

**Randolph Public Schools
Jr./Sr. High**

**STUDENT-PARENT HANDBOOK
2017-2018**



Randolph Public Schools

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Randolph Public School Jr./Sr. High School STUDENT - PARENT HANDBOOK 2017-2018

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**Randolph Public Schools
Jr./Sr. High School
Student-Parent Handbook
2017-2018 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.

Section 2 Members of the Board of Education

Name	Contact Information
Paul Schmit, President	402-337-1447
Jim Scott, Vice President	402-360-4849
Sandy Owens, Secretary	402-337-0128
Lisa Linville	402-360-0477
Loren Haselhorst	402-337-1439
Cody Backer	402-360-0964

Section 3 Administrative Staff

Name	Position
Jeff Hoelsing	Superintendent
Dennis Bazata	Jr./Sr. High School Principal
Mary Miller	Elementary School Principal

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 3.

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

<u>Class Schedule</u>		<u>Late Start Schedule</u>	
1st Period	7:50-8:42	1st Period	10:00-10:20
2nd Period	8:45-9:37	2nd Period	10:23-10:43
3rd Period	9:40-10:32	3rd Period	10:45-11:05
4th Period	10:35-11:27	4th Period	11:07-11:27
5th Period	11:30-1:20	5th Period	11:30-1:20
HR/SH – Grades 7-9	11:30-12:00	Back on regular schedule	
Lunch – Grades 7-9	12:00-12:25		
HR/SH – Grades 10-12	12:25-12:55		
Lunch - Grades 10-12	12:55-1:20		
6th Period	1:23-2:15		
7th Period	2:18-3:10		
8th Period	3:13-4:05		
<u>Pep Rally Schedule</u>			
6 th Period	1:23-2:08		
7 th Period	2:11-2:56		
8 th Period	2:59-3:45		

Section 2 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 cancelled (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 Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 3 Open-Closed Campus

All students are required to remain on campus during the school day, except seniors only during the 4th quarter who are allowed to leave campus during lunch with written parent permission.

Section 4 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 admitted to the school building 15 minutes prior to the first class. Students will not be permitted to enter earlier unless 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 report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent 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 5 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 6 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

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. If a visitor needs to visit with a student during the noon hour or any other time, the office will make the necessary arrangements.

Section 2 Smoke-Free Environment

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

Section 3 Care of School Property

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.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted 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. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

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 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. Because of their disruptive potential, student cell phones are banned during normal class periods. Students may use their cell phones during their lunch period and while changing classes. Phones will be confiscated if used during classes if they are not authorized by the teacher. Any confiscated phones must be turn OFF. For the first offense,

the confiscated phone will be returned to the student after the 4:05 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 8 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 9 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 10 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 11 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 12 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 13 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 14 Copyright and Fair Use Policy

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

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

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

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

Section 15 Announcements

The Office will make daily announcements concerning activities. These announcements will be read to the students at the beginning of 2nd period as well as being posted in the commons area outside the office. Announcements from other sources pertaining to outside activities need approval by the administration.

Section 16 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 17 Bulletin Boards

Bulletin boards are maintained throughout the building for the posting of general information material and school announcements. All posting placed on the bulletin boards must be approved by the office. Persons or groups posting notices should remove them as soon as the purpose of the notice is served. Make a habit to read the bulletin board notices because they may concern you.

Section 18 Damage to School Property

Except in cases of unavoidable accidents, pupils are liable and will be required to pay for damage that they may cause to school equipment and property. Refusal to do so may be deemed cause for disciplinary action.

Section 19 Food & Drink

Food and drinks are encouraged 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 20 Pep Rallies

Request 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 21 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 22 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 student going to the resource room/achievement center.) These three passes will be written **IN INK**, in the handbook on the day used. **EVERY STUDENT IS EXPECTED TO HAVE THE SIGNED PASSBOOK WITH THEM AT ALL TIMES.** It will include time and destination with the teacher's signature. 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 23 Study Hall/Achievement Center

Full period study halls will only be allowed for students with special circumstances. Every student will be enrolled in a Home Room class period which includes a shortened study hall. Guidelines will be established by the study hall supervisor and the Achievement Center supervisor.

Section 24 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 25 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.

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 during a semester.

If a student reaches ten (10) non-school related course absences in a semester, 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 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 School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

- a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

(2) Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

(i) Illness related to physical or behavioral health of the child.

(ii) Educational counseling;

(iii) Educational evaluation;

(iv) Referral to community agencies for economic services;

(v) Family or individual counseling; and

(vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

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 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 for school after 7:50 a.m. is considered tardy until 8:00 a.m., at which time, the student will be considered absent from that period. The Principal will handle the 1st period tardies. Tardies after 1st period will be handled by the instructors and consequences will be at the discretion of the individual instructor, up to arrival 10 minutes late or more at which time, the student will be considered absent for the period.

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. Individual teachers will have guidelines as to when class work will be completed.

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 by 11:30 a.m. on 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 by 11:30 a.m. 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.

Attendance at practice is required if the student is in attendance at school, unless excused by the coach or sponsor.

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 trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) excused or unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

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 courses in the ninth through twelfth grade must be repeated when failed: Math, if you have less than 36 hours completed. Physical Science and Biology courses if you have less than 36 science hours completed. American History and American Government if less than 42 social science hours completed. English 9, English 10, English 11 and English 12 if less than 48 English hours completed. Health and or/Physical Education must have 10 hours completed. 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 270 semester hours credit in grades 9 through 12 inclusive. 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:

MATHEMATICS	36 credit hours
SCIENCE (Physical Science and Biology)	36 credit hours
SOCIAL SCIENCE (Includes American History & American Government)	42 credit hours
ENGLISH	48 credit hours
HEALTH AND/OR PHYSICAL EDUCATION	10 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 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

Courses in Mathematics, Science, Social Science, Foreign Language and English will be

awarded 12 credit hours per year (6 credit hours per semester). Band and Chorus will be awarded 5 credit hours per year (2.5 credit hours per semester). All other courses offered at Randolph High School will be awarded 10 credit hours per year (5 credit hours per semester). All students must take a minimum of seven courses a semester. A three-hour college course will be awarded one semester of RHS credit. A student may substitute a maximum of two college courses for the required seven high school courses per semester. Starting with the class of 2015, graduation from Randolph Public Schools will require a total of 270 credit hours including the required classes found in this handbook.

Section 7 Class Membership

No student shall be eligible to class membership who does not have sufficient credits at the beginning of the fall term to make it probable that he/she will graduate with that class. At the beginning of the fall term, a student must have 25% of the hours required for graduation to be considered a sophomore, 50% of the hours required for graduation to be considered a junior, and 75% of the hours required for graduation to be considered a senior. A student may be retained at a grade level or be required to repeat a course when such a determination is made by the Principal, counselor and students teachers.

Section 8 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.

- 10-20 credit hours for Computer Science
- 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 9 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 10 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 typically progress annually from grade to grade. A student may be retained at a grade level or 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.

Section 11 Schedule Changes

Dropping a class must be done by the end of the second full day of classes each semester. 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 12 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 13 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 14 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 §84-1201 to §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 be 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 15 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 16 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 17 Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the 1st quarter and mid-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 18 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 member is 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 19 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 formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

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

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

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

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

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

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

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

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

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

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

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

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

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

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

C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student’s work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student’s parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Section 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 in grades 7-11 will participate in the MAP assessments in the fall and spring. 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 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.

Section 2 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 3 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.

Section 4 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 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.

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.

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

These standards are in addition to 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. Possession, use, distribution or being under the influence of any controlled

- substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
 3. Possession, use, distribution or being under the influence of alcohol.
 4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
 5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
 6. Possession, use or distribution of any tobacco product.

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 guardian 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.

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 or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
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.
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 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 the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

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 if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. 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.
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 provided an alternative education program that will enable the student to continue academic work for credit toward graduation. 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.

D. 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. 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. 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;
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;
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. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Randolph Public Schools' buses.
17. 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.
18. 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

removal of freedoms until satisfactory performance is achieved. Student consequences for unacceptable behavior choices can be summarized in table form and described in narrative format as follows on the next page:

Level	Grade 7-12
I. Classroom (classroom teacher, parent, and student)	1- 10 minute session with a teacher during valued time 2- 15 minute session with a teacher during valued time 3- 20 minute session with a teacher during valued time, a student telephone call to a parent, and a mandated parent meeting
II. SAT (classroom teacher, parent, student, Student Assistance Team Coordinator, and administrator when requested)	1- 30 minute session with a teacher during valued time or consequences stated in IEP/PIP 2- Session with a 1 day ISS or consequences stated in IEP/PIP 3- Session with a 1 day OSS or consequences stated in IEP/PIP, a student telephone call to a parent and a mandated parent meeting
III. MDT/IDT (classroom teacher, parent, student, administration, resource teacher, support staff, and community support staff when needed)	1- Session with a 2 day ISS or consequences stated in IEP/PIP 2- Session with a 3 day OSS or consequences stated in IEP/PIP 3- Session with a 5 day OSS or consequences stated in IEP/PIP *Mandated parent meeting with each Session given at this level

Please note:

1. Sessions will be conducted within one day of being issued and will be used as a time for the classroom teacher and student to complete a problem solving form. Refusal to complete a problem solving form will result in a one-day in-school suspension.
2. Suspensions will be served the following day of being issued.
3. Students failing to attend a session without making prior arrangements with the classroom teacher will receive a double consequence the next day after school or at a time designated by the teacher. Students failing to attend this second re-scheduled Session will receive a 1 day in-school suspension and will be required to develop a re-entry plan with parents before returning to regular classes.
4. Students receiving three sessions at a particular level will result in a mandated meeting with designated staff. The Performance Improvement Planning (PIP) meeting must occur within five school days. If a parent/guardian is unable to meet at the scheduled time, it is the responsibility of the parent/guardian to reschedule the meeting within the five school days. Failure to meet will result in the student being placed in ISS (elementary) until a meeting is conducted or being removed (junior high/high school) from school until a meeting is conducted.

5. Students suspended must complete assigned tasks on time to receive partial or full credit. Failure to complete assigned tasks on time will result in 0% credit.

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 insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on District servers or in computers will be private.
- (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 - alternating 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.

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 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).

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 8 Firearms and Dangerous Weapons

Knowingly and intentionally possessing, using or transmitting a firearm or dangerous weapon 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 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 9 Questioning of Students

Law enforcement officers shall not be allowed to interview or question student 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 10 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 11 Telephone Calls and Cell Phones

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. Because of their disruptive potential, student cell phones are banned during normal class periods. Students may use their cell phones during their lunch period and while changing classes. There may be times when teachers will allow the students to use cell phones during class. Phones will be confiscated if used during classes if they are not authorized by the teacher. Any confiscated phones must be turned OFF. For the first offense, the confiscated phone will be returned to the student after the 4:05 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 12 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, lap top 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

(1) Students are not permitted to possess or use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, during passing time, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

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 13 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 14 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 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 any 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. Prom
 10. Homecoming
 11. 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 by 11:30 a.m. 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 by 11:30 a.m. 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. Any exception to the above guidelines will need previous approval from the Administration.

II. 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.

III. Behavioral Conduct

- A. The following actions and/or conduct are deemed inappropriate for any student enrolled in Randolph Public Schools:
 - 1. Possession and/or consumption of alcoholic beverages or in the presence of alcoholic beverages.
 - 2. Possession and/or use of tobacco in any form, including electronic cigarettes.
 - 3. Possession and/or consumption of a controlled substance or in the presence of controlled substance.
 - 4. Possession, dispensing, delivering and/or consumption of anabolic steroids.

5. 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.
6. 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.
7. 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.
8. Engaging in behavior that would bring discredit to the participant and/or the activity members or the district.
9. 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.
10. Student Performance Goals on page 8.

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 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.

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. Parties, picnics, farewells, showers, social hours, etc. effecting 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 driver.

Article 10 - State and Federal Programs

Section 1 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 insure 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.