

Randolph Jr./Sr. High School

Student Policy Handbook

2015-2016

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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.

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.

Motto

Where Tomorrow is Built Today

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.

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.

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.

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.

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 11:46 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 11:46 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.

Attendance Policy

A. Randolph Public Schools Attendance Policy

If a student exceeds eight (8) 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. This letter will include a form that outlines mitigating circumstances.

If a student reaches eight (8) 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.

B. 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. (See Mitigating Below)

C. 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.

D. 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.

E. 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.

F. 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.

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.

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.

Book Fines

TEXTBOOKS: Teachers are asked to record the condition of books at the time they are checked out. If, at the close of the school year when the books are returned, they show more than average wear, the teacher is instructed to assess a fine in proportion to the excess wear. If the teacher does not collect the

fine, the book and report card shall be turned into the principal's office. The student must also pay for any damage or breakage done either intentionally or unintentionally.

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. They may concern you.

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.

Classroom Discipline (PIPSS)

Performance Improvement Problem Solving System

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

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

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

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.

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.

- (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.

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.

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. All school dances will have at least three 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.

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.

Dropping Classes

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.

Enrollment Option Policy

The school district participates in the Enrollment Option Program. The Enrollment Option Program is established to enable any student to attend a school in a school district in which the student does not reside subject to certain limitations.

Process and Time Lines to Option In:

For a student to attend Randolph Public Schools as an option enrollment student, the student's parent or legal guardian will submit an application to the Board of Education of the Randolph Public School District before March 15 for enrollment during the following and subsequent school years. The option is available only once to each student prior to graduation unless the student relocates in a different resident district. In the event a student relocates from the Randolph Public School District to a different school district and wishes to attend Randolph Public Schools as an option student, the application period is within thirty (30) days after the relocation. In the event the Randolph Public School District merges with another school district and a student wishes to attend Randolph Public Schools as an option student, the application period is within thirty (30) days after the effective date of the merger.

Upon receipt of an application, the Superintendent or designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

The application deadline will be waived by the School Board for applications to option into the Randolph Public School District, provided that the application contains a release approval from the resident district. This is only necessary if filed after March 15th and satisfies any other requirements of law.

Releases for Options Out:

A request for release of a resident student of the Randolph Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

Notification of Acceptance or Rejection:

In the case of an application to option enroll into the Randolph Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student, the resident school district, and the State Department of Education whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Randolph Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the

State Board of Education. Such notification shall be sent by certified mail. (Legal Reference: 79-232 to 79-246)

For the purposes of NSAA eligibility of activities for the following school year, all options must be completed by May 1 and the proper NSAA procedures will be followed by the school district.

Fire Drills

Fire 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.

Firearms

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 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." 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.

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.

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.

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.

Grading System

All grades will be posted in percentage. The percentage grade average will be used to determine a GPA based on a 4.0 scale. The 4.0 scale GPA will be used for specific needs like scholarship applications and college entrance applications.

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% – .7
F = 0% - 69% - 0.0

Graduation Requirements

To graduate, a student must complete four years or 8 semesters of attendance, take a minimum of seven courses a semester, receive at least 270 total hours, and successfully complete the following minimum course credit hours.

MATHEMATICS.....36 credit hours
SCIENCE (Physical Science & Biology).....36 credit hours
SOCIAL SCIENCE42 credit hours
(Includes American History & American Government)
ENGLISH.....48 credit hours
HEALTH AND/OR PHYSICAL EDUCATION .. 10 credit hours

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.

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.

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.

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.

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.

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

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.

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.

It is customary for the seniors to Purchase caps and gowns at commencement. In order to retain uniformity, there are to be no corsages or other decorations, other than ones chosen by the class as a group. Randolph cap and gown colors are red, white, or black. Cap & gown colors other than red, white, and black must be approved by the administration

Guidance

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.

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 Alert Now system (phone call) as soon as possible. Preferred contact numbers should be given to the office.

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.

Lockers

The school lockers belong to the school. **There is no expectation of privacy with regard to the contents of such locker.**

Lost and Found Articles

Lost items are to be turned into the office. 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.

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.

National Honor Society Bylaws

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.

Noon Guidelines

Staff members will release their class at the designated time for lunch.

1. Staff members are to walk with their class to the lunchroom.
2. Students are to be in the commons when appropriate unless given approval by the lunch supervisor to be else where.
3. Students may bring sack lunches. All lunches are to be eaten in the lunchroom.

Parent Conference

Parent conferences for all grades will be held in the fall and spring of the year.

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.) 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 a blue pass signed by the office. In emergencies, any teacher may excuse a student without the office signature, but should contact the office immediately.

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.

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.

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.

Recruiting Information

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

Report Cards and Attendance Records

Regular report cards and attendance records are to be issued after each grading period. 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.

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.

School Bus Regulations

Riding the school bus is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

1. Students must obey the bus driver promptly at all times.
2. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
3. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
5. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
6. Students must remain seated and keep aisles and exits clear while the bus is moving.
7. Students are prohibited from throwing or passing objects on, from, or into buses.
8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
9. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus. No glass items or other items as designated can be brought on the bus.
10. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be., absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
11. Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
12. Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident.
13. Student must respect the rights and safety of others at all times.
14. Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
15. Students may not leave or board the bus at locations other than the assigned stops at home or school.
16. Students cross the road when necessary ahead of the bus, but only after being signaled by the driver, looking after safety of smaller children.
17. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Consequences:

Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline.

Disciplinary consequences may include:

1. Note home to parents
2. Suspension of bus riding privileges
3. Exclusion from extracurricular activities
4. In-school suspension
5. Short term or long term suspension from school
6. Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy. Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. Records may also be maintained in the transportation office.

School Day

The length of the school day will be set annually by the Board of Education.

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.

Sexual Harassment Policy

It shall be the policy of Cedar County School District No. 45 to prohibit sexual harassment of Employees, applicants for employment, and students on any work premises where the district has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed Acts as are set forth in this policy occur on such premises, the superintendent or his/her designee Shall undertake immediate and appropriate action within the bounds of the law to punish as Appropriate any violations of this policy or of applicable law pertaining to sexual harassment and Shall undertake immediate and appropriate action to prevent any such conduct in the future.

As used in this policy the word “employee” shall mean any person who is an employee, or any former employee who alleges to have quit, to have been fired, or to have been constructively terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in this policy the word “student” shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of School age attending the district for educational reasons.

The following are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which demanded by any employee of the District against any other person as a term or condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal, or the conferring of job responsibility.
3. Conduct by an employee or employees directed against another employee or employees of the opposite sex, which has as its purpose unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

4. Unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee of the District is used as a basis for any educational decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct by an employee or employees directed against a student of the opposite sex, which has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome, learning environment.
6. Conduct by a student or any other person over whom the school district has control with such conduct being directed against a student of the opposite sex and which conduct has an effect of interfering of academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment. It shall be the policy of the District to receive information from any person concerning Allegations of conduct prohibited by this policy on a form which shall be distributed to all Employees of the District at the commencement of their employment or as soon as thereafter as is Reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable. Availability of the form shall be made known to all students in grades 7 through 12.

Information pertaining to the availability of such complaint forms shall be made known to the Parents of all other students in a reasonable manner. An adequate number of copies of the Complaint shall be maintained within the superintendent's control and shall be available to any Person protected by this policy. The effective date of this policy shall be October 10, 1994. Upon Receipt of any complaint upon the form prescribed by this policy, the superintendent or his/her Designee shall undertake an investigation subject to any limitations placed upon the investigation By the complaining party as indicated on the complaint form. After the investigation is completed, The superintendent or his/her designee shall confer with the person or persons against whom a complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or Refuting witnesses, as well as any statements or allegations made by any such witnesses which are known to the superintendent or his or her designee.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his/her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action not within his/her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board such matters of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees against non-employees at the work place as well as to protect non-employees at the work place. From time to time as deemed appropriate the superintendent shall address the subject of sexual harassment with the employees of the District by way of in service training, memorandum, administrative regulation, or any other method selected by the superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than are required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the work place regardless of by whom it is perpetuated and regardless of by whom it is suffered.

Nothing in this policy, nor any of the terms and conditions attendant to the complaint or used by the District, nor terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of

the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska civil rights. Notwithstanding the duty placed on the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled to or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

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

The following forms are available in the office of the Principal:

- Complaint and consent to investigate Allegations of Sexual Harassment
- General Authority to Disclose Information
- Limited Authority to Disclose

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.

Student Discipline Policy

It shall be the policy of the Cedar County school District No. 45 in order to comply with the Student Discipline Act of 1994 as amended, to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

Definitions And Standards:

The following student conducts will constitute grounds for long term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes:
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or any student
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or which is a firearm as defined by 18 U.S.C. 921.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in §28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in §53-103 or being under the influence of a controlled substance or liquor.
7. Public indecency as defined in §28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.

8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in §28-319 and §28-320, as such sections now provides or may hereafter from time to time be amended.
9. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
10. A repeated violation of any rules and standards validly established pursuant to §79-4, 176 if such violations constitute a substantial interference with school purposes.

After a hearing requested pursuant to §79-4,181 and §79-4,182 R.R.S., a report shall be made by the hearing examiner of his/her findings and a recommendation of the action to be taken.

Right To Notice:

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

Informal Conferences:

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

Short Term Suspension:

A. Informal conference.

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

B. Development of Guidelines.

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

relevant outcome. Such guidelines as the Superintendent, may develop shall be provided to the student and parent or guardian at or prior to the time of suspension.

C. Written Notice

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

Long Term Suspension, Expulsion, And Mandatory Reassignment:

Written Charge And Written Notice:

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

Hearing Procedures For Hearings Requested Within Five Days:

1. Scheduling of the Hearing.

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

2. Single Hearing for Multiple Students.

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

3. Hearing Procedures

During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call the question witnesses. No long term suspension, expulsion, or mandatory reassignment hearing will be held unless it is attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any and legal counsel as defined in 79-4, 187 R.R.S. 1943, if the hearing examiner or Superintendent deems it advisable. Witnesses shall be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and in such case, shall not be threatened with punishment or be later punished for refusal to testify. During the hearing, the principal shall present to the hearing examiner the student's records, and statements, in affidavit form, of any person having information about the students conduct. However, such records and statements will not be accepted by the hearing examiner unless, they had been made available to the student, or the student's parent, guardian, or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law of board policy. Such explanation and interpretation as desired by the hearing officer pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.

4. Long Term Suspension, Expulsion, Mandatory Reassignment.

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

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

After the hearing is concluded, the hearing examiner shall within a reasonable time Prepare a report of his or her findings with a recommendation of the action to be taken and the Reasons for the recommendations of the particular action. The Hearing Examiner's Recommendation may range from no action, through the entire field of counseling, to long term Suspension, expulsion, mandatory reassignment or an alternative educational placement under §79-a4a, 197.01, and as described in this policy. The superintendent shall review the examiner's Report and may change, revoke, or impose the sanction recommended by the hearing examiner As long as the Superintendent does not impose a sanction more severe than that recommended By the Hearing Examiner. Written notice of the findings and recommendations of the Hearing Examiner and the determination of the Superintendent shall be made by Certified or Registered Mail or by personal delivery to the student or the student's parent or guardian and upon receipt of such written notice, the determination of the Superintendent shall take effect immediately. Nothing in this policy shall require the hearing officer to place a student in an alternative placement unless required by the Nebraska Department of Education regulations.

6. Appeal Of The Superintendent's Determination

The student or the student's parent or guardian may appeal the Superintendents determination to the School Board or the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within 7 days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of 10 school days after such request unless the time for hearing is changed by mutual agreement of the student and Superintendent. The appeal hearing may be held before a committee of the School Board or Board of Education as long as at least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendents disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by §79-4, 199 R.S., such committee shall make a recommendation to the Board of

Education which shall at its first regular meeting next following the hearing before the committee consider the recommendation and take such action as the Board may elect, as provided. However, that action may not impose a more severe sanction than that recommended by the Superintendent. Nothing in this policy shall be construed to require a committee of the Board or The Board of Education to receive any new evidence unless the failure to do so would in the Judgment of the Board or the committee as applicable cause substantial unfairness in the Proceedings. Final action of the board shall be evidenced by personally delivering or mailing by Certified mail a copy of the deliberating bodies' decision to the student and the student's parent or Guardian.

Hearing Procedures For Hearings Requested After 5 Days But Within 30 Days:

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

Immediate Removal By The Principal:

The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose, or (b) personal injury to volunteers. Although the preferable practice is that the Principal make such determination in writing, nothing in this policy shall so continue until the date the long term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.

Maximum Length Of Expulsion:

A. In General.

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect throughout the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

Expulsion For Causing Personal Injury or For Possessing A Dangerous Weapon Other Than A Firearm:

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

Automatic Review Of Expulsions Which Continue During The First Semester Of The following year:

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for the review and shall be reviewed by the Hearing Examiner before the beginning school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board or Board of Education took the final

action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

Use Of Force:

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except when such knowing and intentional use of force resulting in personal injury to persons just named is caused by accident, self defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

Suspension Of The Enforcement Of Expulsion:

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

Nothing in this section shall be construed to require the District or the Administration to suspend the enforcement of any expulsion nor to require the District to enter into any contract or other arrangements with another school district or districts to provide any programs as are described in this section of the policy, unless required by the Nebraska Department of Education.

Suspension Of Expulsion Period:

In the event the district has expelled the student, such expulsion may be suspended from enforcement for a period of not more than one full semester in addition to the balance of the semester in which the expulsion took effect. The district may, as a condition of such suspended action, assign the student to a school, class or alternative educational program, which the school district deems appropriate for rehabilitation of the student. It shall be the policy of the district, in lieu of any programs that the district may offer as a community centered classroom which may include experiences for the student as an observer or aid in governmental functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individual prescribed educational and counseling programs, to have an alternative school, class, or educational program available or in operation for all students expelled or whose expulsion has been suspended pursuant to this policy. Such alternative educational program may consist of services provided at the student residence unless specifically prohibited by any rules and regulations relating to alternative schools, classes, and educational programs, which may be developed by the State Department of Education pursuant to lawful authority.

Reports To Law Enforcement:

In the event the principal knows or suspects that a violation of the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in s79-4, 180, the principal shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the principal except if the criminal act to be reported occurred on the school grounds of the district or during an educational function of event in which the district is involved, but off school grounds.

Reports To Nebraska Department of Education:

It shall further be the policy of the district to provide to the Nebraska Department of Education on an annual basis the following:

- A. An assurance that the school district has, in effect, the policy required by statute pertaining to firearms, a copy of which assurance shall be developed by the superintendent of schools or shall be as prescribed by the Nebraska Department of Education.
- B. A description of the circumstances surrounding any expulsions imposed under The immediately proceeding paragraph of this policy, including the name of the district, the number of students expelled from school, and the type of firearm concerned.

Release To Peace Officer:

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

Coordination With Other District Policies:

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

Student Fees

The Randolph Public Schools will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If a family wishes to have a fee waived they need to fill out in its entirety a Student Fee Waiver Application that can be obtained at the school office, along with any other required documentation and return it to the office.

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.

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 because of bad habits, 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.

Study Hall

Study halls will only be allowed for students with special circumstances and are available only by parent request. Guidelines will be established by the study hall supervisor.

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. 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.

Testing

We are required to notify parents when the district is conducting district-wide assessments or surveying students in our district. This is the annual notification of our intent to conduct district-wide assessments and or surveys during the current school year. All students in grades 7-11 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.

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!

Use of Facility by Students

All students must have supervision by a school sponsor when using any school facilities. This includes use of the gyms and the weight room.

Visitors

Visitors to our school are to check in with the office. If a visitor needs to visit with a student during the noon hour or any other time, the office will make the necessary arrangements.

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.

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

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. 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.

**JUST SAY NO
TO DRUGS AND ALCOHOL!**

