Randolph Public Schools
Jr./Sr. High

STUDENT-PARENT HANDBOOK
2026-2027



Randolph Public Schools

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Randolph Public School
Jr./Sr. High School
STUDENT - PARENT HANDBOOK
2026-2027

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Randolph Jr./Sr. High School Student-Parent Handbook
2026-2027 School Year

Foreword

Section 1 Intent of Handbook

The purpose of this handbook is to aid the students and parents in the orientation of the operation and expectations of the Randolph Secondary School. Each individual is responsible for knowing the information contained herein. Included are statements of rights and responsibilities of students as well as general information. A student who practices RESPONSIBILITY, SELF-DISCIPLINE, and RESPECT will find success at Randolph Secondary School. The administration reserves the right to make deviations in these policies when it is necessary to best serve the interest of the school, a group of students or an individual student.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. 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.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at randolphpublic.org.

Section 2 Members of the Board of Education

Name	Position
Sandy Owens	President
Cody Backer	Vice President
Lucas Miller, Secretary	Secretary
Anson Dockhorn	Member
Paul Schmit	Member
Chris Winkelbauer	Member

Section 3 Administrative Staff

Name	Position
Daryl Schrunk	Superintendent
Kyle Conroy	Jr./Sr. High School Principal
Deaton Beacom	Elementary School Principal

Section 4 Teaching Staff

Name	Department	Grades
Eric Brown	Physical Education	Grades K-12
Kelli Thelen	Media Specialist	Grades K-12
Amanda Reimers	Guidance Counselor	Grades K-12
Andrew Schultz	Band/ Vocal Music	Grades K-12
Stacey Frisch	Art	Grades K – 12
Frances Heiman	FCS	Grades 7-12
Michaela Casey	Science/Social Studies/PE	Grades 7-9
Craig Flaming	AG/ITE	Grades 7-12
Tara Strathman	Social Studies	Grades 7-12
Kelley Gilliland	Math	Grades 7-12
Lori Kalin	Spanish/English	Grades 7-12
Sarah Billerbeck	Math	Grades 9-12
Peggy Lackas	English/Yearbook	Grades 9-12
Mark Lech	Business & Technology	Grades 7-12
Lowell Brown	Science	Grades 7-12
Shelby Brokaw	SPED	Grades 7-12
Brooklyn Braun	Business	Grades 7-12

Section 5 Support Staff

Name	Building	Position
Tiffany Kalin	Jr./Sr. High School	Business Manager
Tina Nordhues	Jr./Sr. High	Jr./Sr. High Secretary
Penny Worlein	High School	Paraprofessional
Tina Thelen	High School	Paraprofessional
Donnie Gilliland	Jr/Sr High	Head Custodian/Bus Coordinator
Hunter Lawson	Jr/Sr High	Custodian
Raymond Weyhrich	Jr/Sr High	Custodian
Randy Gubbels		Bus Driver
Dick Bloomquist		Bus Driver
Tom Shafer		Bus Driver
Doug Albers		Bus Driver
Randy Korth		Bus Driver
Jerry Synovec		Bus Driver
Andy Thelen		Bus Driver
Jeri Guebbels		Cook
Heather Reimers		Kitchen Manager
Julie Loberg		Cook

Article 1 – Mission and Goals

Section 1 School Mission Statement

Randolph Public School will provide a safe, flexible, and stimulating environment for learning. Students will acquire a standards-based core of knowledge, demonstrate problem solving and communication skills, and be technologically capable and resourceful.

Section 2 Vision Statement

The vision of the Randolph Public School is to be the cornerstone in our community to develop

productive and responsible citizens in collaboration with our stakeholders**.**

Section 3 Mutual Respect

The Randolph Public Schools expects every staff member and student 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.

Section 4 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step

2. 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.

Article 2 - School Day

Section 1 Daily Schedule

Class Schedule			**Late Start Schedule**	
1st Period	7:50-8:44		1st Period	10:00-10:30
2nd Period	8:47-9:41		2nd Period	10:33-11:02
Cardinal Time	9:44-10:14		3rd Period	11:05-11:34
3rd Period	10:17-11:11		4th Period	11:37-12:09
4th Period	11:14-12:09			
5th Period	12:09-1:09		Back on regular schedule	
Lunch – Grades 7-9	12:09-12:39			
HR/SH – Grades 10-12				
Lunch - Grades 10-12	12:39-1:09			
HR/SH – Grades 7-9				
6th Period	1:12-2:07			
7th Period	2:10-3:05			
8th Period	3:08-4:03			

Section 2 Food Service

The Nebraska Competitive Food Rule requires that no other program or school group sell food or beverages anywhere on the school campus ½ hour before to ½ hour after breakfast and lunch. This rule defines when items can be sold during the school day:

School Campus all areas of school property that are accessible to students during the school day.

School Day for food/beverages that do not meet the Smart Snack criteria, nothing can be sold from midnight before until 30 minutes after the end of the official school day.

Section 3 Severe Weather and School Cancellations

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. The automated calling system will also be used in a timely manner.

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 9 p.m. 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 to the news media and the automated calling system when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities).

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.

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 put on the automated calling 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.

Inclement Weather

Parents and students are urged to check the web-site at http://www.randolphpublic.org/ or listen for an announcement of altered school start/stop times on radio stations WJAG (780), WNAX (570) and KTCH (1590), US92(92.7), 94ROCK(94.7) or KTIV Channel 4. Parents will also be notified of any changes by the Blackboard Connect 5 system (phone call) as soon as possible. Preferred contact numbers should be given to the office.

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 an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 4 Open-Closed Campus

All students are required to remain on campus during the school day, except seniors only during the 2nd semester who are allowed to leave campus during their lunch and homeroom period with written parent permission form on file. Seniors must be passing all classes during weekly eligibility checks and have no tardy detention time.

Section 5 Arrival at School/Dismissal From School

Students are expected to arrive at 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 the students.** Students will be permitted to enter earlier if the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas. Occasionally there may be activity practices which require some students to be here early.

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," 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.

Signing a Child In and Out of School

Parents or guardians or students 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 or student must contact the main office either in person or by phone. 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 on the emergency sheet.

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

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Section 6 Fire Drills/Evacuations

Fire drills and evacuation drills are held throughout the year without advanced notice. Students are to pass from their respective rooms, walking rapidly but not running. Routes for leaving the building will be discussed and posted shortly after school starts. As soon as the building is deemed safe, the alarm will discontinue and students may return to their classrooms.

Section 7 Tornado Drills

In the event of a tornado drill an announcement will be made over the intercom. If the city tornado siren (long even blast) sounds, do not wait for an announcement, follow tornado procedure immediately. Shelter locations are posted in each room.

Procedures:

1. Students throughout the school go to assigned locations
2. Keep away from windows.
3. Squat as low as possible and shield head and face with hands.
4. Keep it orderly and keep it quiet.
5. Teachers, stay with your group at all times. If you should not have a class at that time, you will be expected to help supervise in the area your class will be.

Article 3 - Use of Building and Grounds

Section 1 Visitors Protocol

All parents and visitors must buzz in (between 7:50 and 4:05) and enter and exit the building through the main doors. Before visiting a classroom, permission must be given through the school office. Visitors will be asked to sign in and will receive an identification tag, which they are required to wear throughout their time in the school building. Visitors must sign out in the office prior to leaving.

Relatives or friends from other schools who wish to visit may do so for a period of time not to exceed ½ day. These visitors are to have advance approval from classroom teachers and the building principal.

Visitor Protocol in Specialized Areas
A "specialized area" includes any of the following areas: gyms, playgrounds, vehicles/buses, bus barns, science labs, cafeterias, and career ed labs.

Visitors seeking to enter any specialized area must sign in to the office and will receive an identification tag, which they are required to wear throughout their time in the specialized area. A staff member who observes an unknown visitor or a visitor who has been issued a "stay away" letter at a location where students are present should immediately either (1) ask the visitor to report to the office, and/or (2) contact law enforcement.

A staff member who observes a suspicious visitor at a district event (such as a sporting event or concert) should consult with the building principal or other administrator at the event to determine the appropriate course of action.

In the event that a staff member is uncertain as to whether a visitor is unfamiliar or suspicious, the staff member should always pursue the most cautious route and contact the administration and/or law enforcement.

Section 2 Smoke-Free Environment
All of our school buildings and grounds are smoke, vape, and tobacco-free. We would appreciate your help in meeting the goal of a smoke, vape, 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
1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	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 grades or graduate.

Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share locker combinations with other students. We recommend that the athletic locker be locked with a combination lock. 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. The school lockers belong to the school. There is no expectation of privacy with regard to the contents of such locker.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

Made some omissions and additions that aligned with lawyer recommended wording.
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 in 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. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 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 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Telephone

The office will always gladly cooperate with parents or guardians to get messages to students during school hours. However, calls for students during school hours are disturbing to the school routine and hence, should be held to a minimum. Messages will be written down and delivered to the student. Students will not be called to the telephone while in class except in an emergency situation. Students who wish to use the office phone during school hours are to tell the office who they are calling and why. The school telephone is primarily for school business and should not be used for personal calls. Cell phones and electronic communication devices are prohibited by students during the school day. Such devices must be kept in their lockers at all other times. Cell phones or personal electronic communication devices will be confiscated if used during the school day. Any confiscated cell phones or personal electronic communication devices must be turned OFF. For the first offense, the confiscated phone will be returned to the student after the 4:04 p.m. bell. Any further offenses, the confiscated phone must be picked up by a parent/guardian or responsible adult. Staff are allowed to use their cell phones for official school business purposes.

Section 9 Bicycles
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.

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 money, leave the money or valuables with a staff member in the school office for temporary safe-keeping. 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. The school cannot assume the responsibility for the loss of personal property. However, every effort will be made to help students locate and recover personal property, which has been lost.

Section 12 Bulletins and Announcements
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 need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal. Announcements will be read aloud to students 2nd Period and posted on the website daily.

Section 13 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 14 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 15 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. Information about student insurance providers will be available in the school office during school registration.

Section 16 Copyright
It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, 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.

Section 17 Automobiles
It is requested that students who drive to school, park their vehicles in the designated student parking area or face having their vehicle towed.

Section 18 Food & Drink
Food and drinks are to be kept in the commons area. If a class is having an activity that involves food or drink they may move the class to the commons area for that activity with administrative approval. Water bottles are allowed in the classrooms if the teacher approves.

Section 19 Pep Rallies
Requests for pep rallies are to be made to the administration by both the activity sponsor and coaches of participating sports. After approval of this request the pep rally will be placed on the master school calendar.

Section 20 Pictures
Individual pictures are taken by a filming agency. Each student in the school is to have their picture taken for permanent record and other uses. A personal purchase is voluntary.

Section 21 Passes
Passes are required for all students who leave any room or visit any teacher. Each student will be given the use of three passes which they may use for locker, restroom or to visit another teacher. (The only exception is a student going to the resource room.) Once the student has used the three passes they will not be allowed to leave any other classroom for the remainder of that day. Teachers may issue a pass above the handbook passes if the request is deemed appropriate by the teacher. **TEACHERS RESERVE THE RIGHT TO DENY ALL PASS REQUESTS**, unless an emergency exists. No student is to leave school during the day without permission by the office. In emergencies, any teacher may excuse a student without the office signature, but should contact the office immediately.

Section 22 Study Hall
Full period study halls will only be allowed for senior students for one period of the day and with permission from the principal.Guidelines will be established by the study hall supervisor.
Additional study halls at the discretion of the administration.

Section 23 Use of Facility by Students and Supervision
All students must have supervision by a school sponsor when using any school facilities. This includes use of the gyms and the weight room.

Section 24 Year End Procedures

Students will be required to check out with teachers, coaches, sponsors, the library, and the office prior to being allowed to leave for summer break. Students will also be required to clean out their locker. A class sponsor will inspect and sign off when completed properly. If a student has lost or damaged school property, a dollar amount will be assessed and charged to the student. Any fines or unpaid dues must be paid before the student is released for the year.

Section 25 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's 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.

Section 2 Randolph Public Schools Attendance Policy

If a student exceeds ten (10) non-school related class period absences per semester in any one specific course, that student **may** lose full credit for that course for that semester.
Randolph Public School administration will notify parents/guardians by mail after a student has reached five (5) absences in a specific course; including Lunch/Home Room, during a semester.

If a student reaches ten (10) non-school related course absences in a semester, including Lunch/Home Room, a parent/guardian can appeal the loss of credit by using the form sent along with the notification letter to outline any mitigating circumstances. Parents must explain any mitigating circumstances that can be taken into consideration by the administration for the restoration of credit. The restoration of credit will be at the discretion of the administration.

Section 3 Nebraska State Truancy Statutes

If a student exceeds five (5) days absence during any quarter, ten (10) days absence during any semester, or twenty (20) days absence during any school year said student absences would be considered excessive. When a student's absences become excessive, the parent shall be notified of such in writing. This letter shall notify the parent or guardian that the school is compelling attendance and shall outline the definition of such for the parent. This letter shall also inform the parents or guardian that if the compulsory attendance guidelines are not followed the county attorney shall be notified of the habitual truancy. All excessive absences will be at the discretion of the administration.

Section 4 Circumstances of Absences
The circumstances for all absences from school will be identified as either "School Excused" or "Not School Excused." A School Excused absence includes circumstances where impossible or impracticable barriers outside the control of the parent or child prevent attendance, including documented physical illness, mental illness, court appearances, death in the family, suspension, or other circumstances approved by the administration. A Not School Excused absence includes absences for vacations, personal events, or other circumstances that do not qualify as School Excused absences.

Excessive absenteeism and truancy will be addressed in accordance with Nebraska law and Board Policy 5008.

Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per 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. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Section 5 Method of Notification of Absence
Parents are requested to call the school prior to 7:50 a.m. the day of the student's absence or if they have future plans of an absence, let the office know as soon as possible. A call will be made to parents/guardians if they have not been heard from by 8:15 a.m. The parent will be questioned as to their knowledge of their child's location and if they excuse the absence. Please refer to the Excessive Absenteeism above for days allowed.

Section 6 Leaving School During The School Day
If it is necessary for a student to be absent, parent contact is required and the student is required to sign-out in the office noting the time when they are leaving the campus. If the student returns during the same day, they must sign-in noting the time in the office. An exception will be when leaving for a school activity.

Section 7 Tardies
Any student reporting to a period after the bell will be considered tardy. After 10 minutes, the student will be reported as absent for that period. The Principal will be notified of the tardy and/or period absence and assign detention time after school.

Section 8 Make-Up Work
Students will be allowed 2 days for every day missed to make-up work for time absent. White make-up slips must be picked up at the office and presented to their classroom teachers. When participating in school activities, an Activity Sign-Out Sheet must be picked up prior to the activity. When absences occur at the end of a term, individual teachers can deviate from the above time limits with approval from the building principal.

Section 9 Mitigating Circumstances
In those instances where extended absences are necessary, the parents and students may petition the administrators to allow for extensions. The mitigating circumstances must be unforeseen in nature and the decision is to be at administrative discretion only.

Section 10 Attendance is Required to Participate in Activities
In order to participate in any school activity (music concert, athletic event, plays, practices, meetings, etc), the student must be in attendance at least half of the school the day of the event or practice in which the student is participating. If any activity occurs the morning of the next day or on a weekend, the student must be in attendance for at least half of the school day prior to the event. If the student did not attend school the day before the event, special permission to allow the student to participate is needed from the administration. Attendance at practice is required if the student is in attendance at school, unless excused by the coach or sponsor. Students who are unable to participate in an activity due to injury or illness are not allowed to miss more than one class period to attend the event with the school. Any exception to the above guidelines will need previous approval from the Administration.

Section 11 Truancy
A student who engages in any type of absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Article 5 - Scholastic Achievement

Section 1 Grading System

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

A	=	95% - 100% – 4.0
A-	=	93% - 94% – 3.7
B+	=	90% - 92% – 3.3
B	=	87% - 89% – 3.0
B-	=	85% - 86% – 2.7
C+	=	82% - 84% - 2.3
C	=	79% - 81% – 2.0
C-	=	77% - 78% – 1.7
D+	=	75% - 76% – 1.3
D	=	72% - 74% – 1.0
D-	=	70% - 71% – 0.7
F	=	0% - 69% – 0.0

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

Section 2 High School Yearly Course Requirements

The following individual classes are required: Physical Science, Biology, American History and American Government. To receive a diploma from Randolph Public Schools students must complete at least 30 credit hours of courses taken at Randolph Public. Schools and students who have transferred from a school which is not accredited or approved must earn a minimum of two years' credit in an approved or accredited senior high school, grades 10-12, with the final semester 's credit being earned in this school district.

Section 3 Graduation Requirements

To participate in commencement exercises or receive a Randolph Public Schools' diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Randolph High School, a student must have earned a minimum of 230 semester hours credit in grades 9 through 12 inclusive. Students who take Algebra I as an 8th grader may earn 10 credits. A minimum of 30 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.
Satisfactory completion of the following courses must be presented in the candidate's record:

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

MATHEMATICS	30 credit hours
SCIENCE (Physical Science and Biology)	30 credit hours
SOCIAL SCIENCE (Includes American History & American Government)	30 credit hours
ENGLISH	40 credit hours
HEALTH AND/OR PHYSICAL EDUCATION	10 credit hours
PERSONAL FINANCE	5 credit hours
COMPUTER SCIENCE	5 credit hours

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

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

Section 4 Graduating With Honors

Seniors will graduate with honors if they have an accumulative percentage grade of a 95% after their eight semester of high school. The graduating with honors senior will wear the gold honor cord with their graduate gown during the graduation ceremony. Dual-credit taken with an instructor outside of Randolph High School and distance learning classes do not affect this percentage grade.

Section 5 Class Rank/Valedictorian/Salutatorian

Eligibility for the graduating senior valedictorian and senior salutatorian:

1. Four years of high school attendance.
2. No waivers on requirements for graduation.
3. Complete the last two years in Randolph High School.
4. No failures in any subjects.
5. The class rank shall be determined by a numerical percentage average calculated to four decimal points.
6. Class rank for graduation will be based on pupil ranking at the end of the **eighth** semester preceding graduation. The senior class rank will be determined immediately after their final semester grades are determined. This will be done just prior to graduation.
7. The senior student ranked first will be designated the valedictorian. The senior student ranked second will be designated as salutatorian. If there is a tie, co-valedictorians will be named.

Section 6 Course Offerings and Course Credit Value at RHS

All courses offered at Randolph High School will be awarded 10 credit hours per year (5 credit hours per semester) with the exception of Cardinal Time, Homeroom, and Study Hall which will receive no credit. In addition, Teachers Aids are awarded 2.5 credits per semester and are only available to senior students. All full time 9-11 grade students must take a minimum of seven credit earning courses. Senior students may have a maximum of one Study Hall or Teachers Aid period per semester. Junior students may have a maximum of one Study Hall only for a college course. A three-hour dual credit course will be awarded one semester of elective RHS credit. Dual credit classes taught by faculty outside of Randolph High School staff will not be counted in students' cumulative GPA. All dual credit courses will be subject to activity eligibility and cannot replace any required courses for Randolph High School Graduation. Starting with the class of 2027, graduation from Randolph Public Schools will require a total of 230 credit hours including the required classes found in this handbook. Exceptions to the above can only be made by administrative approval.

Section 7 GPA

The following non-required courses will receive a 10% GPA boost: Psychology, Modern Problems, Physics, Chemistry, Anatomy & Physiology, Algebra 2, PreCalculus, Spanish 4, Animal Science, Animal Management, Advanced Accounting, and 2nd year School Based Businesses (Cardinal CAM, Cardinal Creative, Cardinal Cafe).

The following courses are deemed Pass/Fail and will not be counted towards GPA: Cardinal Time, Homeroom, Teachers Assistant, and Internship Courses.

Section 8 Class Membership

Student class membership is determined by the cohort year based on when the student enters the 9th grade year. A student may be required to repeat a course required for graduation when such a determination is made by the Principal, counselor and students' teachers.

Section 9 College Prep Needs

If planning on entering a 4 year college that has specific requirements, the following is a guideline to follow. Not all college entrance requirements will reflect these guidelines. The following guidelines are based on UN-L, which has the most requirements. To be sure, check with the college of your choice for their specific requirements.

- 36-48 credit hours of Mathematics
- 36 credit hours of Science
- 48 credit hours of English
- 24 credit hours of Foreign Language
- 36 credit hours of Social Science

Section 10 Graduation/Caps and Gowns

Commencement exercises are held the last weeks of school. The principal will appoint all personnel and duties. The principal will have the final approval of the content of the commencement ceremony and program. The Junior Class is responsible for ushering and other duties as assigned by the class sponsor or administration. Ushers will be the highest academic ranking male and female in the Junior Class. Commencement, and all student activities of a non-academic nature, would be open only to students enrolled full time at the time of the event.

Section 11 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will progress annually from grade to grade. A student may be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such a meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Section 12 Schedule Changes

Dropping a class must be done by the end of the second full day of classes each semester. Students dropping a class after the second full day but still in the first or third quarters, will receive a "WD" posted on their transcript for the class. Students dropping a class during the second or fourth quarters, will receive a "60" posted on their transcript for the class. To initiate a drop the student must first pick up a drop/add slip from the guidance office. This slip must be filled out and signed by the parent prior to any further action on the drop. A student is not permitted to drop a class until he/she has obtained the permission of the class teacher, guidance counselor, parent, and principal. The counselor will notify the teacher when the student may be dropped from the class roll. The student must attend class until the notice has gone out, even though it is known that he/she will be permitted to drop. There may be some circumstances when guidance counselor and /or administration discretion is required.

Section 13 Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance and behavior. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate

These reports may also include behavior issues.

Section 14 Report Cards and Attendance Records

Report cards are issued at the end of each quarter. Percentage grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. 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. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. In general, grades are determined by the student's ability to do the work, by the amount of work done, by the quality of work, its neatness, completeness, promptness, and class participation. Upon the signing of the necessary release form by the parents or student (18 years old), all student records, grade information, and attendance information to date will be sent to another school system upon the student's transfer.

Section 15 Student Records

The school board supports the need for a usefulness of educational records being kept for each student, which will reflect the interrelationships of the physical, emotional and social aspects of a child's development in the educational process. This policy shall not conflict in any manner with the rules and regulations of the State Records Administrator adopted pursuant to §84-1201to §84-1220 Reissue Revised Statutes of Nebraska, 1943 (Laws 1973).

A cumulative record will be kept for each student in the Randolph Public School, which will include such information as: test scores, school marks health, work experience, high school activities and any meaningful information. IEP records are kept in a separate file.

This information will be available to the administration, counselor, and to teachers so that each may better understand the student. NO information will be provided to other school systems, agencies, prospective employers, or institutions of higher learning unless a release form for the same has been signed by the parents or student (18 years old).

Randolph Public School proposes to designate the following personally identifiable information contained in a student's education record as "Directory information" and it will disclose this information without prior consent.

1. Student's name
2. The names of the student's parents
3. The student's address
4. The student's date of birth
5. The student's class designation
6. The student's extracurricular participation
7. The student's achievement awards and honors
8. The student's weight and height if a member of an athletic team
9. The student's photograph
10. The school the student attended before Randolph

Any student in the Randolph Public School District, his/her parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning him/her. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All such files or record shall be maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the student's graduation or after his continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to

§84-1201 to §84-1220, Reissue Revised Statutes of Nebraska, 1943 (Laws 1973).

Information about a student demands judicious use and should always be used so as to contribute to his/her welfare. Upon request of a student's parents, all tests will be translated into meaningful terms for their benefit, and emphasis will be placed upon the relationships of all known factors influencing the educational development of the student.

Section 16 Honor Roll

The Honor Roll will be figured on an average grade point of 3.6 or above. Honorable Mention will include 3.0 through 3.59. Grade point averages are calculated to determine standing. Grades from all courses receiving 5 or more hours credit a semester, with the exception of Physical Education, will be used to compute Honor Roll & Honorable Mention grades 9-12. Junior High Honor Roll and Honorable Mention is determined by using the grades from English, Math, Social Studies, Science, and exploratory Block Classes. A student who receives 76% or lower in any class is not eligible for either Honor Roll.

Section 17 Scholarships and Scholarship Honors

Many scholarships are available for qualified students at a large number of colleges. Information concerning these scholarships may be obtained from the guidance counselor. Interested students should watch the bulletin boards and school website. Students who wish to attend certain colleges should write for information concerning scholarships early in the senior year. To qualify for some scholarships, students must take college board entrance examinations, which are given in October, December, February, April, and June. The dates of these examinations are posted on the scholarship bulletin boards. Each scholarship has its own requirements and means of selection. Students applying for these scholarships should be thoroughly familiar with the requirements. Students interested in Scholarships should begin to plan during their sophomore year a strong program of academic subjects and throughout their high school career make an effort in acquiring basic skills in English, mathematics, science, history and language. The National Merit Examination is given during the junior year.

Section 18 Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the 1st quarter and 3rd quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers. They may also be contacted by email.

Section 19 National Honor Society

The National Honor Society chapter of Randolph Public School is a duly chartered and affiliated chapter of this prestigious national organization.

ARTICLE I Candidates must have a cumulative scholastic average of at least 3.5. Candidates shall then be evaluated on the basis of service, leadership, and character.

ARTICLE II The selection guidelines for service, leadership, and character are defined in the National Honor Society handbook. These guidelines will be used in the evaluating process by the faculty. The faculty will exercise this responsibility in the most objective manner possible in Recommending students for this high honor.

ARTICLE III The faculty shall review all student applications. A student must have a minimum of seven

evaluations turned in. Students receiving a point average of nine or above will determine membership in the Randolph National Honor Society.
ARTICLE IV The Randolph Chapter shall meet at least four times a year to keep members informed on group projects and to allow individuals input to the group concerning their own personal projects. The guideline for activities is stated in Article XIV of the constitution.
ARTICLE V Members will be re-evaluated by their advisor a minimum of once each year; just after first semester grades are posted, to determine continuing membership. This is based on the demonstration of outstanding scholarship, character, leadership, and service. The student's group participation and individual projects will be a major factor in the evaluation.
ARTICLE VI The advisory council or advisor shall notify, in writing, members who fall below the standards by which they were selected and are to maintain. In that notice the individual shall be given a set amount of time to correct the deficiency. The student will also receive individual counseling concerning the inappropriate actions.
ARTICLE VII The advisory council and/or advisor shall give an individual a written warning before a formal dismissal. If law enforcement or school administration takes disciplinary actions on an Incident involving a National Honor Student that may be considered grounds for dismissal without a warning.
ARTICLE VIII Any student may appeal, in writing, a non-selection or dismissal decision to the advisor or school principal. He will in turn hold a meeting with the concerned individual to explain the procedures followed and answer any questions.
ARTICLE IX The Randolph High School Principal shall choose the advisory council. He shall rotate membership yearly by keeping two members from the previous year and choosing three new members for that year, making the number of council members five. These appointments will remain anonymous if so desired by the advisory council.
ARTICLE X Each member of the National Honor Society shall receive a copy of the constitution and its bylaws. The member shall have a meeting with the advisor concerning his/her own special service project at least once a year. The meeting time and projects shall be determined by mutual agreement.
ARTICLE XI Should a student be ruled as a member by some local authority (principal, school board, court, etc.) then it is necessary to pursue this matter as a dismissal case and use the guidelines found in Article X of the national constitution. Dismissal is final, and the student may never again be considered for membership.

Section 20 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. 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 formula 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 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, answers, 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, homework apps, or use of another student's paper.

3. Artificial Intelligence - Randolph Public Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence/

   Permissible Uses of Artificial Intelligence in School Assignments - Students may use artificial intelligence or related platforms when any of the following occurs:

   1. The student receives advance permission from the teacher for the given assignment or project; or

   2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

   Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment.
   It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with

any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments - Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

4. "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 20 Testing
We are required to notify parents when the district is conducting district-wide assessments or surveying students in our district. This is the annual notification of our intent to conduct district-wide assessments and or surveys during the current school year. All students in grades 7-9 will participate in the MAPS assessments in the fall and spring. Students in grade 10 will take the ASVAB and PreACT. Also, State Standards Assessments throughout the year for students in grades 7-12. If you have questions or concerns about your child's participation in either of these activities, please contact the building principal.

Article 6 - Support Services

Section 1: 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 staff 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 the school's 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 student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is 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 will be 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 will occur 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 at 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.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance Services

It is the purpose of Randolph High School to operate in a manner most helpful to the entire student body, collectively and individually. To help achieve this, the school provides a thorough guidance program, which consists of counseling, assessing and follow-up.

It is the duty of the guidance counselor to assist the students with their concerns, as possible per their occupational, educational, or emotional needs. An abundance of information regarding colleges and universities, trade and commercial schools, scholarships, financial college aid, occupational information, etc. is available in the guidance office. It is not the duty, however, of the guidance counselor to solve the students' problems. It is his/her duty, rather, to attempt to aid them in solving their own.

Amanda Reimers (K-12 School Counselor) serves as the behavioral awareness and health point of contact. She can be reached at amanda.reimers@rcards.org or by calling either building at 402-337-0385 (ELM.) or 402-337-0252 (JR/SR).

Section 4 College Visitations

1. The student is encouraged to visit with the guidance counselor at least one week prior to the visit date.
2. Details of the visit are worked out such as time, date, program of study, interests, financial aid, etc.
3. The student will bring a parental permission note from home in order to visit and pick up an admit slip from the school office. Schoolwork needs to be made up before going on the visit.
4. The guidance counselor will call the college and arrange the visit.
5. The School office will be informed of the date and time of the visit.
6. A record of visitations will be kept in the guidance office.

Section 5 Military Recruiters

The District will provide access to routine directory information to each student in a high school grade upon request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Section 6 Library

Fines are charged for overdue material at the established rate. The librarian may limit the library to a maximum number of students each period. Parents, guardians, and educational decisionmakers may access information regarding books available in the District's designated school libraries. Parents may also opt-in to receive notice when their student checks out library books by contacting their Building Principal.

Section 7 Foreign Exchange Students

1. The Randolph Public Schools recognizes the potential value of a Foreign Exchange Program and will accept up to two foreign exchange students under the following conditions. Any student wishing to enroll as a Foreign Exchange Student, must submit, to the principal, a written request for enrollment, a personal profile of background and interest, a transcript of all class work and grades for the last completed year of education in their home country.
2. Students will be accepted only after a review of the above-mentioned material by the principal, superintendent, and guidance counselor. Students will be notified as soon as possible concerning acceptance.
3. In most cases, a foreign exchange student may not receive a high school diploma from the District. If a foreign exchange student wishes to receive a District high school diploma, the student must make an application to the Principal prior to the beginning of the school year. To receive a diploma, the student must fulfill all of the District's regular high school graduation requirements.
   A. At the time, the student will be informed of all requirements that must be met.
   B. The student will be asked to supply a full transcript of all past schoolwork from his or her own country.
   C. The student will be enrolled in, and must receive a passing grade in whatever classes are necessary to meet full graduation requirements.
   D. The student will be notified as soon as possible if graduation cannot or will not be achieved.
4. Only those Foreign Exchange Students who apply for and meet all requirements of graduation will take part in the regular graduation ceremony.
5. The Randolph Public Schools suggest that all Foreign Exchange Students arrive in the community at least 10 days before the start of the school year and enroll in class before school starts.

Section 8 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete an affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Section 9 Transportation Services

Transportation to and from school is provided to students in accordance with 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 following rules while riding school buses:

Behavior on School Buses

Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.

2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.

3. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

4. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to

you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, bullying, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs, or flammables
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus

4. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.

5. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Naloxone in School - Randolph Public Schools hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent or designee is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are the same standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Disciplinary Sanctions
Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Testing
Drug or alcohol tests may be conducted on students based on reasonable suspicion.

Intervention
The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration
The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Article 8 - Student Conduct Rules

Section 1 Purpose of Student Conduct Rules
These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Forms of School Discipline
A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,

2. Other violations of rules and standards of behavior adopted by the Randolph Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken; (ii) the reasons for the action taken.; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to fold a conference with the parent or guardian.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

4. Alternative Education. Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

7. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

8. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

D. Emergency Exclusion

A student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's

request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

Section 3 Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident,

self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct; This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes; including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Willfully violating the behavioral expectations for those students riding Randolph Public Schools' buses.
16. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

staff member at all times except for such limited time as is necessary to fulfill the educational function.

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

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.

c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).

d. Head wear including hats, caps, bandannas, and scarves.

e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.

f. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

Section 4 Classroom Discipline

Classroom discipline policy is primarily aimed at maintaining a quality-learning environment. Classroom discipline is conducted by classroom teachers with assistance of the Student Assistance Team (SAT), administrators, guidance counselors, school psychologists, and outside agencies when necessary. To maintain a quality-learning environment, students are expected to perform the following goals:

1. Arrive to class prepared and on time
2. Use work time appropriately
3. Complete assigned tasks on-time
4. Demonstrate respect for people and property
5. Respond appropriately to staff directives

It is expected that all students at Randolph Public Schools will behave according to the five "Student Performance Goals". If a student chooses to perform according to these goals, he/she will retain the freedom to interact with teachers and students with minimal supervision. However, if a student chooses not to perform according to these basic expectations, he/she can be assured that teachers, parent(s)/guardian(s), and administration will systematically increase home-school support until student performance is improved or an appropriate educational environment has been identified. Under these conditions, a student will experience a methodical removal of freedoms until satisfactory performance is achieved.

Section 5 Computer Guidelines

1. E-Mail, Internet and General Rules

(a) The e-mail and Internet networks are provided to staff and students to conduct research and for educational communication with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the Internet is a privilege, not a right. IPods and other internet accessible devices are only allowed in class with the teacher's approval and supervision. No texting or "social networking" is allowed during regular class time.

(b) Individual users of the District computer networks are responsible for their behavior and communications over those networks. Users will comply with District standards and will honor the agreements they have signed. Beyond clarification of such standards, the

District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

(c) Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on District servers or in computers will be private.

(d) Users should not expect, and the District does not warrant, that files stored on District servers will always be private.

(e) The District will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the District's network.

2. Policy for Acceptable Use of Computers and Networks

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

(a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.

(b) Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members.)

(c) Users shall not use or try to discover another user's password.

(d) Users shall not use Randolph Public Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(f) Users shall not copy, change, or transfer any software or documentation provided by the Randolph Public Schools District, teachers, or other students without permission from the network administrators.

(g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.

(i) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(j) Hacking - altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.

(k) Harassment/Nuisance - Interference with another user's ability to make effective use of computing privileges.

(l) Mere access to resources not specifically granted to the user, whether damage is done or not, constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

(m) Use of a VPN (Virtual Private Network) is not allowed without authorization.

3. Etiquette for Use of the Internet

All users of the Randolph Public Schools computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication with the Internet and other on-line services. Breaches can result in harsh criticism by others on the net or restricted access to some resources on the Internet. These rules of behavior include, but are not limited to, the following:

(a) Be polite. Do not become abusive in your messages to others.
(b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
(c) Do not reveal your personal information, or that of other colleagues.
(d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to and/or in support of illegal activities may be reported to the authorities.
(e) All communications and information accessible via the network should be assumed to be private property.
(f) Do not place unlawful information on any network system.
(g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
(h) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
(i) Other rules established by the network administrators or teachers from time to time.

4. Penalties for Violation of Rules

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

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Randolph Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal, or cancellation of the contract of an administrator, teacher or other school employee.

5. Use of Computer Access to Telecommunications Resources is a Privilege and Not a Right

Violations of the policies and procedures of the Randolph Public Schools concerning the use of computers and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

Section 6 Bullying/Initiation/Hazing

Bullying is a form of harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior, will not be tolerated, is prohibited and subject to disciplinary action up to and including suspension, expulsion, and report to law enforcement if circumstances warrant.

Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Section 7 Sexual Harassment

The Randolph Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Title IX Coordinator:
Kyle Conroy
207 North Pierce Street
P.O. Box 755
Randolph, NE 68771
kyle.conroy@rcards.org
402-337-0252

For information regarding the Randolph Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 1220 located on the Randolph Public Schools website.

Section 8 Dress/Appearance

As a health factor, it is expected that all students will wear shoes. Students are not allowed to wear head gear in the school building during school hours. Apparel determined by the administration or staff to be offensive and/or impedes the learning environment will be addressed and it may be requested to be changed.

(1) Student Appearance: Students at Randolph Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of

attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandannas, and scarves;
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
g. Clothing or jewelry that is gang related.
h. Visible body piercing (other than ears and face).

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Section 9 Firearms and Dangerous Weapons

Knowingly and intentionally possessing, using or transmitting a firearm or dangerous weapon, including concealed firearms, on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as the statute existed on January 1, 1995. That statute includes the following statement: "The term "firearm" means (a)any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." A dangerous weapon may include an air propulsion gun with barrel size of ½" or greater or a knife which has a blade length of 3 ½" or greater. The superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

Section 10 Questioning of Students

Law enforcement officers shall not be allowed to interview or question students during the school day and/or on school grounds unless the parents of the students have been notified prior to the time of the questioning or interview. This notification is the responsibility of the law enforcement officers.

Section 11 Reporting Student Law Violations:

(1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
(2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall

provide the peace officer with the address and telephone number of the minor's parents or guardian.

(3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Randolph Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

(a) Knowingly possessing illegal drugs or alcohol.
(b) Assault.
(c) Vandalism resulting in significant property damage.
(d) Theft of school or personal property of a significant nature.
(e) Automobile accident.
(f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Section 12 Prohibition on Cell Phones

Student possession of cell phones and other personal electronic communication devices during the school day is subject to administrative rules and classroom restrictions. Unless specifically authorized by staff, students may not use personal electronic communication devices during instructional time, assessments, assemblies, or other designated periods. The District may further restrict student electronic device usage during the school day to promote student learning, safety, and engagement. Such devices must be kept in their lockers at all other times. Cell phones or personal electronic communication devices will be confiscated if used during the school day. Any confiscated cell phones or personal electronic communication devices must be turned OFF. For the first offense, the confiscated phone will be returned to the student after the 4:04 p.m. bell. Any further offenses, the confiscated phone must be picked up by a parent/guardian or responsible adult. Staff are allowed to use their cell phones for official school business purposes.

Section 13 Electronic Devices

a. Philosophy and Purpose. Randolph Public Schools allows students to bring and/or use electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any

display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
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; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate

time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device after school.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Section 14 Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

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

Section 15 Dating Violence

Randolph Public Schools strive to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For Purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating

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

Legal Reference: Neb. Rev Stat. §§ 79-2, 139 to 79-2,142

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

Section 2 Academic Rules & Regulations for Activity Eligibility

These academic rules and regulations are in effect for all students in grades seven through twelve who are enrolled as students in the Randolph Public Schools. The guidelines are as follows:

1. Student academic status will be monitored weekly, starting the fourth Tuesday of each quarter. Student grades need to be current as of 10:00 am prior to the eligibility report being run on every Tuesday at 12:00 pm. Students who are on the list to lose academic eligibility will be informed by their respective teachers, coaches or sponsors as to their status.

2. To lose academic eligibility a student will have an average below 70% in two (2) subjects. Students only taking one class at Randolph Public Schools per semester will lose academic eligibility if they have an average below 70% in that RPS class. Students will be ineligible from Wednesday morning through the following Wednesday morning.

3. Ineligibility is for all events or activities but does not affect practices. When a student loses academic eligibility they may not miss school for <u>any</u> activity, may not suit up for any activity, and may not participate in an activity.

4. Areas covered by the policy will include:
    1. Plays
    2. Speech Contest
    3. Athletics/Dance
    4. Extra Curricular Music Groups (Contest, Music Trips, Pep Band)
    5. FFA & FCCLA (Contest, Field Trips, Conventions)
    6. Class and Organizational Contest

7. Quiz Bowl
8. Checking out of study halls during school
9. Any other similar activity inadvertently left off the list and/or organized after policy implementation that is similar in nature to the above list.

5. Students must also meet all NSAA interscholastic eligibility guidelines or participation in events or activities under the jurisdiction of the NSAA.

Section 3 Activity/Athletic Code & Regulations

The Board of Education of the Randolph Public Schools recognizes a certain value in the privilege of participating in extracurricular activities in the overall scope of a student's education. The participation in these activities is voluntary and considered a privilege granted by the school district. In order to participate in extracurricular activities, the involved students will be subject to, and expected to comply with, certain guidelines as developed by the Nebraska School Activities Association and/or the school district.

The following rules and standards concerning student conduct for all school activities are established to assist the Randolph Public Schools in carrying out the function of the activity. They will govern all students engaged in school activities for all six years of their secondary schooling. If a student is guilty of a violation of these rules, he/she is subject to consequences as prescribed in this policy. This policy affects all non-graded school related activities. The activity code and regulations, even those students who participate only as spectators will govern every student in our school. The application of these guidelines shall begin with the first day of school, or the first day of practice, if such practices start before the first day of school and will continue through the academic year and/or the last activity event of that academic year.

I. Attendance

A. In order to participate in any school activity (music concert, athletic event, plays, practices, meetings, etc), the student must be in attendance for at least half of the school day on the day of the event or practice in which the student is participating.
B. If any activity occurs the morning of the next day or on a weekend, the student must be in attendance for at least half of the school day on the school day prior to the event. If the student did not attend school the day before the event, special permission to allow the student to participate is needed from the administration.
C. Attendance at practice is required if the student is in attendance at school, unless excused by the coach or sponsor.
D. Students who are unable to participate in an activity due to injury or illness are not allowed to miss more than one class period to attend the event with the school. Exceptions will be made for students who have not met the criteria for the Nebraska State Truancy Statutes excessive absenteeism (Outlined in Article 4 - Attendance, Section 3)
E. Any exception to the above guidelines will need previous approval from the Administration.

Travel

A. The district will provide or approve the means of transportation to all school activities. All participants will ride to and from the activity in the school sponsored

vehicle unless prior arrangements have been made with the activity sponsor. Students may not be transported by any other means without prior approval of the administration.

B. Parents wishing to have their own child return from an event shall present (in person) the event sponsor with a signed written request. Any violation of this rule will result in a one-week activity suspension.

II. Behavioral Conduct

A. The following actions and/or conduct are deemed inappropriate for any student enrolled in Randolph Public Schools:

1. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
2. Possession, dispensing, delivering and/or consumption of anabolic steroids.
3. Stealing or damaging the property of the school, school employees, another student, or other schools or businesses while being a representative of Randolph Public Schools, or upon criminal conviction of theft.
4. Refusing to abide by a coach's or sponsor's request concerning actions, appearance, and/or general conduct as a representative of Randolph Public Schools.
5. Causing or attempting to cause physical injury to another student. Physical injury caused by accident, self-defense, or other action undertaken on a reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
6. Engaging in behavior that would bring discredit to the participant and/or the activity members or the district.
7. Engaging in any other conduct which may not be described above but which constitutes a substantial interference with the activities of the school or is a danger to the student.
8. Student Performance Goals on page 35.

IV. Investigative Process/Due Process

A. The student may be found in violation of the aforementioned rules:
   1. Upon the receipt of information from a school employee.
   2. The student may self-report a violation.
   3. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
   4. Conviction of the student by a court of an offense, which constitutes a violation of this policy, shall be considered as sufficient evidence for recommending an exclusion from participation in school activities in accordance with these rules.
   5. Parents may report a violation by their student.

B. The activity director and/or principal will make an investigation. This process will include giving the student involved oral or written notice of the charges and an explanation of the evidence against him or her. The student will be given an opportunity to present his or her version.

C. After investigating, the Principal shall make a determination as to whether this policy has been violated, and if so, whether an exclusion from participation in activities is necessary.

D. The student shall be notified immediately of the action taken. Parents will be notified by mail of the findings.

E. The student or student's parents will have five (5) calendar days to request a hearing with the superintendent if after receiving a copy of the written notice of the violation and action taken the parent or guardian does not accept the decision of the principal.
   1. The student will be provided with an opportunity to testify, question, and present other evidence on his or her behalf at the hearing.
   2. The decision will be put in writing, and a copy of this decision will be mailed to the student and his/her parents.

F. If the parent or guardian does not accept the decision made by the superintendent, they may file a written appeal within five (5) calendar days of receipt of the superintendent's written decision to the Randolph school's Board of Education.
   1. The Board of Education shall review the incident and the disciplinary action imposed by the superintendent. Within ten (10) calendar days from the date that the written appeal is received the Board of Education shall inform the parent or guardian of their decision. If the Board of Education votes to support such a student's exclusion the school days of exclusion previously served prior to receipt of the parent's written appeal by the superintendent shall be deducted from the 10 school day exclusion period.

V. Restrictions/Exclusions

A. Exclusions from activities are to take place in the activity the student is currently engaged in and/or the next activity in which the student will participate. To prevent a student from working off an exclusion in one activity so participation would be available in another, the student under restriction must obtain the permission of the sponsor to enter a new activity.

B. If the participant is in two (2) activities at the time of an infraction, the participant will be excluded from both activities.

C. For the purpose of administration of this policy, records of violations will be kept. It will be considered a second offense if another violation occurs within one year of recording a first violation. After one year from the first violation, a participant's record will show NO violations.
D. Should the activity restriction not be concluded by the last day of school, it will be carried over to the beginning of the following school year.
E. The restriction period will begin on notification from the principal and will run with consecutive meetings or contests. All suspensions for violations of this policy shall run concurrently.
F. If a violation of III – A 1,2 or 3 is established:
    1. The first violation of this policy will result in a fourteen (14)-calendar day suspension from activities. If a student self-reports the violation, the suspension will be for seven (7) calendar days. To be considered self-reported, the student must report the infraction to the high school principal (or in their absence, the superintendent) before noon of the next school day or within 24 hours if the violation occurs on a weekend or when school is not in session.

    2. For the second violation of this policy the student has 3 options. If the violation is unreported, the student will be suspended from activities for 8 weeks. If the student self-reports the violation, the suspension shall be for 4 weeks. A third option is available to the student, but this is a one time only option and only for the second violation. The student may participate in a diversion program and complete an 8-week education/counseling program (at the student's expense) approved by the administration. Proof of completion of this program must be provided to the administration. Students must attend all education/counseling program or they immediately revert back to one of the other two options.

    3. For a third violation of this policy the student shall be suspended from activities for one year. A student who self-reports will have the restriction reduced to 6 months. In addition, in order to be allowed to return to participation the student will be required to complete an education/counseling program at his or her own expense. A student who does not complete the education/counseling program will not be allowed to return to activity participation.

G. If a violation of III – A, 4 is established:
    1. The first violation of this policy will result in a twenty eight (28)-calendar day suspension from activities.

    2. For a second violation of this policy the student shall be suspended from activities for one year. In addition, in order to be allowed to return to participation the student will be required to complete an education/counseling program at his or her own expense. A student who does not complete the education/counseling program will not be allowed to return to activity participation.

H. Students who are not participating and are found in violation of this policy will be restricted from attendance at activities.

I. A student placed on restriction will be allowed to participate in the following activities for the duration of the restriction period:
   1. Attendance at regularly scheduled class periods.
   2. Participation on any class trip that is developed and supervised by the classroom teacher and is expected to be attended by all members of the class is considered a part of the learning curriculum for that particular class, and takes place within the confines of one calendar day.
   3. Participation in any regularly scheduled practices, as developed and supervised by the sponsor of the activity that the restricted student was participating in at the time of the restriction, or will be able to participate in when the restriction period is over.
   4. Attendance at any convocations or assemblies as scheduled by the administration designed for the attendance of all or part of the student body.

VI. **Other Guidelines**

A. These rules and guidelines are distributed to students and parents as part of the Student Handbook at the beginning of each school year or at the time of enrollment**. The student and parents must sign and return the form at the end of this handbook to the school stating that they have received and read the handbook, which includes the activity participation policy. The student will not be able to participate until this requirement is met.**

B. Students will be neat, clean and well groomed and will display personal conduct of good sportsmanship in situations where they are representing the school.

C. REQUIREMENTS OF NSAA:
   1. Physical examination - satisfactory medical finding must be met (Cost of physical examination for the athletic program will be paid by the student.
   2. Parent/Guardian permission
   3. Insurance statement – insurance requirements must be fulfilled.
   4. Eligibility requirements – scholastic standards of association.
   5. In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association.

D. Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at least 24 hours after the event or incident occurs. Any concerns raised about the coach will be redirected to the coach to address directly with the coach. If the concern is not resolved between the student, parent, and coach; then the administration will step in to mediate.

Students and parents are expected to communicate professionally with coaches. Any parent who fails to communicate in a professional manner may be asked to leave school grounds.

Section 4 Dances, Banquets – Parties

It is to be clearly understood that school dances and banquets are for the students and faculty members of the school. They are not to be considered public dances. High school activities such as Prom and Homecoming are intended to be for high school students only, unless special permission is granted by the administration. Unless they are considered a sponsor, no adult at least 21 years of age will be allowed to participate. All school dances will have at least two sponsors. Students will not be allowed to leave the supervised area during Prom and Homecoming. In the case of an emergency, permission is required by a sponsor for a student to leave the building. Parties, picnics, farewells, showers, social hours, etc. affecting students shall not be planned or held by any student organization for students or faculty members without prior approval of the administration and placement on the School master calendar. Typically high school organizations will not use school time for parties and picnics unless approved by administration.

Section 5 Student Representation

Class officers, Student Council representatives, club officers, royalty of various events, and other student roles, to be elected by the student body or parts thereof, will have their names submitted to the principal for clearance prior to any election. No one who exhibits in school or out of school behavior problems, court convictions (except for minor traffic violations) or other offenses against society, or who would not be expected to represent Randolph High school in a proper manner, will be eligible for election regardless of class standings. Additional qualifications follow:

1. Must be enrolled in Randolph High School at least one semester immediately preceding nominations.
2. Must be a student in good standing of their respective classes, i.e. (see class membership).
3. Royalty of any activity must meet all requirements for elective office. No student shall be elected king or queen or be a candidate for king or queen again elected of more than one activity in any one school year.

Section 6 State and District Contests

The school will provide expenses and transportation, as appropriate, only to those students participating in the event as contestants, managers, or sponsors

Section 7 Activity Accounts and Minutes

Minutes of Meetings: There shall be accurate minutes kept of all organized meetings. The minutes shall include a record of all motions and important actions of the organizations. Minutes for each meeting must be approved and signed by the sponsor. A book will be provided for this purpose.

Treasurer's Record: The treasurers of all organizations shall keep an accurate account of all financial transactions. This record shall have the source, date, and amount of all expenditures. These records shall be balanced with the school treasurer's record and filed at the close of the year.

Money: All money collected by school organizations for any purpose shall be finalized with the issuance of a receipt to the pupil from the organization treasurer accepting fellow students' payments, and shall be deposited with the school secretary. All payments shall be made by check drawn on the activities fund and signed by the superintendent and principal. No payment will be made in cash from collections that have not been deposited. A receipt must be given for all money received by the school secretary.

Purchases: All purchases by school organizations or sponsors with monies raised by classes or under auspices of school groups, must be made at the local level, unless local vendors do not handle the goods or product, or the price is demonstrably not competitive with non-Randolph vendors.

Charge Accounts: No purchases may be charged to any school activity unless the purchase is approved by the activity sponsor on the proper form. The sponsor is responsible for and must exercise complete control over the money for the organization of which he is a sponsor. He should see that all bills are settled as soon as possible after purchases are made.

Section 8 Fund Drives

MONEY RAISING ACTIVITIES: All activities of this kind must have the approval of the administration and plans for the activity should be submitted for final approval at least 5-7 days prior to the event.

Section 9 School-Sponsored Trips

Students authorized by the school to go on sponsored trips must ride on buses both ways unless specifically approved by the office or the teacher in charge to go with his/her parents. Only in this way can the school be certain that all students are accounted for and that the students will be at the scheduled place at the scheduled time for the scheduled group or individual activity. School buses will leave for home immediately following the event unless the sponsor has made other arrangements and had them approved by the office before leaving. Only this way is it possible to coordinate bus usage and respect for plans of parents, students, sponsors, and drivers.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

The Randolph Public Schools does 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, 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	Jr/Sr High Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 207 North Pierce Street, Randolph, Nebraska 68771, telephone number (402) 337-0252.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Randolph 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.

Preventing Harassment and Discrimination of Students.

Purpose: Randolph Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Randolph Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

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

> In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
>
> Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures:
Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

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

Section 4 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 the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

Section 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 principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605

Notice Concerning Directory Information

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

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 extra-curricular 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 Randolph 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.

Notice Concerning Designation of Law Enforcement Unit:
The District designates the Randolph 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
The No Child Left Behind Act 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 Notice Concerning Staff Qualifications
The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Student Privacy Protection Policy
It is the policy of Randolph 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:

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

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

Right of Parents to Inspect Instructional Materials: Parents 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.

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: 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.

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

Annual Parental Notification of Student Privacy Protection Policy: The District 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.

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.

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

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

Section 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

Randolph 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. Parents' continued attendance at such activities will be based on the students' 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.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local

academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 11 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 provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

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

the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the 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 Randolph Public Schools based on it being the school of origin, the new school and Randolph 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 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, it 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 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 lunch room; 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 the 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 parent and school official 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 the 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

Lunch and Breakfast Program

A hot lunch and breakfast program is available to students at Randolph Public Schools. Lunch money needs to be turned in to the office. Each student will have a personalized number that will charge his or her account. When a family account reaches a negative balance of $50.00, the student(s) will not be able to receive a school lunch until their account is balanced. Provisions are available for free and reduced priced meals for those families that qualify. An information sheet stating the guidelines for free and reduced priced meals, as well as application forms are available at the office.

Milk or juice may be purchased at an additional cost. Visitors are welcome to eat; however, advance notice would be appreciated to ensure adequate food preparation.

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, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410 or call toll free (866)632-9992. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish). USDA and this institution are equal opportunity providers and employers.

Section 13 - Student Fees Policy

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

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents

have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "l," which provides further specifics of student fees and materials required of students for the 2013-2014 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in

a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

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

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2013-2014 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

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

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

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the _____ day of _____, 20___, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such a public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

_____
Superintendent or Other Authorized School Official