. All users of computing resources are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations for their use as set forth in the Acceptable Use Policy. Mitchell Public Schools reserve the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to ensure compliance with the policies, rules and regulations governing the use of its computer system.

Each student will be given Mitchell Public School's Acceptable Use Policy, which must be signed by both parent(s) and student. *No student will be allowed to use a computer until the consent form is signed and returned to the school.*

In addition, individual teachers may establish additional rules/policies regarding online discussion boards, social bookmarking, podcasts, learning networks, wikis, blogs, Facebook, Google Docs., GMail etc. These additional rules/policies may or may not require parent signatures but will require student signatures before the student is able to participate in these activities.

COMPUTER/INTERNET NETWORK SYSTEM

NETWORK:

The access to the computer/internet network and resources within the Mitchell Public School System is a privilege, not a right. All use of the system must be in support of the education and research and consistent with the mission of the District. The District reserves the right to prioritize use and access to the system. Any use of the system must be in conformity to state and federal law, network provider policies, and licenses, and district policy.

- Commercial solicitation is prohibited.
- School administration or site administrator must approve use of network for charitable purposes in advance.
- The network may not be used to support or oppose political candidates or ballot measurers.
- Users may not disrupt the computer/Internet network system in any way.
- System components including hardware or software shall not be destroyed, modified or abused in any way.
- The network may not be used to harass other users.
- Users may not gain unauthorized access to any computer or computing system.
- Users are responsible for the appropriateness and content of the material they transmit or publish on the system.
- Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- Subscriptions to mailing lists, bulletin boards, chat groups, commercial online services, blogging and other information services are not allowed by the classroom instructor or site administrator.

GENERAL USE

- Conserve system resources by deleting Email and unused files.
- All persons must have appropriate training and a signed Parent and Student Consent Form on file with the District before access is attained.
- Students must have the approval of a parent or guardian.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with District policy and procedure.

From time to time, the District will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the District. For security and administrative purposes, the District reserves the right of the authorized personnel to review system use and file content. The District reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

ETIQUETTE

- Be polite.
- Don’t use vulgar or obscene language.
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by the generally accepted rules of network etiquette.

PENALTIES

- Any user violating these provisions, applicable state and federal laws, school and district policies, or posted classroom rules are subject to loss of network privileges and any other District disciplinary options, including criminal prosecution.
- School and District administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

SECURITY

Because of the uniqueness of a computer/Internet network system, the following rules apply:

- System accounts are to be used only by the authorized owner of the account for the

authorized purpose.

- Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised.
- Account owners are ultimately responsible for all activity under their account.
- Users shall not see information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.
- Users should change passwords regularly and avoid easily guessed passwords.
- If a security problem is identified, notify a teacher, site administrator or school administrator immediately.
- A user identified as a security risk or having a history of problems with other computer systems may be denied access.

PERSONAL SECURITY

In order to insure the personal security of all computer/Internet network users:

- Students should never reveal personal information such as address and telephone numbers without permission from their teacher or site administrator.
- Students should never make appointments to meet people in person that they have contacted on the system without a teacher, site administrator, school administration, or parent permission.
- Students should notify their teacher or school official whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

IMPERSONATION OF STAFF MEMBERS

Any student who impersonates a staff member of Mitchell Public Schools on any website in any fashion will serve a minimum five day suspension. This includes (but is not limited to): intentionally misusing a faculty member's name, picture, address, phone number, email, job title, etc. The county authorities will also be notified of this infraction and criminal action may be taken in addition to any school related discipline.

COPYRIGHT

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited.

MITCHELL HIGH SCHOOL WEB CONTENT POLICY

On the Mitchell High School Web Pages**:**

- Group pictures or action shot pictures will be used on the web
- Individuals in group pictures or action shots will be identified by first name only and will be listed in alphabetical order on the web
- Only the first names of students will be used on the web
- Student's personal phone number and address will not be used on the web
- An individual student's picture will only be used with permission

Mitchell Junior/Senior High School Web Content Policy

Permission to publish on the Mitchell Public Schools Web Page

To assure the safety of the students of Mitchell Junior/Senior High School, it is the policy of Mitchell Junior/Senior High School not to publish last names, personal addresses, phone numbers or email addresses of students on the Internet.

Mitchell Elementary Web Content Policy

- Any picture(s) of elementary students used on the web will only be used if the student and the parent give permission (classroom teacher has permission slip)
- Only the first names of students will be used on the web
- Elementary classroom teachers will give pictures to be used on the web to the person (s) publishing/maintaining the elementary website.

Section 3 ELECTRONIC MOBILE DEVICE POLICY AND PROCEDURES

The purpose of this policy is to provide understanding and define expectations for the care and use of Mobile Devices by all users.The focus of the mobile device program at Mitchell Public Schools is to provide tools and resources to the 21st Century Learner. The use of Mobile Devices in the classroom and at home enhances the development of personal skills related to collaboration, communication, creativity, critical thinking, organization and work ethic. Therefore, the integration of a variety of technological devices throughout the educational program is essential to the growth and preparation of students for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. The immersion of Mobile Devices does not diminish the vital role of the teacher as the greatest resource for our students. Mobile Devices are a tool, no different than a calculator, book or notebook, to be utilized for the improvement of the learning environment. The devices will allow the teachers to facilitate learning by increasing the available resources and strategies used in the classroom.

The mission of Mitchell Public Schools is to provide a base of knowledge, encouraging both reading and critical thinking in a safe environment. The use of Mobile Devices facilitates this mission by providing additional resources and increasing the awareness of safety in an online environment. Digital citizenship and internet safety are primary concerns and are addressed in all disciplines.

The policies, procedures and information within this document apply to all Mobile Devices used in the Mitchell Public School District, including all other devices considered by administration to fall under this policy. Teachers may set additional requirements for the use of such devices in their classroom.

1. MOBILE DEVICE SPECIFICATIONS

Chromebook - Lenovo 100-e

2. RECEIVING AND CHECK-IN OF YOUR MOBILE DEVICE

2.1 Receiving Your Mobile Device

Mobile Devices will be distributed each fall during Mitchell Mobile Device Orientation. Parents and students must sign and return the Mobile Device Acceptable Use and Student Pledge document before the Mobile Device can be issued to their child.

2.2 Mobile Device Check-In

Mobile devices will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Mitchell Public School District during the school year, the Mobile Device will be returned at the time of check out.

2.3 Check-In Fines

Individual school Mobile Devices and accessories must be returned to the MPS designated check-in site at the end of each school year.

Students who withdraw, are suspended or expelled, graduate early, or terminate enrollment for any other reason must return their individual school Mobile Device upon the date of termination. If a student fails to return the Mobile Device at the end of the school year or upon termination of enrollment at MPS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Mobile Device, or, if applicable, any fees that are deemed necessary. Failure to return the Mobile Device will result in a theft report filed with local law enforcement.

Furthermore, the student will be responsible for any damage to the Mobile Device, consistent with the District's Mobile Device Policy and must return the device and accessories to the designated check-in site in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Mobile Device.

3. CARE OF YOUR MOBILE DEVICE

Students are responsible for the general care of the mobile device that has been issued to them by the school. Mobile Devices that are broken or fail to work properly must be taken to the Technology Director for an evaluation of the device.

3.1 General Precautions

- Follow the Mobile Device and Mitchell Public Schools Acceptable Use Agreements.
- Carefully insert/remove cords, cables and cards to avoid damage.
- It is the student's responsibility to keep the device charged for school each day.
- Students must keep the device and its case free of damage, while not in use.
- Stickers, or labels that are not the property of Mitchell Public Schools shall never be attached to the mobile device.
- Mitchell Public Schools labels should never be removed or tampered with.
- Food/drink is not recommended while using the Mobile Device.

3.2 Storing Your Mobile Device

Secure your Mobile Device at all times. Never leave the Mobile Device in an area that is unsupervised or unlocked, any vehicle (at home or at school), or with an un-trusted individual.

Unsupervised areas: (include but are not limited to)

- School grounds and campus.
- Lunchroom, computer lab, media center, locker rooms, unlocked classrooms, gymnasium, lockers, and hallways.

Any Mobile Device left in these areas is in danger of being **stolen**. A mobile device found in an unsupervised area will be turned in to the office or Technology Coordinator. The student responsible for the device will attend a re-training session on the care and use of the device.

- When not using the Mobile Device, students should store the device in a locker or other secure location. Do not place items on top of the device.
- Students in athletics and activities must take care to ensure their Mobile Device is secured if they bring the device to practice or events.
- Secure locations for temporary storage include checking the device in with a teacher, media director, or office.

3.3 Transporting or Carrying Your Mobile Device

Care must be taken when placing the Mobile Device into backpacks, lockers, folders and/or workbooks to avoid placing pressure and weight on the Mobile Device screen.

3.4 Screen Care

The screens are particularly sensitive to excessive pressure placed on the screen and can be damaged if subjected to rough treatment.

- **No Cleansers** of any type should be used to clean the screen.
- Do not lean on the Mobile Device.
- Do not place anything near the Mobile Device that may press against the screen.

- Avoid dropping or "bumping" the Mobile Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen and/or other components.

4. USING YOUR MOBILE DEVICE AT SCHOOL

Mobile Devices are intended for use at school each day. In addition to teacher expectations for Mobile Device use, school messages, announcements, calendars and schedules may be accessed using the Mobile Device. Students must be responsible for bringing their Mobile Device to all classes, unless specifically instructed not to do so by their teacher.

4.1 Mobile Devices Left at Home

If students leave their Mobile Device at home, they are responsible for getting the course work completed as if they had their Mobile Device present. If a student repeatedly (3 or more times as determined by Teacher/Administrator) leaves their Mobile Device at home, they will be required to "check out" their Mobile Device from the Media Center for a specified period of time.

4.2 Mobile Device Undergoing Repair

Loaner Mobile Devices (if available) may be issued to students during the time that their device is under repair. Loaner devices will be issued on a first come first served basis.

4.3 Charging Your Mobile Device's Battery

Students are responsible for bringing their fully charged device to school each day; therefore, the Mobile Devices need to be charged each evening. ***The Power Adapter that has been checked out with the device should remain at home and stored in a safe place where it will not be damaged or lost/stolen.*** The same charger that was issued to the student at checkout will be checked in with the device at the end of the year.

4.4 Screensavers/Background Photos

- Inappropriate or copyrighted media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action (including but not limited to loss of use of the device).

4.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Educational games may be allowed at teacher discretion. Gaming for the sake of personal amusement is prohibited.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action (including but not limited to loss of use of the device).
- The Mobile Device is owned by the Mitchell Public School District; therefore, the Acceptable Use Policy governs the use of the device at all times.

4.6 Printing

There will be **No Printing** directly from the Mobile Device.

4.7 Home Internet Access

Students are allowed to set up wireless networks on their Mobile Devices. This will assist them with Mobile Device use while at home. The chromebooks have to be connected to a wifi connection in order to function.

5. MANAGING CONTENT AND SAVING WORK

5.1 Saving to the Mobile Device

Mitchell Public Schools will not back up information. It is the student's responsibility to ensure that the work is not lost due to mechanical failure or accidental deletion. Mobile Device malfunctions are not an acceptable excuse for not submitting work.

It is the student's responsibility to manage the allotted Mobile Device storage space. If the Mobile Device storage space becomes full, the student will need to delete any personal item or App(s) to make room for school required items or App(s). Remember that photos, video and music use a high amount of storage space.

5.2 Network Connectivity

The Mitchell Public School District makes no guarantee that their wireless network will be up and running 100% of the time. In the rare case that the wireless network is down, the District will not be responsible for lost or missing data.

While connected to the District wireless internet, content will be filtered as it is for all devices connected on the District network. Parents will need to monitor content when students are working and connected off-site. Inappropriate content downloaded or browse/viewed on or off-site is unacceptable and subject to disciplinary action of the student. This would include non-educational games, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures.

6. APPS AND DIGITAL BOOKS

6.1 Mitchell Public Schools Installed Apps

- The applications installed by Mitchell Public Schools must remain on the Mobile Device in usable condition and be easily accessible at all times
- Mitchell Public Schools personnel will determine adoption or discontinued use of Apps and reserve the right to remove apps and bear no responsibility for lost data when apps are removed.

6.2 Student Installation of Apps

- Students are allowed to load Apps on their Mobile Devices.
- Students are responsible for managing their allocated storage availability on their Mobile Devices. Personal apps, pictures, music, and/or movies may need to be removed to allow for needed storage on Mobile Devices.

6.3 Inspection

Students may be selected at random to provide their Mobile Device for inspection by administrators or members of the Technology Committee. Inspection of the device includes the physical condition of the device and content loaded onto the device. If requested, the student must provide the username and password to access their data. Damage, tampering, or inappropriate content will result in discipline or fines to the student.

6.4 Procedure for Reloading Apps

If technical difficulties occur, unauthorized or inappropriate apps are identified, the Mobile Device will be restored to original settings and Apps. The school does not accept responsibility for the loss of any applications or documents deleted due to a restoration.

6.5 App Upgrades

- Students are **NOT** allowed to update any of the Mitchell Public Schools core Apps. Mitchell Public Schools personnel will periodically update those core Apps.
- Students can update any of their personal Apps.

6.6 Digital Books

- Only school-approved material (books, etc.) will be allowed on Mobile Devices.
- Presence of non-educational games, pornographic materials, inappropriate language, alcohol, drug, and gang related material or pictures will result in disciplinary actions.

7. ACCEPTABLE USE

These guidelines are provided here so that students and parents are aware of the responsibilities students and adults accept when they use Mitchell Public School District owned Mobile Devices.

The use of the Mitchell Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Mitchell Public School District is not transferable or extendible, by students, to people or groups outside the district and terminates when a student is no longer enrolled in the Mitchell Public School District. If a person violates any of the User Terms and Conditions named in this policy or the Acceptable Use policy of the Student/Parent Handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

7.1 Parent/Guardian Responsibilities and Terms

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the Mobile Device at home.
- Will make sure my child charges the Mobile Device nightly and begins the school day with a fully charged battery (Once per day unless the battery is near or fully discharged).
- Will make sure my child brings the Mobile Device to school each day.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet. Consider the use of Internet filters for home online networks.
- Will **NOT** attempt to repair the Mobile Device.
- Will report any problems or damage to the Mobile Device to the building administrator, teacher, and/or school technology specialists.
- Will report loss/theft of Mobile Device to school and proper authorities (police) within 24 hours if occurrence happens outside of school.
- Will **NOT** change or attempt to change the configuration of software or hardware.
- Will **NOT** remove any Apps or certificates on the Mobile Device except for personal Apps.
- Will **NOT** alter or remove the school device management certificates at any time.
- I agree to allow the school administration, teacher, or technology department to examine the device, Apps, and content at any time.
- I agree to make sure that the Mobile Device is returned to the school when requested and upon my child's withdrawal from Mitchell Public Schools.
- Signing this agreement gives permission to the student to create online accounts under the Mitchell Public School staff direction and guidance only for educational purposes.
- Should you want your student to opt out of having a Mobile Device, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

7.2 School Responsibilities

- Provide Internet and email access to its students during the school day.
- Utilize an Internet filter to block inappropriate materials as able on and off campus.
- Provide staff guidance to aid students in doing research and help assure student compliance to the Mitchell Public School Acceptable Use policy, copyright adherence and digital citizenship training.

7.3 Student Responsibilities

- Read the Acceptable Use policy and discuss it with parent/guardian.
- Use computers/devices in a responsible and ethical manner.
- Charge the Mobile Device nightly and begin the school day with a fully charged battery (Once per day unless the battery is near or fully discharged) .
- Bring the Mobile Device to school every day.
- Make the Mobile Device available for inspection by an administrator, teacher or technology personnel upon request and provide the username and password.
- Obey general school rules concerning behavior and communication that apply to technology use. This means use of appropriate language in all communications.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by the student's own negligence, errors or omissions.
- Assist the Mitchell Public School District in protecting our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity student accounts (Teacher Coursework).
- Follow all the timelines for collection of Mobile Devices at the end of the school year and as requested by District personnel.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mitchell Public Schools for any other reason must return their individual school Mobile Device on the date of termination.
- Report to teachers or technology personnel any malfunctioning Mobile Device or damaged device.

7.4 Student Activities Strictly Prohibited

- Illegal installation use of or transmission of copyrighted materials. If you are unsure, ask a teacher.
- Any actions that violate existing Mitchell Public Schools policies or public law.
- Accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using external devices with the Mobile Device without prior approval from the administration.
- Accessing other student's accounts, files, and/or data.
- Use of the school's Internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason, over the Internet, including, but not limited to, setting up Internet accounts for personal use (chat rooms, EBay, email).

- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter, harm or destroy hardware, Apps or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Mitchell Public School web filter through a web proxy or any other means.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to:
    1. Show a teacher or administrator immediately.
    2. Save a copy for the teacher/administrator.
    3. Delete the material from the device and/or storage IN THE PRESENCE of the teacher/administrator.
    4. Students are prohibited from sharing/forwarding any inappropriate material.via email or through any other means of communication.
- Students will report loss/theft of a device to parents, school and proper authorities (police) within 24 hours.
- Students **WILL NOT:**
    - ➢ Change or attempt to change the configuration or settings of managed devices. Any attempt will result in disciplinary action.
    - ➢ Attempt to repair, alter, or make additions to the Mobile Device.
    - ➢ Remove or attempt to remove Mitchell Public School identification tags on Mobile Devices.
    - ➢ Deface device with any type of stickers or markings.
- Mobile Devices are **STRICTLY FORBIDDEN** to be used or powered on in bathrooms, dressing rooms, or locker rooms.

Violations of these prohibited activities will result in consequences as shown in Section 5.8 of the Mitchell Jr/Sr High School Student Discipline Policy.

7.5 Student Discipline

The discipline procedures in the Mitchell Public Schools handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the Mobile Device. Depending on the seriousness of the offense, students may lose Mobile Device and/or network privileges as well as being held for detention, suspension, retraining, or in extreme cases, expulsion.

Consequences in no particular order:

- Retraining of acceptable and responsible use.
- Conference with teacher and teacher documentation.
- Written or verbal warning and/or detention.
- Written or verbal contact with parents.
- Parent Conference with students.
- Suspension from Mobile Device use for 1-10 days or more due to repeat offenses.
- In-School Suspension.
- Suspension from School.
- Expulsion
- Notification of outside agency and/or police with filing of charges where appropriate.
- Permanent loss of Mobile Device.

8. REPAIRS AND REPLACEMENTS: RELATED COSTS

8.1 Repairs or Replacement Costs

Students will be held responsible for **ALL** damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc.
Any damage to a mobile device due to vandalism, horseplay, etc. will result in disciplinary action and repair or replacement costs accrued by the person responsible for such damage.

Claim	
Lost Device	Full Replacement Cost
Destroyed (total loss) device	Full Replacement Cost
Stolen Device due to negligence	Full Replacement Cost
Repairs	Full Repair Cost

The Superintendent, Building Principal and/or Technology Director will determine if negligence was involved in the incident and will review each case. Fees may possibly be waived and/or payment plans will be accepted on merits of each case.
The school district will contact the designated vendor to send in devices that malfunction or receive damage.

9. OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL

There are Mobile Devices owned by Mitchell Public School District that will remain in the school at all times. These devices will be used as loaners during repair time and Mitchell Public Schools will manage these devices in regards to restrictions and installation of apps and content.

- No student will be allowed to install apps or digital books on a loaned device..
- Students will follow all the guidelines in this Policy while devices are loaned out to the individual or classroom.
- Internet access may or may not be provided to these devices.
- Screensavers – no changes allowed.

Section 4 STUDENT DISCIPLINE PROCEDURES AND INFORMATION

A. Behavior Intervention and Classroom Management

In order to create and maintain a quality educational environment, the district will employ a system of supports for encouraging positive behavior, addressing challenges in a caring and constructive way, and fostering safe and supportive school and classroom environments. These support actions are intended to develop a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success. Disruptive or unsafe actions sometimes characterized by depression, anxiety, moodiness, anger, extended frustration or conflict with others will be addressed by these support actions to develop self-regulation skills and re-integration into the classroom.
The district will employ the procedures in the accompanying administrative regulation as appropriate, engaging families to address student behavior and communicating with them about student behavioral incidents where needed, plans for remediation and resources for behavior improvement. Collaboration, as appropriate, between educational staff, school psychologists, behavioral specialists, school

counselors, and social workers will work to position supports with the student's needs and strengths.

B. System of Classroom Supports

1. *Criteria for Removal*
    a. Safety Concerns: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
    b. Disruption to Learning: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
    c. Attempted Interventions: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.
2. *Procedure for Removal*
    a. Behavior Documentation: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior is essential.
    b. Safe Transition: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
    c. Notification: Parents/guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.
3. *Post-Removal Actions*
    a. Restorative Meeting: A meeting involving the student, parents/guardians, teacher, and administrator is scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
    b. Behavior Support Plan (if needed): For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.
4. *Transition Back to the Classroom*
    a. Reintegration Plan: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
    b. Ongoing Support and Monitoring: Follow-up meetings with the student, teacher, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
    c. Focus on Positive Growth: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

C. Mitchell Jr./Sr. High School Discipline Policy

Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If the 100 point limit is met or exceeded, administration may recommend expulsion. Any suspension/expulsion will carry over into the next semester/year if the semester or school year ends before the suspension or expulsion has been served.

D. Disciplinary Action by the Administration

State law gives the administration and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including, but not limited to counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school before or after regular hours to do additional work, requirements that a student receive certain counseling and restriction of extracurricular activities. In some discipline cases a tape recorder can be used. If a student is referred to the administration by

reason of violating established rules and standards, one or more of the following forms of disciplinary action might be taken:

DETENTION

The administration/teaching staff as a corrective measure for infractions of school policy and behavioral problems assigns detention time.

Students serving detention are expected to:

1. Report to the office/classroom immediately after school.
2. Bring adequate schoolwork and supplies to keep busy for the entire period.
3. Report to the office/room every afternoon at 3:45 until the detention time is made up. This may include Friday afternoons.

Failure to report for detention will result in additional detention time being assigned. Continued refusal to complete the detention will result in a parent conference and suspension. Teachers may take a student to their classroom for individual help and study. Conflicts with transportation or jobs will be taken into consideration if the student indicates there is a problem prior to the detention time being served. This will not excuse detention time.

IN-SCHOOL SUSPENSION

Any disciplinary action whereby a student is separated from class attendance, but is required to be at school until 4:15. In-school suspension generally lasts from one to three days.

SHORT TERM SUSPENSION

Up to and including five (5) school days. (0-5 Days) Schoolwork will be due upon return for full credit after a first offense. Make arrangements to pick up work before leaving. No right to hearing.

SUSPENSION

Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days, which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes, or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities, or school provided transportation. Before any ***short term suspension*** shall take effect, the student and parent shall be given oral and written notice of the charges against him/her, an explanation of the evidence the school authorities have, and an opportunity to present the student's version of the events leading to the alleged conduct or violation the principal has determined necessitates a short-term suspension and evidence to support the student's version of such events. Prior to this, the Principal shall make an investigation of the alleged conduct. Within twenty-four hours or such time as is reasonably necessary following such suspension, the Principal shall send a written statement to the student and student's parents or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken, the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension, resources the school is able to provide or recommend to assist the student and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school. The Principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school to discuss the behavior and removal. If such conference is not held, the parent, guardian or educational decision maker may submit a written request to the school to conference with the Principal.

In the case of ***long-term suspension, expulsion, or mandatory reassignment***, the decision on discipline will be made within two school days of the learning of the alleged misconduct, beginning with a written recommendation from the Principal to the Superintendent, and within two school days of written recommendation, must send written notice to parent/guardian. Such notice shall include resources the school is able to provide or recommend to assist the student and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in

school. The student will be afforded rights to notices, summary of evidence against him/her, and hearing and appeal as provided by State Law. (Due Process)
The above rules do not prohibit the establishing and promulgating of further and different rules or standards and conduct of students within certain school activities, sports and organizations.

No student will be allowed on school grounds during any suspension or expulsion without prior approval of the principal.

LONG TERM SUSPENSION

More than five school days, but less than twenty school days. (6-19 Days)

MANDATORY REASSIGNMENT

Assignment to another educational setting indefinitely.

EXPULSION

The term "expulsion" means disciplinary action whereby a student:

a) Is separated by the Board of Education from school attendance for a period in excess of ten (10) days
b) Is separated from school attendance for the balance of the current semester or current year.
c) Suffers a penalty, which automatically prevents his or her completing within normal time his or her overall course of study in the school district.

Expulsion for Possessing a Firearm or Dangerous Weapon:

If a student is expelled for possessing or transporting a firearm or dangerous weapon, the expulsion shall be for a period of one calendar year. The superintendent with Board approval may modify the one-year calendar time on an individual basis. The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized by law, or removed from athletic activities, non-credit school activities or school-provided transportation.

Students Expelled from Another School:

Any student expelled from another school for possessing or transporting a firearm or dangerous weapon or for disciplinary action will not be allowed to enroll in Mitchell Public Schools until the expulsion/suspension period has been enforced/fulfilled from the previous school.

Expelled Students: Alternative School, Class, or Educational Program

It is the policy of Mitchell Public schools, School District #31 of Scotts Bluff County, Nebraska, to provide alternative educational courses through the Edgenuity online coursework or other accredited program for those students in K through 12 who have been expelled from the regular educational setting (for whatever reason) or unable to attend daily classroom instruction due to medical issues. Such alternative educational placements shall make it possible for the students to continue to make progress toward eventual graduation from the Mitchell Public Schools. Such placements shall make explicit the academic and behavioral expectations of the students,
the schedule of progress, which is to be met and other such provisions as are required by statute and regulations:

Title 92, Chapter 17

003.01- Effective July 1, 1997, the school district shall provide an alternative school, class, or program for students who have been expelled.
003 - Establishment and General Requirements of Alternative Schools, Classes, or Programs for students who have been expelled.
003.01A - The alternative school, class or program for expelled students may be provided by the district, through a cooperative agreement of two or more districts, or through an arrangement with an educational service unit.
003.01B - Alternative schools, classes or programs for expelled students may include community-based programs, home-based programs, specialized tutorial experiences, distance learning, or other programs approved by the local board of education.

003.01C - The school, class, or program for expelled students shall enable the student to continue academic work for credit, and shall also include the standard of student behavior and cooperation required of the student to complete the alternative learning program.
003.01D - If the student fails to meet any of the conditions of the learning program, the district may, without further obligation, terminate the program after a due process hearing, as required in statutory provisions for suspension and expulsion of students, unless waived by the parent or legal guardian.

E. BEHAVIOR DEFINITIONS

Bullying / Cyberbullying / Harassment / Intimidation
Any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by Mitchell Public Schools being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school sponsored athletic events in which there is evidence of attempted control or power over another individual or peer which interferes with said student's learning opportunity.

Disrespect to Faculty Member or Employee
Lack of Respect

Disruption of School / Class / Assemblies
Examples include yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, etc.

Disruptive Objects
Tacks, whistles, rubber bands, etc.

Drug Possession
This includes paraphernalia.

Explosives, Fireworks, AND Foul Substances
Any article containing an explosive or combustible substance (including fireworks) or foul offensive or injurious substances or compounds with intent to use the same against the person or property of another.

Extortion / Blackmail
The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

False Alarm of Fire
Raising or creating any false alarm of fire in or to any buildings or part of any building structure or property of the school district by any means or manner.

False Call
The act of claiming the name of another person to excuse a student from class or school.

Fighting
The act of quarreling, (physical or verbal), which could, or does result in bodily contact, in or on school property, including any activity under school sponsorship. City Police will be called.

Forgery
The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Gross Misbehavior
Misbehaving that is totally beyond simple inappropriate behavior; overt behavior that threatens property or the safety and well-being or others including the promoting of fighting.

Illegal Entry
Forced entry or entry without administrative authorization into a building, room, or school property.

Illegal Explosives
Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting bodily injury.

Inappropriate Behavior / Gestures
Behavior on school grounds or school activities that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, etc.
Inappropriate Dress
Apparel with drugs, alcohol, sexual references or vulgarity. All students must wear shoes or some form of footwear at all times.
Indecent Exposure
The act of intentionally exposing part of one's body. The act of intentionally exposing the body of another person.
Indecent Material
The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property. This may also include drug and alcohol depictions.
Insubordination
Disregard for the authority of staff members and employees.
Intimate Acts
Prolonged public display of affection or inappropriate public physical contact in the school setting or on school property.
Littering
To dump, deposit, place, throw, or leave litter in and on school property other than in receptacles set aside for such purposes.
Loitering
Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.
Major Theft
Theft of property valued at or over $20.00
Minor Vandalism
Vandalism of property or materials with a value of less than $20.00.
Misuse of School Materials
Misusing and/or using school materials in an authorized manner short of major destruction, writing on or marking desks, books, lockers, using shop materials, home economics, food products, etc.
Cell Phones/I-Pods/MP-3's/Headphones
An electronic device used to communicate information.
Open/Persistent Defiance of Authority
Continuously challenging the authority of any adult. (Could occur over a period of time or in one particular instance.)
Physical or Verbal Assault
The act of initiating a violent, (physical or verbal) attack against another student on school property, on a school bus, or at a school event.
Plagiarize
To steal and pass off as one's own work, without crediting the source.
Possession or Illegal Use of Weapon
The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.
Possession / Use of Tobacco
Smoking/Chewing by any student or the possession of smoking materials or chewing tobacco) is not permitted on school property, at activities or events. For purposes of the tobacco free environment, possession of cigars, cigarettes, chewing tobacco, nicotine products and vapor products (including e-cigarettes) are violations.
Profanity
The use of language that is unacceptable to school/community standards. F- word is placed in Category III.

Public Display of Affection
The showing of affection that is not appropriate in the school setting (such as kissing or embracing).
School Property
This is defined as any building, buildings, and part of any building, structure, land, or property of the school district.
Sexual Harassment
a) Sexual harassment is behavior expressed in words, pictures or actions that is offensive to a person.
b) Sexual harassment must involve issues of sexuality.
c) Sexual harassment is not welcomed and may be embarrassing or uncomfortable for the victim to experience.
d) Sexual harassment is one-sided.
e) Sexual harassment is about power.
f) Sexual harassment is a violation of Mitchell Public Schools.
g) Sexual harassment is a violation of law: Title IX, Title VII and/or the Nebraska Equal Opportunity in Education Act. Other laws may also be violated if sexual harassment has happened.

Who Can Be Victims?
Anyone can be sexually harassed. This means that students, teachers, parents, or others who are part of a school (janitors, bus drivers, and office, or lunchroom staff) may be victims of sexual harassment. Victims can be male or female. Females experience sexual harassment more often than males.
Dating violence that occurs within the scope of an educational program or activity may meet the definition of Title IX Sexual Harassment. Complaints received by the district of possible Title IX Sexual Harassment may require a procedural referral to the district Title IX coordinator for investigation.
Spitting
To eject (as saliva) from the mouth.
Theft
The act of acquiring and/or being in possession of the property of another without consent.
Trespass
Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff, or upon being notified to depart the area by members of the school staff, refusing or neglecting to depart there from.
Truancy
The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.
Unauthorized Games in the School Building
Gambling, poker, etc.
Unlawful Intimidation of School Authority
Interfering with administrators, teachers, or other school personnel by force or violence.
Vandalism
Destruction of school property or property belonging to another.
Verbal/Physical/Written Threat to Teachers/Staff
Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.
Vulgarity
Defined as offensive, lewd, obscene.

F. DISCIPLINARY POINTS SYSTEM—100 point maximum

There are several categories of inappropriate student actions listed in the table below. The categories range from category 0 offenses, which are minor offenses, those not typically associated with disrupting the learning process, to Category 8 offenses, those that are

criminal in nature and result in an automatic recommendation for expulsion. The following list is not meant to be totally inclusive. The principal will decide the appropriate placement for any inappropriate behavior not specifically addressed in the following table.

***Category 0*-Zero points (Discipline referrals to office)**

1. Teacher discipline for minor offenses.

(Teachers may issue detentions for the first two offenses.)

1st offense- teacher/student private conference
2nd offense- Teacher will contact parent or guardian
3rd offense- Referred to Principal (3 day class Suspension - make up time after school)
4th offense- Referred to Principal (Placed in appropriate category)

***Category I*—5 points**

1. Public display of affection
2. Failure to keep locker clean and organized
3. Sharing Lockers or Textbooks
4. Littering
5. Profanity/Vulgarity
6. Other

1st offense— discussion with a principal
2nd offense— parent notified
3rd offense— 1-day in-school suspension
4th offense- 1-day out-of-school suspension

***Category II*—10 points**

1. Skipping class*
2. PED Possession during the school day (Cell Phone,Smart Watch,EarBuds,Headphones,etc.) See Page 42 for consequences.
3. Cheating
4. Disorderly conduct
5. Inappropriate dress (Dress Code)
6. Inappropriate cafeteria behavior
7. Indecent material
8. Leaving school grounds without permission
9. Lying
10. Misuse of school material and equipment
11. Disorderly conduct on school bus
12. Failure to attend intervention/detention
13. Profanity/Vulgarity
14. Other

1st offense— Detention
***1st offense skipping- 70% maximum credit and detention for each class skipped**
2nd offense—1-day in-school suspension
3rd offense—2-day out of school suspension
4th offense—3-day out of school suspension
5th offense—5-day out of school suspension
6th offense—attendance policy

***Category III*—10 points**

1. Disruption of school/class
2. Disruption of assemblies or programs
3. Inappropriate behavioral gestures
4. Disruptive objects
5. Profanity/Vulgarity
6. Other

1st offense—parent notification and in school suspension

2nd offense—2-day in-school suspension
3rd offense—2-day out of school suspension
4th offense—3-day out of school suspension
5th offense—5-day out of school suspension
6th offense—attendance policy

***Category IV*—20 points**

1. Careless driving/endangerment
2. False calls
3. Forgery of notes
4. Minor vandalism
5. Theft
6. Disrespect to staff
7. Other

1st offense— 2-day in-school suspension
2nd offense—2-day out-of-school suspension
3rd offense—3-day out-of-school suspension
4th offense—5-day out-of-school suspension
5th offense—attendance policy

***Category V*—25 points**

1. Gross misbehavior
2. Harassment/Intimidation/Bullying
3. Major theft
4. Verbal assault
5. Insubordination/Disobedience
6. Fighting – (City Police will be called)
7. Smoking, possession or use of tobacco/nicotine on school grounds
8. Other

1st offense— 3-day out-of-school suspension
2nd offense-3-day out-of-school suspension
3rd offense— 5-day out-of-school suspension
4th offense—attendance policy

***Category VI*—30 points**

1. Indecent exposure
2. Intimate acts
3. Open/persistent defiance of authority
4. Vandalism
5. Threatening behavior: written, verbal, or physical to staff members
6. Sexual harassment-verbal
7. Impersonation of staff on a website.

1st offense—5-days out-of-school suspension
2nd offense 10-day out-of-school suspension
3rd offense—attendance policy

***Category VII*—50 points**

1. Extortion
2. False fire alarm
3. Possession of weapon other than firearm (police will be called)
4. Physical assault
5. Other

1st offense— 5-days out-of-school suspension
2nd offense—10-days out-of-school suspension
3rd offense—recommended expulsion

***Category VIII*—100 points**

1. Arson
2. Bomb threat

3. Physical assault on employee
4. Possession and/or use of explosives
5. Use of any instrument as a weapon
6. Vandalism
7. Possession of a firearm
8. Alcohol/drug possession or use (police will be called)
9. Alcohol/drug selling
10. Physical sexual harassment
11. Other

1st offense—recommended expulsion

Section 5 DUE PROCESS

THE FOLLOWING PROCEDURE IS REQUIRED TO EXCLUDE LONGER THAN 5 DAYS

1. A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
2. Within two (2) days, written notice must be sent by REGISTERED MAIL to the student, the student's parents or guardian, informing them of their rights under LB 503.
3. This notice shall include the following:
    - Rule violated and summary of evidence.
    - Penalty which the Principal has recommended.
    - Notice of the defendant's right to a hearing.
    - Hearing procedures provided by L.B.-503 and appeal procedure.
    - A statement concerning the right to examine all records of the case.
    - A statement concerning the right to know the identity of witnesses who will appear and the substance of their testimony.
    - Written notice letter shall include a form to the student's parents to request a hearing.

THE FOLLOWING PRELIMINARY PROCEDURE MUST BE FOLLOWED IF A HEARING IS REQUESTED WITHIN FIVE (5) DAYS OF THE NOTICE:

1. Superintendent must appoint a hearing examiner.
2. Hearing Examiner must give written notice to Principal, student and student's parent or guardian of the time and place for the hearing.

    Requirements to be a hearing examiner:
    - Has not brought the charge against the student.
    - Shall not be a witness at the hearing.
    - Has no involvement in the charge (be impartial).
    - Must be available to answer questions relative to the hearing.
3. Hearing must be held within five (5) days after the request, but cannot be held without providing the Principal, student, and student's parents or guardians at least two (2) school days' notice.
4. The right to examine the record and written statements (including the statement of any witnesses for the school) prior to the hearing with the Principal must be provided legal course, student, student's parents, guardian, or representative.
5. If no hearing is requested, the punishment goes into effect on the 5th day following notice. A hearing may be held, if requested after five (5) days, but no later than thirty (30) calendar days following receipt of notice (punishment continues, pending final determination).

THE FOLLOWING RULES APPLY WHEN A HEARING IS CONDUCTED:

1. The following shall attend the hearing: hearing examiner, the student, his/her representative (if any), the student's parents or guardian, and if necessary, the counsel for the Board of Education.

2. Witnesses may be present only when testifying.
3. The examiner may exclude anyone if he/she disrupts the proceeding.
4. The student may speak on her/his own behalf and question witnesses. She or he may request not to speak. He or she may be excluded, if necessary, when discussing the student's emotional problems.
5. The Principal shall present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents, guardian, or representative prior to the hearing.
6. Hearing officer is not bound by rules of evidence or other courtroom procedures.
7. The following persons may ask to testify at the hearing: the student, the student's parents, guardian or representative, the Principal, and hearing examiner.
8. Testimony shall be under oath (the hearing examiner shall administer the oath.)
9. The persons listed in #7 above shall have the right to question any witness giving information at the hearing.
10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
11. The proceeding shall be recorded at the expense of the school district.
12. If more than one student is charged with the violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced as determined by the hearing examiner.

<u>REPORT OF THE HEARING EXAMINER</u>

1. Reports shall include hearing examiner's recommendation and the reasons for the decision.
2. The report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent's changes be more severe than the examiner's recommendation.
3. Written notice of the recommendations by the examiner and Superintendent shall be sent by registered mail or personally delivered to the student and the student's parents or guardian.
4. Upon receipt of the written notice, the determined recommendations shall take effect.

<u>THE RECORD AND APPEAL:</u>

1. The record shall consist of the charge, the notice, and evidence presented, and the hearing examiner's findings and recommendations.
2. On appeal to a court, the record shall also consist of any additional action taken in the case.
3. The student, the student's parents or guardian may make an appeal to the Board of Education within 15 days by a written letter of request filed with the Secretary of the Board of Education.
4. Hearing at the Board of Education:
   a) Must be held on or before the next regular board meeting.
   b) The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be a part of the record.
   c) When the Board of Education deliberates, it may reopen hearings to receive evidence subject to the right of all parties to be present.
   d) The Board of Education may alter the Superintendent's recommendations, but may never impose more severe sanctions.
   e) Final determination of the Board shall be personally delivered or sent by registered mail to the student and his/her parents or guardian.
   f) Appeal of the decision of the Board of Education is to the District Court of the County where the action is taken. Appeal must be made within 30 days after service of the final decision of the School Board.

THE COURT AND ITS PROCEEDINGS:

1. All parties of the record shall be parties for review. The court may permit intervenes as well.
2. Summons and petition shall be served on the Board or Board Secretary.
3. Neither petition nor summons shall stay enforcement, but either Board or court may take such action.
4. The court may require Bond.
5. The Board of Education must forward a certified transcript of the record to the court within fifteen (15) days.
6. Court review may be without a jury.
7. The court may affirm decision, demand further proceedings, or reverse or modify the decision if the Board's decision is:
    a) In violation of constitutional provisions.
    b) In excess of Board's authority or jurisdiction.
    c) Made upon unlawful procedure.
    d) Affected by other error of law.
    e) Unsupported by adequate evidence.
    f) Arbitrary or capricious.

Article 10 - State and Federal Programs

Section 1 NOTICE OF NONDISCRIMINATION

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

Section 2 DESIGNATION OF COORDINATORS

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

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

Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
Behavioral Awareness - Point of Contact	Access to Mental Health & Counseling Resources	Guidance Counselor

The Coordinator may be contacted at: 1819 19th Ave., Mitchell, Nebraska 69357, telephone number (308) 623-1707.

Section 3 **ANTI-DISCRIMINATION & HARASSMENT POLICY**

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

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. Sexual harassment includes behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace, educational setting, or other professional or social situations. Sexual harassment may be verbal, visual, or physical.

Sexual harassment may exist when:

- A person is subjected to 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.
- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment-related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment
- A person is the victim of a sexual assault
- A person is the victim of domestic or dating violence by a partner
- A person is the victim of stalking

Complaint and Grievance Procedures:

1. Employees or students should report all suspected instances of discrimination or harassment to their immediate supervisor or classroom teacher.
2. If the employee or student is uncomfortable 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.
3. If the employee's 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 Mitchell Public Schools.

4. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education. The supervisor, teacher, or Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with the 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.
5. Sexual Harassment that occurs within the scope of an educational program or activity may meet the definition of Title IX Sexual Harassment. Complaints received by the district of possible Title IX Sexual Harassment may require a procedural referral to the district Title IX coordinator for investigation.

Section 4 MULTICULTURAL POLICY

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

Section 5
NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

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

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.[1] An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits one or more major life activities such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

The enabling regulations for Section 504, as set out in 34 CFR Part 104, provide parents and students with the following rights:

1. You have a right to be informed by the school district of your rights under Section 504. (The purpose of this Notice form is to advise you of those rights.) (34 CFR 104.32.)
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. (34 CFR 104.33.)
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties

[1]

are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. (34 CFR 104.33.)

4. Your child has a right to placement in the least restrictive environment. (34 CFR 104.34.)
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. (34 CFR 104.34.)
6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. (34 CFR 104.35.)
7. Testing and other evaluation procedures must conform to the requirements (34 CFR 104.35) as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, and anecdotal reports. (34 CFR 104.35.)
8. Placement decisions must be made by a group of persons (i.e., Student Intervention Team and/or Central Office 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. (34 CFR 104.35.)
9. If eligible under Section 504, your child has a right to periodic reevaluations(34 CFR 104.36.)
10. You have the right to examine relevant records. (34 CFR 104.36.)
11. You have the right to notice prior to any action by the District in regard to the identification, evaluation, or placement of your child. (34 CFR 104.36.)
12. You have a right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. (34 CFR 104.36.
13. If you wish to challenge the actions of the District's 504 Committee in regard to your child's identification, evaluation, and education placement, you should file a written request for a hearing with your state Department of Education's Section 504 compliance office. A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have a right to review of that decision by a court of competent jurisdiction. (34 CFR 104.36.)
15. On Section 504 matters other than your child's identification, evaluation, and placement, you have a right to file a discrimination complaint with the District's Equity and Compliance Office, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. You have the right to file a complaint with the Office for Civil Rights.

"Equal educational benefits and opportunities" does not mean the "same" benefits and/or opportunities.

Section 6 **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 School official 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 students believe is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the Mitchell School District to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 School 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 School has contracted as its agent to provide a service instead of using its own employees or officials (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. (Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).
(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

A. Notice Concerning Directory Information

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

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

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a

registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.
A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.
The District may disclose information about former students without meeting the conditions in this section.
The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

B. Notice Concerning Designation of Law Enforcement Unit:

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

Section 7
NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

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

Section 8 STUDENT PRIVACY PROTECTION POLICY

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) It is the policy of Mitchell Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

A. 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.

B. 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."

C. Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places 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.

D. 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."

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

F. 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.

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

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

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
- Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
- Any 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.

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

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

Section 9 Parental Involvement Policy

General - Parental/Community Involvement in Schools:

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

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

11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Section 10 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 Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

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

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

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

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute

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

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

Section 11 ASBESTOS NOTIFICATION

The Institute for Environmental Assessment was requested by the Mitchell Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos within District school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures, which the Institute used in commenting on the asbestos, were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene and engineering. After reviewing the characteristics of District buildings, we prepared a management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the District maintains its operations and maintenance procedures and, if asbestos is to be removed or abated, that such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The District implemented its management plan as of July 9, 1989, and has conducted a periodic surveillance of all asbestos-containing building materials prior to January 9, 1990 and July 9, 1990. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the District's Administration.

Section 12 BREAKFAST AND LUNCH PROGRAMS

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

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability,

religion, age, pregnancy, childbirth or related medical condition, or other protected status. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

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

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

- Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
- An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous Conference.
- The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

   The following information will be available in the office of the Superintendent:
   - Eligibility criteria for free and reduced meals
   - Parent letter and application
   - Public release
   - Collection procedure

NOTES:

Article 11 - Activities Handbook / Code of Conduct

Mitchell High School

Extra Curricular Activities - "A Privilege"

Mitchell Jr./Sr. High School offers a variety of activities for student participation. Eligibility varies according to established guidelines. Students are encouraged to participate in as many activities and organizational programs as time and desire will allow. Participation in interscholastic sports designated as male or female only shall be limited according to statutes. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. The following extracurricular rules and regulations apply to all extracurricular activities offered at Mitchell Jr./Sr. High. Students and parents must realize that participation in sports and other co-curricular activities is an earned privilege granted by the district to the student. This privilege may be revoked, temporarily suspended, or permanently suspended if a student's schoolwork and/or conduct become unacceptable.

PHILOSOPHY

A great tradition is not built overnight—it takes the hard work and dedication of many individuals over many years. As members of interscholastic teams, the Athletes/Students have certain responsibilities to uphold. Our tradition at Mitchell High School has been to win so that honor comes to our community, our school, and our Athletes/Students.
Such a tradition is worthy of the best efforts of all concerned, the spectators, the fans, the coaching staff, the athletes, and the student body. We will always play every game "to win." In doing so, we will always maintain respect for our school, our opponents, and most of all, ourselves.
It is our philosophy to give as many individuals as possible the opportunity to play so that they may develop the necessary fundamentals in order to participate at the senior high level. By participating in the interscholastic program, we hope that all athletes are able to derive some of the individual values and benefits of the program.

Alcohol, Tobacco, Drugs, Vape, and Other Mood Modifying Substances

Athletes and students participating in the various activities, organizations, and school clubs will abstain from the use or possession of alcohol, tobacco products, drugs, vaping, and other mood modifying substances. This includes on or off school premises during the school year as established by the adopted school calendar and any season outside of the school calendar **including summer vacation**. (The "school year is defined as August 1 through August 1 of the next year.) Athletes and students participating in the various activities will also abstain from engaging in any activity which constitutes a felony under state or federal law or any activity which will embarrass or discredit the school, its staff, its students, or his or her teammates. Students found guilty, by the Activities Director, of any of these violations/standards will be suspended from participating in Activities/Contests involved for a period of 10 school days and a minimum of 25% of activities/contests for the first offense. (School days are days that both teachers and students are in attendance.) (The activity minimum is up to and including the activity at the highest level the student participates.) The activities to be missed will be established at the student disciplinary meeting by the Activities Director. Athletes/Students must complete a 3rd Millennium Classrooms Course with at least a 70% score, print the certificate, and submit the certificate to the Activities Director, before he/she can participate in the established activity/contest. The second offense in a school year will result in a suspension of 30 school days and a minimum of 50% of activities/contests. Athletes/Students must complete a 3rd Millennium Classrooms Course with at least a 70% score, print the certificate, and submit the certificate to the Activities Director, before he/she can participate in the established activity/contest. The

third offense in a school year, Aug. 1 to Aug. 1, will result in the suspension from all activities for one calendar year. Athletes/Students must complete a 3rd Millennium Classrooms Course with at least a 70% score, print the certificate, and submit the certificate to the Activities Director, before he/she can participate in the established activity/contest. A first offense during holiday break will result in suspension for 14 calendar days and a minimum of 2 activities. Pre-trial diversion and /or MIP are considered a violation along with any violation that does not end in arrest. The length of the suspension will carry over into the next semester or next school year if the semester or school year ends before the suspension has been served. Completion of the season in good standing is required for activities to count to complete the suspension.
Drug related offenses will require a clean drug-test administered by a doctor and purchased by the offender, before activity can resume, including practice. Alcohol related offenses will require a two school day suspension from practice.
Enrollment and completion in a counseling program approved by the Activities Director will cut the consequences in half. If the counseling program is not completed, the original consequences will be enforced. This option may only be used one time per year.
Any recognition honors that have been earned prior to suspension shall be granted. (All conference medals, letters, etc.) Letters are not earned until a student has completed the season in good standing.

SERIOUS CRIMINAL ACTS AND OTHER MISCONDUCT

Athletes and students participating in the various activities will also abstain from engaging in any activity which constitutes a misdemeanor or felony under local, state, or federal law or any activity which will embarrass or discredit the school, its staff, its students, or his or her teammates.
Students participating in or who will participate in extracurricular activities that are found guilty of/or cited by law enforcement will face consequences related to the following criteria:

Misdemeanors:

- 1st offense - Suspension of activity contests for 25% of the School Calendar Year, Aug.1 to Aug. 1, or the next upcoming season in which the student participates. Must complete a 3rd Millenium Intervention Course with a 70% score, print the certificate, and submit the certificate to the Activities Director, before he/she can participate in the established activity/contest.
- 2nd offense - Suspension of activity contests for 50% of the School Calendar Year, Aug.1 to Aug. 1, or the next upcoming season in which the student participates. Must complete a 3rd Millenium Intervention Course with a 70% score, print the certificate, and submit the certificate to the Activities Director, before he/she can participate in the established activity/contest.
- 3rd offense - Suspension of activity contests for the remainder of the School Calendar Year, Aug.1 to Aug. 1, or the next upcoming season in which the student participates. Must complete a 3rd Millenium Intervention Course with a 70% score, print the certificate, and submit the certificate to the Activities Director, before he/she can participate in the established activity/contest.

Felony:

- 1st offense of a criminal felony will constitute a hearing by the Athletic Director and two high school athletic coaches or sponsors to determine a specific consequence, but no less than 50% of the season or the next upcoming season in which the student participates.
- 2nd offense of a criminal felony within a school calendar year will be a suspension of all extracurricular activities for the remainder of the school year.
- 3rd offense of a criminal felony within one year of the first offense will constitute a suspension of all extracurricular activities for an entire calendar year.

Any and all Felony offenses may require 3rd Millenium Intervention coursework completion if applicable to the Felony offense(s). Completion to be consistent with requirements as established for Alcohol, Tobacco, Drugs, Vape, and Other Mood Modifying Substances and Misdemeanors. **Any consequence not served will carry over and can be added the next school year.**

ATTENDANCE

A student must be in attendance the one-half day prior to the contest or they will be unable to compete. Attendance is required on Friday morning to participate in a Friday evening contest. Participation on Saturday would require attendance on Friday, depending on circumstances. (Students with prearranged absences or if the school is notified of extenuating circumstances and is excused by the school administration are exceptions.) Students with makeup time for truancy or disciplinary reasons are ineligible to practice or compete until the time is made up, or being made up on consecutive days as arranged by the Principal. If a team is leaving in the morning (before second hour) a student must have been in school the previous afternoon to be eligible to compete. The student must be in attendance in the morning to attend any activities departing second hour or later. Attendance is also required for activities that students commit to. Standards set for attendance at practice include: one unexcused absence will result in suspension from the next contest; two unexcused absences will result in suspension from the next two contests, along with written notification to parents concerning dismissal from the team on the next violation. Excused absences may also affect playing time.

COMMUNICATION

Parent-Coach Relationship – Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to students. As parents, when your child becomes involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communications you should expect from your child's coach:

1. Philosophy of the coach.
2. Expectations and goals the coach has for your child as well as for the team/season.
3. Locations and times of all practices and contests.
4. Team requirements, special equipment, strength and conditioning programs.
5. Procedure if your child is injured during participation.
6. Team rules, guidelines and consequences for infractions.
7. Lettering criteria.
8. Team selection process.

Parent Communication Sheet

Appropriate concerns to discuss with the coach:

The treatment of your child, mentally or physically.
Ways to improve your child's behavior.
Concerns about your child's behavior.

Issues NOT appropriate to discuss with coaches:

Playing time. Not playing DOES NOT constitute bullying.
Team strategy.
Play calling.
Other student-athletes besides your child.

Ground rules for parent-coach interaction

-Chain of Command-Communication Protocol

1. Player – Coach
2. Parent – Coach (not after a game – 24 hours later)
3. Parent – Coach – AD

Our policy is that the student/athlete **must** have spoken directly to the coach about a particular matter before our coaches are allowed to meet and discuss a matter with parents. Issues must be appropriate (What can be discussed and what cannot). Inappropriate issues attempted to be discussed by parent(s) will be redirected ONCE, if brought up again, the meeting will be terminated immediately.

Parent/coach meetings can **NEVER** occur on the field (Practice or Game) or within 24 hours of a game. This includes games at all levels.

If there needs to be a sit-down meeting, the parent must schedule this through the athletic director. The parent must also submit, in writing, issues they feel they need to discuss with the coach. If the issues submitted in writing are pertaining to topics that are NOT up for discussion, the parent will be notified that the meeting will not be occurring.

If a parent did not attend the Mandatory Activities Meeting in the Fall, that parent must complete NFHS Sportsmanship class and print your certificate before scheduling the meeting with AD and Coach

The tone of any meeting will remain calm and professional at all times or the meeting will be terminated immediately.

Perspective

At the end of the day, remember that school activities are for the kids. Be a fan, and a positive one at that. Be supportive of your son/daughter and just as important, be supportive of the team including all players, coaches, and staff. The game is a lot more fun and exciting when everyone works for a common goal.

CONDUCT

As representatives of Mitchell Junior-Senior High School, participants are expected to conduct themselves properly in their own school, and when visiting other schools including transportation to and from such visitation and conduct while in public. Violations of a minor nature will result in removal from the contests. Violations of a serious nature will result in suspension from the next contest. Continuous violations will result in expulsion from the activity.

Behavior in the classroom and during school hours (including activity events) is also important to a developing student athlete. Student-athletes reported to have been disruptive and demonstrated blatant disrespect or disruptive demeanor will face disciplinary consequences. Those consequences are as follows:

Category I or II offense: First reported abuse of conduct will result in a warning from the coach. Second reported abuse will result in a one-activity suspension, along with a written and agreed upon disciplinary plan with the athletic director. Third reported abuse will result in dismissal from the team.

Category III, IV, V, VI, VII, or VIII offense: First reported abuse of conduct will result in a one activity suspension during that season. The second offense in a season will result in a suspension of 25% of that season's activities. Third offense in a season will result in dismissal from the team for the remainder of that season.

ACTIVITIES PARENT MEETING & CONCUSSION AWARENESS

Students and parents will be highly encouraged to attend an activities parent meeting and concussion awareness presentation at the start of each school year for grades 9-12. The concussion awareness program will outline Mitchell Public Schools Board Policy #0508.15, in which the objective is: Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to parents and coaches of the district's athletic teams.

DRESS

Students will conform to the school dress code as well as the sponsor's requests for game or contest day's travel. Failure to comply with dress expectations could result in disciplinary action by the coach and/or activities director. This could result in the student/athlete not being allowed to travel or participate.

DROPPING OUT OF AN ACTIVITY

If a student drops out of an activity the individual forfeits his/her letter. They will not be allowed to participate in any other activity until that sport or activity, which they dropped, is completed. "TO DROP" means to quit without a conference with the coach or sponsor and a release by that coach or sponsor from that particular activity. "TO BE RELEASED" from an activity means that you may participate in another activity. First, the athlete/student must acquire a "Dropping/Adding Activities Form" from the Activities Director, complete the form and return it to the coach/sponsor. If the coach/sponsor consents, the signed form must be submitted to the Activities Director. If the NSAA requirements have been fulfilled, the athlete/student may participate in another activity.

DUE PROCESS PROCEDURE FOR ACTIVITIES

MHS recognizes the rights of the individuals, therefore, due process will be used in determining suspension or exclusion from any of the activities of the school. The Head Coach or Sponsor is responsible for initiating the Due Process procedure through the Activities Director when a violation of the Activity Rules and Regulations occurs, but the Activities Director or the Principal may initiate it. The following due process procedure will be used in regard to students participating in the activities of the school when a violation of the rules and regulations regarding activities occurs. In the event of the admission of guilt, the requirements of due process are significantly reduced.

Due Process Procedures for Extracurricular Discipline.

The following procedures are established for suspension or exclusion from participation in extracurricular activities:

1. Investigation. The Activities Director or designee considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purposes.
2. Meeting. Prior to commencement of the suspension, the Activities Director considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
3. Notice. The Activities Director or designee will provide the student with oral or written notice of what the student is accused of, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants/witnesses may be kept confidential when determined to be appropriate. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

4. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing (within five days) and will be provided a hearing request form.

   If a hearing is requested:

   The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.

1. The hearing will be held within five calendar days (but no less than two calendar days) of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
2. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing with reasonable time in advance to allow preparation for the hearing.
3. A hearing committee composed of the Superintendent's designee and 4 certified staff members will conduct the hearing.
4. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parent or guardian.
5. A record of the hearing (copies of documents provided at the hearing) will be kept by the school.

THE FOLLOWING RULES APPLY WHEN A HEARING IS CONDUCTED:

1. The following shall attend the hearing: Superintendent's designee (Examiner), the student, his/her representative (if any), the student's parents or guardian, and if necessary, the hearing committee.
2. Witnesses may be present only when testifying.
3. The examiner may exclude anyone if he/she disrupts the proceeding.
4. The student may speak on her/his own behalf and question witnesses. She or he may request not to speak. He or she may be excluded, if necessary, when discussing the student's emotional problems.
5. The Athletic Director shall present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents, guardian, or representative prior to the hearing.
6. The examiner is not bound by rules of evidence or other courtroom procedures.
7. The following persons may ask to testify at the hearing: the student, the student's parents, guardian or representative, the Athletic Director, and hearing examiner.
8. Testimony shall be under oath (the hearing examiner shall administer the oath.)
9. The persons listed in #7 above shall have the right to question any witness giving information at the hearing.
10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
11. The proceeding shall be recorded at the expense of the school district.
12. If more than one student is charged with the violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced as determined by the hearing examiner.

No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures

Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

ELIGIBILITY: GRADES 7-12

All students at Mitchell Junior/Senior High School, participating in all extra or co-curricular activities of the school must meet the weekly eligibility standards.
Accumulative course grades will be posted in Infinite Campus on Tuesday of every school week.
The names of students who have grades below 70% will be distributed to all teachers on Wednesday morning. Those who have two or more grades below 70% are considered ineligible. The first time a student will be placed on probation for that week. Each high school student will be placed on probation only once per school year; each junior high student will be placed on probation once a semester; each time thereafter the student will be ineligible until requirements are met.
Those students determined to be ineligible for the week will not be allowed to compete, perform or represent the school in any extracurricular activity during the week of ineligibility until they have worked their way off the list as approved by the administration. *A week is considered Wednesday through Tuesday*. Ineligible students will practice with their activity groups. Students are encouraged to seek extra help from their instructors.
The list of ineligible students will be subject to review by the principal, guidance counselor, and teachers.
Eligibility standards **do not** apply for dances or Prom, except for prom servers.
Eligibility standards do not apply for tryouts.
The following areas will not be under the full jurisdiction of the weekly ineligibility list. Students who are in band or chorus will be able to perform at MHS school music activities as long as the activity is held at the Mitchell Schools. Examples of this are Fall Concert, Christmas Concert, and Spring Concert. *Any performance outside of the Schools or hosted by Mitchell such as Conference, District or State contest, and special performances such as pep band, jazz band, show choir, marching band, and musical will still follow the weekly ineligibility list.* These rules and regulations do not supersede other school policies.

EQUIPMENT CHECK-IN

A student will not be able to go out for another activity until all of his/her equipment, uniforms, etc. is checked in and he/she has satisfied his/her obligations from the previous activity.

GUIDELINES FOR EXTRACURRICULAR & INTERSCHOLASTIC PROGRAMS

The guidelines established herein for the extracurricular and interscholastic programs of Mitchell Junior-Senior High School were developed by the cooperation and efforts of the students, coaching staff, the administration, and the Board of Education. They are what we hope to accomplish in our extracurricular and interscholastic programs.

INSURANCE

Students participating in athletics are encouraged to have insurance either through the school or home. If the student is insured at home, a signed statement from their respective parents must verify this.

MITCHELL JUNIOR-SENIOR HIGH ATHLETICS

The Athletic Program of Mitchell Junior and Senior High School is designed to provide wholesome opportunities for those junior and senior high students who desire competitive

activity in athletics. A program of varied sports is available for senior high boys and girls and for junior high boys and girls. It is our desire to instill in each athlete the image of a true Mitchell athlete. He or she will:

- Consider all athletic opponents as guests at Mitchell Junior-Senior High and treat them with all the courtesy due friends and guests.
- Accept the decision of the officials without question.
- Never use abusive or irritating remarks from the sidelines or playing field.
- Applaud good sportsmanship from opponents and teammates.
- Strive for victory through fair play according to the rules of the game.
- Love the game for its own sake…not for what winning may bring them through publicity.
- Do everything possible to encourage enthusiasm for the game and courtesy and respect for players, coaches, and fans.
- Win without boasting and lose without excuses.
- Do all within their power to make the entire athletic program something we will always be proud of.
- Respect all school property, home or away.

Any boy or girl is welcome to try out for any of the interscholastic teams available to them provided they meet the requirements established by the State Activities Association and the school, and they agree to follow the guidelines established in this booklet.

OTHER

Each coach or sponsor may have regulations specific to that activity that can affect participation or competition.

PHYSICALS

Each student who is participating in athletics, drill team, cheerleading, etc. must have a physician's certificate on a form prescribed by the N.S.A.A. or other acceptable form for activities, indicating that he/she is physically fit for student participation. The physician, parent, and student must sign this prior to the first official practice in order for the student to begin participation.

PRE-ARRANGED ABSENCE FOR SCHOOL ACTIVITY

Students who miss school to take part in a school activity as a participant must obtain an advanced make-up form from the coach or sponsor. This white form must be signed in advance by each of the student's classroom teachers. If the student attends the activity without turning in the completed assignment or without the proper signature, a zero could be issued for the assignment and the Principal and/or Activities Director may also determine that the student will miss the next activity that may or may not require a pre-arranged absence form.

RESPONSIBILITIES OF THE COACHING STAFF & ACTIVITY SPONSORS

Since there is a great tradition behind athletics at Mitchell Junior-Senior High, the coaches believe that they have the responsibility to give the community the best possible teams with the available talent each year. Coaches of Mitchell Junior-Senior High are dedicated to this fact, as they are well aware of the tradition, which has been built up over the years. Winning will always be utmost in every coach's mind, but they are well aware of what must be done to win and win in the proper manner. Each coach will develop a starting team based upon talent, dedication, enthusiasm and leadership, not necessarily by seniority. Those of you who want to be a part of this great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic athletes at Mitchell Junior-Senior High School.

RESPONSIBILITIES TO THE SCHOOL

By being an athlete, you have the responsibility to your school; to always do your best and always follow the guidelines set forth. By being an athlete you are representing your school and your community. You automatically assume a leadership role when you are on an athletic squad. The student body and citizens of the Mitchell community know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitudes, **both on and off the field**. Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you. Do not let them down—give them high ideals to copy.

ACTIVITIES FORMS MUST BE COMPLETED PRIOR TO PARTICIPATION

We like to think of an athlete as being someone special in those certain responsibilities that are imposed on him/her. An athlete is one who accepts these responsibilities, and broadens himself/herself, and develops strength of character. Athletes owe it to themselves to get the greatest possible good from their school experiences, their studies, and their participation in other co-curricular activities, as well as from athletics. You owe it to yourself to always do, whatever you do in life, to the best and fullest of your ability. Mitchell Junior/Senior High School boys' and girls' activity programs are before the public eye throughout the school year. In order to prevent adverse public reaction, prevent dissension within the various activities, and for the general welfare of all participants and the school, it is imperative that quality standards of conduct, appearance, dress, training and eligibility be established as part of the activity and athletic programs. The athletic and activity programs function on an extracurricular basis, and therefore student participation is completely voluntary. Activities included, but are not limited to: cheerleading, drill teams, marching bands, class plays, musicals, concerts, judging contests, band or choral clinics, or any activity that would indicate representation on a school sponsored activity. Any student going out for athletics at Mitchell High School will check out through the athletic director and individual coaches.

In order to participate in athletics/activities, the participant's family must create a Family Account on the Mitchell Public Schools website and complete all the necessary paperwork online.

1. Completed Physical Form
2. NSAA Parental Consent to Participate Form
3. Parental Signature on School's Insurance Form
4. Athlete's and Parent's Signature for acceptance and knowledge of Activity Policy Rules and Regulations.
5. Consent for Emergency Treatment Form
6. Random Drug Testing Form
7. Concussion Informative Information (Parent Code of Conduct)
    - *Students/Parents will receive this information during "beginning of year prep & chromebook checkout", or at the Mandatory Fall Activities Meeting.*

SCHOOL EQUIPMENT

Students are financially responsible for all equipment checked out to them. It should be treated as though it were your own personal property, and kept under lock and key. Students will receive credit for items turned in only if they have been checked out to you. If your equipment is lost or stolen, you will be expected to pay for it.

School issued clothing should not be worn during the school day unless authorized by the coach.

TRANSPORTATION

Students involved in extra or co-curricular activities of the school attending activities away from school must ride in the transportation provided by the school, parent-sponsored, or teacher-sponsored cars, as arranged by the sponsor. There may be a need for other approved sponsors, but they must be approved by the administration. This includes transportation to and from activities. Failure to adhere to this rule may result in a 10-day suspension or remainder of the semester. If a student does not ride home in school transportation they must have written and oral permission from their parents and this has to be approved by the head coach of that activity. This form must be filled out and returned to the coach/sponsor 24 hours prior to the activity. You can obtain this form from the High School Office or online (on our website).

School Fight Song

Fight on for Old Mitchell High
Our teams the best for we do or die!
Go team, fight team, win, win Mitchell.
Onward to victory! (Beat the ___-____!)

On you tigers, on you tigers,
Fight with all your might!
Take the ball right down the field (court)
And put vict'ry in our sight!
On you tigers, on you tigers.
Fight with all your might, fight
We'll win tonight!