

# **O'NEILL JR-SR HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2017-2018**



O'Neill Jr. - Sr. High School  
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Mr. Cole Hilker, Guidance  
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Mr. Steve Brown, Building and Grounds  
[stevebrown@oneillschools.org](mailto:stevebrown@oneillschools.org)

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**THE O'NEILL WAY**  
***DEDICATION – HONOR – DIGNITY - CLASS***  
***COURAGE – EXCELLENCE – RESPECT - PRIDE***

# WELCOME TO O'NEILL HIGH SCHOOL

## *Home of the Eagles*

Dear Students and Parents:

On behalf of the faculty, administration and Board of Education, I welcome you to O'Neill Public Schools. Our staff is looking forward to helping you reach your learning potential and achieve your educational goals in the upcoming year.

Please read this handbook carefully. Students and parents are responsible for knowing the rules, regulations, and procedures covered in this handbook.

There are several forms that you will be expected to read and sign no later than the last school day of August. These forms are located on the high school website and can also be obtained in paper form by contacting the high school office.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run safely and efficiently. It would be impossible for a school to publish a handbook that includes a rule or regulation to cover every conceivable situation that a school might encounter. Please contact the building principal or the superintendent of schools if you ever have any questions about the handbook or about how a particular matter or incident should be addressed.

Sincerely,

*Corey Fisher*

Principal

### **OPS VISION STATEMENT**

Dream ~ Believe ~ Achieve

Empowering today's students to be tomorrow's leaders.

### **OPS MISSION STATEMENT**

The Mission of the O'Neill Public Schools is to provide engaging learning experiences in a safe and respectful environment where all students are expected to develop the skills and knowledge necessary to be independent, collaborative, and productive citizens of an ever-changing world.

## 2017-2018 O'Neill High School Faculty & Staff

<b>Asche, Jennifer</b>	Para Educator	<b>Kallhoff, Seth</b>	Health/Phys. Education
<b>Appleby, Kaye</b>	Business	<b>Kelly, Brianne</b>	ELL/English
<b>Barelmann, Deb</b>	Math	<b>Klein, Carre</b>	Deaf Educator
<b>Belmer, Ashley</b>	Assistant JH Coach	<b>Kloppenborg, Terry</b>	Music Accompanist
<b>Braun, Michaela</b>	Media Specialist	<b>Krysl, Meredith</b>	Para Educator
<b>Brown, Steve</b>	Soc. Sci./Bldg. & Grounds	<b>Langan, Jill</b>	CTL
<b>Brown, Teri</b>	Spanish	<b>Leisy, Mary</b>	Math/Science/Musical
<b>Buller, Greg</b>	Tech Coordinator	<b>Ludwig, Cheryl</b>	Activity/Guid. Secretary
<b>Burival, Joyce</b>	Para Educator	<b>Mann, Ann</b>	Family & Consumer Sci.
<b>Burtwistle, James</b>	Vocational Technology	<b>Marvin, Mike</b>	Assistant Track
<b>Childers, Curtis</b>	Assistant WR	<b>Mathews, Lori</b>	JH Volleybal
<b>Claussen, Lance</b>	Assistant BBB	<b>McNichols, Kevin</b>	Art
<b>Corkle, Becky</b>	Guidance	<b>Miller, Alex</b>	Assistant Softball
<b>Corkle, Bryan</b>	Science	<b>Morrow, Kevin</b>	Science/Technology
<b>Daily, Lizeth</b>	Para Educator	<b>Morten, Cierra</b>	Teacher/Para Educator
<b>Dean, Becky</b>	Special Education	<b>Mudloff, Kay</b>	School Psychologist
<b>Dean, Chad</b>	Instrumental Music	<b>Nordby, Mary Jo</b>	Special Education
<b>Dexter, Rylee</b>	Science	<b>Peterson, Mike</b>	Business
<b>Eby, Bill</b>	Custodian	<b>Pongratz, Teresa</b>	English
<b>Eichelberger, Brock</b>	Physical Education	<b>Price, Chuck</b>	Softball/Assistant GBB
<b>Fisher, Corey</b>	Principal	<b>Price, Kelley</b>	Admin. Assistant
<b>Fritz, Ann</b>	Para Educator	<b>Reiman, Michelle</b>	Math
<b>Gotschall, Katrina</b>	English	<b>Reinhardt, Danielle</b>	English
<b>Gottsch, Carolyn</b>	Nurse	<b>Robertson, Angie</b>	Para Educator/Volleyball
<b>Grossnicklaus, Monte</b>	Special Education	<b>Romshek, Brianna</b>	Para Educator/Thrive
<b>Hammerlun, Lucy</b>	Custodian	<b>Schmeichel, Brenda</b>	Para Educator
<b>Hesse, Wayne</b>	Social Science	<b>Schueth, Rita</b>	Special Education
<b>Hilker, Cole</b>	Math/Guid./Career Acad.	<b>Shane, Amy</b>	Superintendent
<b>Horacek, Tony</b>	Math/Coach	<b>Sholes, Molly</b>	Para Educator
<b>Horn, Amanda</b>	Ag. Ed./FFA/Cheer	<b>Simonson, Nic</b>	Science/Robotics
<b>Hostert, Gary</b>	Social Science	<b>Spangler, Allen</b>	Vocational Technology
<b>Hostert, Kathy</b>	Math/PE	<b>Stelling, Shannon</b>	SPED Administrator
<b>Hostert, Nick</b>	Activities Director	<b>Sterns, Ron</b>	Assistant WR
<b>Hunt, Mark</b>	Social Science	<b>Troester, Jennifer</b>	English
<b>Jensen, Ron</b>	Van Driver/Custodian	<b>Vanderbeek, Kendra</b>	English
<b>Johnson, Ed</b>	Assistant FB	<b>Venturino, John</b>	Custodian
<b>Kaczor, Brett</b>	Assistant FB	<b>Walters, Brandi</b>	Dance Team
		<b>Westerhaus, Stephanie</b>	Vocal Music/Thrive



**O’Neill HIGH SCHOOL**  
*Home of the Eagles*

**Handbook Table of Contents**

Welcome – Vision – Mission Statements .....1

Staff Assignments..... 2

School Calendar..... 4

School Song, Pledge of Allegiance, Class Sponsors and First Day of School..... 5

Bell Schedules, School Hours and After School Program.....6

Student Conduct/Expectations for Behavior, Sexual Harassment Dating Violence Prevention and Anti-Bullying Policy..... 7

Attendance – Tardy – Truancy, Leaving Campus, Closed Campus Driving Policy, Parking.....8- 9

Dress Code, Cell Phones/Mobile Electronic Devices.....10

Tobacco, E-Cigarettes, Drugs/Alcohol, Restraint, Disciplinary and Detention Procedures.....11-12

Principal Referral, Suspension and Expulsion, Study Hall and Academic Information..... 13

Graduation Requirements, Promotion and Retention, Class Changes, Student Withdraw From School, School Psychologist and Internet Use/Laptop Computers, Cafeteria .....14

Library, Locks and Lockers, Lost and Found, Non-Compliance, Safety, School Visitors, Teacher Aides, Telephone Calls and Temporarily Disabled/Tasers/Weapons.....15-16

School Activities and Concussion Information.....17-24

Notification of Rights under FERPA for Elementary and Secondary Schools, Notice Concerning Directory Information and OPS Non-Discrimination Statement.....25-26

Student Fee Policy.....27-32

# 2017-2018 O'Neill Public Schools Calendar

Board Approved - February 13, 2017

Practice Starts - FB, SB, GG 7  
 New Employees Mtg 11  
 School Board Meeting 14  
 Practice Starts - VB, CC 14  
 Marzano Workshop - All Staff 14  
 Staff Development 14-16  
**First Day of School 17**  
 2:30 pm Dismissal 21,28  
 Staff Development  
 T - 14 H - 11 E - 11

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

No School 8  
 9am-12pm Staff Development  
 12p-6:30p K-12 P/T Conferences  
 School Board Meeting 12  
 No School 16  
 2:30 pm Dismissal 5,12,19,26  
 Staff Development  
 T - 19 H - 18 E - 18

No School - Labor Day 4  
 School Board Meeting 11  
 2:30 pm Dismissal 11,18,25  
 Staff Development  
 T - 20 H - 20 E - 20

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No School 2  
 No School 9  
 School Board Meeting 12  
 End of 3rd Quarter 16  
 No School - Easter Break 30,31  
 2:30 pm Dismissal 5,12,19,26  
 Staff Development  
 T - 19 H - 19 E - 19

School Board Meeting 9  
 End of 1st Quarter 19  
 No School - Fall Break 20  
 No School 25  
 9am-12pm Staff Development  
 12-6:30pm K-12 P/T Conferences  
 2:30 pm Dismissal 2,9,16,23,30  
 Staff Development  
 T - 21 H - 20 E - 20

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

No School - Easter Break 1,2  
 Optional Student Make Up Day 2  
 School Board Meeting 16  
 2:30 pm Dismissal 9,16,23,30  
 Staff Development  
 T - 20 H - 20 E - 20

Veteran's Day Observed 10  
 School Board Meeting 13  
 2:30 pm Dismissal 22  
 No School - Thanksgiving Break 23-26  
 2:30 pm Dismissal 6,13,20,27  
 Staff Development  
 T - 20 H - 20 E - 20

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Senior's Last Day 9  
 Graduation 12  
 School Board Meeting 14  
 Student's Last Day - End of 2nd Semester 18  
 Staff Development  
 Optional Student Make Up Day 21  
 Memorial Day 28  
 2:30 pm Dismissal 7,14  
 Staff Development  
 T - 15 H - 14 E - 14

School Board Meeting 11  
 End of 1st Semester 22  
 2:30 pm Dismissal 22  
 No School - Winter Break 23-31  
 2:30 pm Dismissal 4,11,18  
 Staff Development  
 T - 16 H - 16 E - 16

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

School Board Meeting 11

No School - Winter Break 1-4  
 Staff Development 3,4  
 School Board Meeting 15  
 2:30 pm Dismissal 8,15,22,29  
 Staff Development  
 T - 21 H - 19 E - 19

JANUARY 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Independence Day 4  
 School Board Meeting 16

1st Semester T - 91 H - 87 E - 87	<b>Teacher Contract Days 185</b> <b>JH/HS Student Days 177</b> <b>Elementary Student Days 177</b>	2nd Semester T - 94 H - 90 E - 90									
<p><b>Legend</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; background-color: #e0e0e0; padding: 2px;">First and Last Day of School</td> <td style="width: 33%; padding: 2px;">Be sure to carefully note the dates and descriptions in the margins. For up to date changes, check the calendar on the O'Neill Public Schools website.</td> <td style="width: 33%; background-color: #ffff00; padding: 2px;">No School</td> </tr> <tr> <td style="background-color: #e0ffe0; padding: 2px;">Staff Development - 2:30 Student Dismissal</td> <td></td> <td style="background-color: #ffe0e0; padding: 2px;">2:30 Dismissal - Staff &amp; Students</td> </tr> <tr> <td style="background-color: #e0e0ff; padding: 2px;">School Board Meeting</td> <td></td> <td style="background-color: #e0e0ff; padding: 2px;">Staff Development</td> </tr> </table>			First and Last Day of School	Be sure to carefully note the dates and descriptions in the margins. For up to date changes, check the calendar on the O'Neill Public Schools website.	No School	Staff Development - 2:30 Student Dismissal		2:30 Dismissal - Staff & Students	School Board Meeting		Staff Development
First and Last Day of School	Be sure to carefully note the dates and descriptions in the margins. For up to date changes, check the calendar on the O'Neill Public Schools website.	No School									
Staff Development - 2:30 Student Dismissal		2:30 Dismissal - Staff & Students									
School Board Meeting		Staff Development									

## SCHOOL SONG

(Sung to the tune of Illinois Loyalty)

We're loyal to you O'Neill High  
We're white and blue O'Neill High  
We'll back you to stand  
'Gainst the best in the land  
For we know you will stand O'Neill High  
Rah! Rah!  
So crack out that ball O'Neill High  
We're backing you O'Neill High  
Our team is the famed protector  
On! Team, for we expect a victory from you O'Neill High!

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## PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

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## FIRST DAY SCHEDULE

8:15 a.m.	HS Students	Orientation (HS Gym)
8:15 a.m.	JH Students	Class Meetings
9:00 a.m.	JH Students	Orientation (HS Gym)
9:00 a.m.	HS Students	Class Meetings

## Class Sponsors and Meeting Locations

**Seniors** (Library).....Michaela Braun, Rita Schueth  
**Juniors** (Lecture Hall).....Katrina Gotschall, Bri Kelly, Tricia Wiseman  
**Sophomores** (MP Room).....Cierra Morten, Amanda Horn  
**Freshman** (Room 214).....Wayne Hesse, Kathy Hostert  
**8th Grade** (Lecture Hall)..... Mary Jo Nordby  
**7th Grade** (Library).....Rylee Dexter  
\*Class schedules, activity schedules, calendars, and other materials/activities may be distributed/conducted during class meetings. Officers may also be elected.

## 1st Day Period Schedule:

**1<sup>st</sup> period:** 9:30 – 9:52  
**2<sup>nd</sup> period:** 9:55 – 10:17  
**3<sup>rd</sup> period:** 10:20 – 10:42  
**4<sup>th</sup> period:** 10:45 – 11:07  
**5<sup>th</sup> period:** (7<sup>th</sup> – 9<sup>th</sup> gr.) 11:10 – 12:10 (**7-9 Lunch:** 11:10 - 11:40 / **Class:** 11:45 - 12:10)  
**5<sup>th</sup> period:** (10<sup>th</sup> – 12<sup>th</sup> gr.) 11:10 – 12:10 (**Class:** 11:10 - 11:32/**10-12 Lunch:** 11:35 - 12:10)  
**6<sup>th</sup> period:** 12:13 – 12:35  
**7<sup>th</sup> period:** 12:38 – 1:00  
**8<sup>th</sup> period:** 1:03 – 1:25

**Laptop Checkout Following 8<sup>th</sup> Period**

## BELL SCHEDULES

### Junior High Regular

Teachers on Duty	7:45–3:45
Early Bird Class	-----
1 <sup>st</sup> Period	8:00 – 8:49
2 <sup>nd</sup> Period	8:52 – 9:41
3 <sup>rd</sup> Period	9:44 – 10:33
4 <sup>th</sup> Period	10:36 – 11:25
5 <sup>th</sup> Period	11:28 – 12:17
Lunch (7 <sup>th</sup> – 9 <sup>th</sup> )	12:17 – 12:47
6 <sup>th</sup> Period	12:50 – 1:39
7 <sup>th</sup> Period	1:42 – 2:31
8 <sup>th</sup> Period	2:34 – 3:23

### High School Regular

Teachers on Duty	7:45–3:45
Early Bird Class	-----
1 <sup>st</sup> Period	8:00 – 8:52
2 <sup>nd</sup> Period	8:55 – 9:44
3 <sup>rd</sup> Period	9:47 – 10:36
4 <sup>th</sup> Period	10:36 – 11:25
Lunch (10 <sup>th</sup> – 12 <sup>th</sup> )	11:28 – 11:58
5 <sup>th</sup> Period	12:01 – 12:50
6 <sup>th</sup> Period	12:53 – 1:42
7 <sup>th</sup> Period	1:45 – 2:34
8 <sup>th</sup> Period	2:37 – 3:26

### 10:00 AM Late Start

Teachers on Duty	TBA
Early Bird Class	-----
1 <sup>st</sup> Period	10:00 – 10:34
2 <sup>nd</sup> Period	10:37 – 11:11
Lunch 10 <sup>th</sup> – 12 <sup>th</sup>	11:14 – 11:44
Lunch 7 <sup>th</sup> – 9 <sup>th</sup>	11:50 – 12:20
3 <sup>rd</sup> Period – 7 <sup>th</sup> – 9 <sup>th</sup>	11:14 – 11:48
3 <sup>rd</sup> Period – 10 <sup>th</sup> – 12 <sup>th</sup>	11:47 – 12:21
4 <sup>th</sup> Period	12:23 – 12:57
5 <sup>th</sup> Period	1:00 – 1:34
6 <sup>th</sup> Period	1:37 – 2:11
7 <sup>th</sup> Period	2:14 – 2:48
8 <sup>th</sup> Period	2:51 – 3:25

### 2:27 PM Dismissal

Teachers on Duty	7:45–3:45
Early Bird Class	-----
1 <sup>st</sup> Period	8:00 – 8:42
2 <sup>nd</sup> Period	8:45 – 9:27
3 <sup>rd</sup> Period	9:30 – 10:12
4 <sup>th</sup> Period	10:15 – 10:57
5 <sup>th</sup> Period	11:00 – 11:42
Lunch 10 <sup>th</sup> – 12 <sup>th</sup>	11:45 – 12:15
Lunch 7 <sup>th</sup> – 9 <sup>th</sup>	12:27 – 12:57
6 <sup>th</sup> Period – 7 <sup>th</sup> – 9 <sup>th</sup>	11:45 – 12:24
6 <sup>th</sup> Period – 10 <sup>th</sup> – 12 <sup>th</sup>	12:18 – 12:57
7 <sup>th</sup> Period	1:00 – 1:42
8 <sup>th</sup> Period	1:45 – 2:27

### SCHOOL HOURS

Regular school hours on a normal school day are from 8:00 a.m. to 3:45 p.m. with JH students attending classes from 8:00 a.m. to 3:23 p.m. and HS students attending classes from 8:00 to 3:26 p.m.

### AFTER SCHOOL PROGRAM (THRIVE)

The OHS After School Program will operate from 3:30 p.m. – 5:30 p.m. in the high school multi-purpose room (lunch room). Students who are not working with a teacher and who are not participating in after school programs (activities/athletics/after school program) are expected to leave campus by 3:45 p.m. Students shall not congregate in the hallways or by the front exit after 3:45 p.m. (\* Expectations for the OHS After School program will be presented the first week of the school year.)

Students may not enter the building before 7:00 a.m. unless student appointments have been made with teachers or administrators prior to that day. Upon arrival at school, students should remain in the student commons or go directly to a teacher/staff supervised classroom.

# O'NEILL HIGH SCHOOL STUDENT EXPECTATIONS

## STUDENT CONDUCT/DISCIPLINE

**\*\*Any District policies that are changed/added after July 31, 2017 may not be reflected in this handbook but can be found on the District website: [www.oneillpublicschools.org](http://www.oneillpublicschools.org).**

**Expected Behavior:** Students are expected to act, dress, and conduct themselves in a manner that reflects favorably upon themselves and the school while in the school building, on school grounds, and in attendance at school sponsored events. This means students should be respectful to fellow students and staff. No fighting. No bullying. No cheating. No disorderly conduct. No stealing. No weapons (including Tasers). No harassment. All students must recognize their individual responsibilities and obligations, and exercise them in accordance with school regulations.

**Sexual Harassment:** The school district clearly and unequivocally prohibits sexual harassment. Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment. Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. If you feel you have been sexually harassed you should immediately do the following:

1. Inform the offending person that the conduct or communication is offensive and must stop.
2. If you do not want to communicate directly with the offender or if direct communication has been ineffective, immediately report the conduct or communication to a teacher, counselor, principal, superintendent, or other adult staff member with whom you feel comfortable.
3. Although not required, it would be helpful to the investigation if you provide a written statement that includes the allegations, the name of the offending person, and the names of any witnesses. The school district shall investigate the complaint according to policy. The complainant, the alleged offender, and their parents shall be informed of the resolution of the complaint upon the completion of the investigation.

**Dating Violence Prevention:** The School Board prohibits behavior that has a negative impact on student health, welfare, and safety and on the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term. Violation of this policy will be punishable as allowed by §79-254 thru §79-296 and the school district's disciplinary procedure found in the student handbook.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

**Anti-Bullying Policy:** One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds or with a school computer, 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 activity or school-sponsored event. Anti-bullying education, strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.



## ATTENDANCE:

1. **Mandatory Ages of Attendance:** The mandatory ages of attendance for compulsory education purposes are age 6 (as of January 1 of the then-current school year) to age 18.
2. **Daily Attendance:** Daily attendance will be recorded as: (a) Excused or (b) Unexcused. An Excused absence would be any absence that is communicated in advance by a parent. This could include illness, family emergency and etc. An Unexcused absence then is any absence that has not been communicated in advance or with written communication from a parent or doctor.
3. **Attendance and Absence Procedures:** Students are expected to attend school regularly. Students who plan to miss class for any reason should follow the following procedures: Upon written permission from a parent/guardian, the student must obtain a predestine form from the school office. This predestine form must be properly completed and returned to the office prior to the student's absence.

If a student is absent for other reasons such as illness, parents should call the school office and notify officials of such absence as soon as possible. A signed note explaining the absence from the student's parent/guardian or doctor must be presented to the office when the student returns from the absence. Doctor notes must communicate any restrictions and/or when student may return to school.

All students absent from class or classes due to a school function must obtain and complete the predestine form with the activity sponsor. This predestine form will properly indicate the assignments the student will miss because of this absence.

### 4. **Compulsory Education and Reporting Excessive Absenteeism:**

All students who accumulate five (5) absences or the hourly equivalent shall be deemed to have "excessive absences". Such absences shall be determined on a per day basis or per class basis.

- A. Upon a student's fifth absence, the school's attendance officer will investigate, and if appropriate, attempt to remediate the child's attendance issue. This may be accomplished in one or more of the following ways:
  - i. One or more meetings shall be held between the school attendance officer, or other person designated by the school administration, the parent/guardian, and the student, to report and attempt to solve the attendance problem with an action plan. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
  - ii. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child and would help solve the attendance problem of excessive absenteeism.
  - iii. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the attendance problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
  - iv. Identify conditions that may be contributing to the attendance problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the attendance problem.
- B. The attendance officer will monitor the attendance following the implementation of the action plan. If students accumulate up to ten (10) absences or the hourly equivalent, a second meeting will be held between the school attendance officer or other person designated by the school administration, the parent/guardian, and the student, to attempt to revise the action plan. The student may be required to enter into an attendance diversion plan to help curb extended truancy.
- C. Students accumulating up to fifteen (15) absences or the hourly equivalent the attendance officer shall serve a written notice to the person violating Neb. Rev. Stat. 79-201, (i.e. the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute.
- D. Students accumulating up to twenty (20) absences or the hourly equivalent the attendance officer shall file a report with the county attorney of the county in which such person resides. The superintendent shall file reports with the Commission of Education or as otherwise required by law regarding the number of and reason for any excessive absenteeism of a student or referral of a student to the county attorney's office for excessive absenteeism.

## **ATTENDANCE (cont.):**

**Loss of Credit:** Once a student has reached 10 absences in a given semester and it is deemed that the student has excessive or unexcused absences the following may go into effect:

1. Loss of credit:      11-13 days: 1 credit per class  
                                 14-16 days: 2 credits per class  
                                 17-19 days: 3 credits per class  
                                 19+:            No credit per class
2. When a student has exceeded the 10 absences per semester and earns a loss of credit, the student may be given the opportunity to recover the lost credit(s) as scheduled by the guidance counselor or principal. APEX Online courses may be used to recover credit but may not be offered until the summer after the student's senior year. Once the student loses credit, the administration will determine credit recovery opportunity. Parents will be regularly informed of excessive absences as per Compulsory Attendance expectations and up-to-date attendance information is available for parents on PowerSchool.

**Truancy:** Student is absent without the parent's knowledge or has accrued excessive, unexcused absences with no parent or medical excuse.

**Tardy:** Students arriving late to class must have a pass prior to attending class. Teachers will address and record tardiness to all classes during the school day. The office may also document a tardy if at the start of the day.

1. Students arriving late to any class without being excused will be considered tardy.
2. For every 3<sup>rd</sup> UNEXCUSED tardy (as deemed by building principal) accumulated per quarter, the student will serve one hour of "seat" time to make up for missed academic time. If all unexcused seat time is not completed by the end of the school year, the student may earn an academic incomplete until that seat time is completed.
3. **(9<sup>th</sup> – 12<sup>th</sup> grades only)** For every 3<sup>rd</sup> UNEXCUSED tardy to any given class, the student will earn an absence for that class. That absence will be included in the student's overall attendance record.

**Permission to leave campus:** Students desiring to leave campus during school hours must receive permission from the office and students may be required to have parent permission before leaving. A "Blue Slip" will be issued at this time giving the student permission to leave at the designated time. This slip should be used only to complete its intended function and under **NO** circumstances should the student transport other students. Students should not ride with other student drivers. Students intending to leave campus during their lunch period will need permission from a parent in the form of a waiver upon initial enrollment. Students intending to use this privilege must agree to the terms of the waiver. No students will be allowed to loiter on or off the school grounds. Students will not need blue slip to leave campus for lunch.

**Closed Campus Driving Policy:** It is the policy of this school that those students who wish to drive on campus must abide by the following regulations:

1. All motor vehicles must remain parked in the designated student parking section during school hours.
2. Students must have permission from the office to go to their vehicle during the school day.
3. Students are not allowed to sit in parked motor vehicles during the school day.
4. Motor vehicles driven on school grounds from 8 a.m. until the end of the school day may not be taken off the school grounds unless permission is obtained from the principal's office. A blue slip may be required.
5. All traffic laws of the state apply to the operation of motor vehicles on the school grounds and extreme care must be taken to prevent accidents.
6. Students who park off campus or at home and who violate the closed campus driving regulations are subject to the same punishment as those who park on campus and violate the regulations
7. If an emergency should exist where the parents need the student to drive their vehicle during the school day, permission to drive must be obtained from the principal's office.
8. Violators of the closed campus driving regulations will be disciplined.

**Parking:** Students are to park in the student parking lot (east side of the school) during school hours.

**Student Dress Code:** Student dress will be the responsibility of the student and the parent(s). It is expected that students attend school dressed in a manner that is appropriate as deemed by school officials at all times. -If dress or physical condition of dress is such as to detract from the learning atmosphere of the school (i.e. holes in jeans), the student will be asked to change. It may also be necessary for the parent(s) to be informed and the student sent home to put on acceptable attire. If the physical condition of the clothing is a hazard to the individual or others the student will be asked to comply, and if needed, parents will be asked to sign a statement freeing the school from accident and control responsibilities.

The school staff and administration will work to maintain an appropriate atmosphere at O'Neill High School. Appropriate dress is an expectation and the dress code will be enforced.

The following dress code expectations are within the limitations of Nebraska School Law and will help guide all junior and senior high school students:

1. No hats will be worn in the O'Neill High School building.
2. Headphones are allowed in class at the discretion of the classroom teacher and will be used for educational purposes as approved by the classroom teacher. Headphones shall not be worn as an article of clothing.
3. Any clothing (including head wear) with printed words, pictures or graphics on them will be expected to not include profanity, not advertise or promote drugs or alcohol including tobacco, not include any kind of sexual suggestion and not include any kind of derogatory connotation.
4. No spaghetti strap tops or backless tops will be worn unless there is another shirt worn over these garments that cover the skin and is not see through material.
5. Shirts must be worn to not show chest, undergarments or side chest portions of the body.
6. All tops must have a shoulder that is at least 2 inches wide on each shoulder.
7. Shirts must come to the top of the pants (including when the student's hand is raised). **NO EXPOSED MIDRIFTS.**
8. All pants must have a hemline, be worn at the waist in an appropriate manner and must cover all undergarments. The length of pants, shorts, skirts and dresses should be such that they are appropriate and not reflect poorly on the school. The length of shorts or skirts must be such that they extend below a student's fingertips as they stand normally with arms at their side.
9. Form fitted leggings may be worn as long as the top/shirt extends appropriately below the seat.
10. No chains will be allowed to be worn hanging from belt loops.
11. All visible tattoos, body piercing and hair are considered part of the dress code and must not interfere with the positive learning environment.

Students participating in graduation exercises will be expected to dress in a manner that reflects the prestige' of the occasion. Blue jeans, T-shirts, shorts, tennis shoes, flip-flops, and slippers are prohibited. Students shall NOT have any symbol or writing on their cap or gown.

The above-mentioned dress code requirements are for the protection of all students attending O'Neill High School and to promote a positive learning environment. All concerns brought to the administration will be evaluated and addressed individually. Coaches and other staff members, in areas of public interscholastic and athletic appearance, may specify additional requirements for dress and grooming. The O'Neill High School administration reserves the right to rule on the appropriateness of student dress.

**Cell Phones/Mobile Electronic Devices:** Students shall not be allowed to use cell phones or other electronic devices for any purpose (including to make calls, send text messages or utilize media (photo and video) except as deemed appropriate in this handbook. Students may not use cell phones or other electronic devices in restrooms or locker rooms. When students arrive at school, it is recommended that cell phones be put in the student's locker with padlock. Cell phones may be used before school, after school, during lunch if they do not interfere with classes in session and during passing time between classes. Students may be required to place phones/mobile devices in a designated area in the classroom as determined by the teacher.

Any phone used in the classroom without permission may be confiscated. On the first offense the student can pick up their phone after school. On the second offense, a parent may need to come to the office to get their phone. **Sexting is prohibited and can result in criminal charges.**

Students bringing cell phones to school and the parents of students bringing cell phones to school, consent to the search of the phone brought to school by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules. The teacher must approve any use of a cell phone in a classroom for educational purposes.

**Tobacco:** The laws of the State of Nebraska prohibit use and possession of tobacco by minors. Tobacco found on the pupil will be confiscated. If a student is found possessing, smoking, or chewing tobacco on school property, in the school building, or while under school jurisdiction, it will be necessary to discipline the student according to the disciplinary procedure.

**E-Cigarettes:** Any electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS) will be prohibited.

**Drugs and Alcohol:** Board policy relative to standards of student conduct pertaining to the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities states:

It shall be the policy of O'Neill Public School District No. 7, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, or as a part of any of the school's activities. This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, or at school sponsored activities off school premises. Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drugs.
5. Distribution of any illicit drug.
6. Distribution of any drug or controlled substance when such distribution is unlawful.
7. The possession, use, or distribution of alcohol.

Students suspected to be under the influence of an intoxicant, and/or a controlled substance during school or at any school function will be subject to a drug and alcohol assessment. The assessment will be performed by trained school personnel. A breathalyzer may be used. If a student fails the drug and alcohol assessment, the violation will result in the following:

- 1) **1<sup>st</sup> Offense** – five (5) days suspension
- 2) **2<sup>nd</sup> Offense** – expulsion.

Parents will have the option to request an immediate drug test at a local medical facility. If the student passes the medical drug test, the school will be responsible for the cost of the test. However, if the student fails the medical drug test, payment is the responsibility of the parent/guardian.

**\*\*Please note that prescription medicine should include a doctor or parent note and should be administered through the school's nurse.**

### **PHYSICAL RESTRAINT**

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

- A. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- B. as reasonably needed to maintain order or to prevent or break up a fight;
- C. as reasonably needed for self-defense;
- D. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
- E. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
- F. as reasonably needed to escort a student safely from one area to another;
- G. if used as provided for in an IEP, Section 504, or behavior intervention plan; or
- H. as reasonably needed to prevent imminent destruction to school or another person's property.

## **MECHANICAL RESTRAINT**

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

- A. when properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
- B. when using seat belts or other safety restraints to secure a student during transportation;
- C. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- D. as reasonably needed for self-defense;
- E. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

**Seclusion:** Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity. Seclusion is different than in-school suspension in which other students or adults may be present but in which students are not physically prevented from leaving.

Seclusion of a student by school personnel may be used in the following circumstances:

- A. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
- B. as reasonably needed to maintain order or prevent or break up a fight;
- C. as reasonably needed for self-defense;
- D. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
- E. when used as specified in the student's IEP, Section 504, or behavior intervention plan; and
  - 1) the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
  - 2) the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan;
  - 3) the confining space has been approved for such use by the local education agency;
  - 4) the space is appropriately lighted, ventilated, and heated or cooled; and
  - 5) the space is free from objects that unreasonably expose the student or others to harm.

**Isolation:** Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is different than seclusion. Isolation is permitted as a behavior management technique provided that:

- A. the isolation space is appropriately lighted, ventilated and heated or cooled;
- B. the duration of the isolation is reasonable in light of the purpose for the isolation;
- C. the student is reasonably monitored; and
- D. the isolation space is free from objects that unreasonably expose the student or others to harm.

**Disciplinary Procedure:** If students are found to be in violation of school policy on expected behavior the violations may result in the following:

**Formal Detention-Purpose:** To teach students expected behaviors for either academic or behavioral reasons. This will result in referral from a teacher or staff member and will be served the day of the violation.

**Formal Detention-Procedure:** Served anytime from 3:30 pm to 4:00 pm Monday – Friday (Location – TBA).

1. Students will complete detention slip.
2. Students will discuss possible appropriate replacement behavior with the detention teacher. Following the discussion, the student will work on homework or read a book silently.
3. Students must serve detention the day it is issued unless a parent calls the school and makes other arrangements.
4. No student will be excused from detention due to other school activities.
5. Students will not be allowed to bring food or drink into detention.
6. Students will not be allowed to leave the detention room.

**Principal Referral:**

- 1) **1<sup>st</sup> Offense:** One (1) day suspension or six (6) hours of detention (one hour per day for six days)
- 2) **2<sup>nd</sup> Offense:** Three (3) day suspension
- 3) **3<sup>rd</sup> Offense:** Five (5) day suspension or expulsion

\* Please note that the principal may enforce any of these penalties at any time depending up on the gravity of the violations. Example: Weapons violation – expulsion.

\*The principal may also require contract service, Saturday school, after school detention, in school/out of school suspensions, and/or referral to the Student Assistance Team (SAT).

**Suspension and Expulsion:** O’Neill Public Schools may authorize or order the exclusion, expulsion or suspension of any pupil from school for gross misdemeanors, immorality, persistent disobedience, or for violation of the regulations, rules, or policies established by the Board, or when the presence of the pupil is detrimental to the best interests of the school and it may confer upon the Principal or Superintendent the power to temporarily suspend a pupil. When the Board of Education shall expel a pupil, the parents or legal guardian of the pupil shall be notified in writing of such expulsion. This notice will include the reason or reasons for such action and the Right of Appeal.

The parents or legal guardian shall have the right to appeal such action to the Board of Education at the first regular meeting of the Board following the expulsion. The school’s procedures in regards to student discipline will comply with the State Statute 79-254 – 79-294.

**Study Hall Expectations:**

Study Hall periods are scheduled to offer students the opportunity to complete schoolwork. It is expected that students utilize their study halls to remain in good academic standing. In order to maintain appropriate study hall periods it is expected that ALL students:

1. Be on time.
2. Be prepared to work the entire study hall class period.
3. Be respectful to others in the study hall. If the teacher allows students to listen to music, the student will keep volume down so that only he/she can hear it. All music must be appropriate for school.
4. Have study hall teacher approval and a pass to leave study hall only after first 30 minutes of class.
5. Not use cell phones or other mobile devices without study hall teacher permission.
6. Work on schoolwork or other work that is appropriate for school.

**ACADEMIC INFORMATION**

**Student Records:** Student academic records are kept in the guidance office. Parents have access to their own child’s cumulative record or folder. Student records are also accessible to school officials and teachers “who have legitimate education interests”. School records are not accessible to third parties, except where parents have given written consent. When a student becomes 18 years of age or goes to college, the permission and consent required before anyone can see his/her records becomes the student’s business, not his/her parents. The psychological test results will be classified and released only by court order except to authorized school personnel.

Parents and students can access individual student grade progress information by internet access as explained on page 6.

**Honor Roll:** Honor Roll students must have no grade lower than a “B” in a subject that carries 5 hours of credit per semester.

**Grade Information:** The following system of grading is used at O’Neill Junior-Senior High School. All grades are entered on report cards and other records by using the letter grade rather than percent.

<b>A+</b>	<b>100% - 97.5%</b>	<b>C+</b>	<b>85.4% - 82.5%</b>	<b>F</b>	<b>Below 69.4%</b>
<b>A</b>	<b>97.4% - 95.5%</b>	<b>C</b>	<b>82.4% - 79.5%</b>		
<b>A-</b>	<b>95.4% - 93.5%</b>	<b>C-</b>	<b>79.4% - 77.5%</b>		
<b>B+</b>	<b>93.4% - 90.5%</b>	<b>D+</b>	<b>77.4% - 74.5%</b>		
<b>B</b>	<b>90.4% - 87.5%</b>	<b>D</b>	<b>74.4% - 71.5%</b>		
<b>B-</b>	<b>87.4% - 85.5%</b>	<b>D-</b>	<b>71.4% - 69.5%</b>		

The guidance department will compute grades using a 4.0 system. + and - are to be recorded as an indicator of the student’s success at the end of each quarter and semester. Semester grades are cumulative percentage grades for the entire semester. Incomplete grades addressed on an individual basis.

**Graduation Requirements:** The following credits are required for graduation:

Activity	5 credits
Computer Apps	5 credits
Electives	95 credits
English	40 credits
Mathematics	30 credits
Physical Education	10 credits
Science	30 credits
Speech	5 credits
Social Science	30 credits

(which must include: World History; 19<sup>th</sup> Century U.S. History; 20<sup>th</sup> Century U.S. History/Am. Gov't.)

**Total Credits needed for Graduation 250 credits**

**Student Progress, Promotion, and Retention:** It shall be the responsibility of the superintendent of schools and the professional staff to provide for the annual classification, reporting of progress, and maintenance of records of all pupils. In order to maintain two-way communications and good public relations with parents, students, and staff, parents need to be kept informed of the student's progress.

The superintendent of schools, principals, and staff will review all situations which may involve student failures. Consideration will be given to the following:

1. The student's ability.
2. The student's actual achievement level and reason for failure.
3. If the student is in Junior or Senior High School, the opportunity to repeat courses at the next grade level.
4. The pros and cons of repeating the grade.

**Class Changes:** When students make a class change, they must do so through the guidance office. All class changes must be authorized by the principal, guidance counselor, a parent, and the teachers involved. Before a class change is in effect, the student must check out of the assigned class by obtaining the teacher's signature before checking into the new class and obtaining the new teacher's signature. Class changes will only be allowed during the designated times at the start of each semester unless approved by the principal or as documented in a student's IEP.

**Student Withdrawing From School:** Any student leaving school, either during the year or at the end of the school year, must check out. The proper clearance from the office must be obtained and completed before leaving school. Failure to check out in the proper manner will result in student records being held.

**School Psychologist:** O'Neill Public Schools has employed a site-based school psychologist. In the practice of everyday school routine, the school psychologist, guidance counselors, and school nurse will interact with your child as part of the services that our school provides. The school psychologist's interactions may include: informal observations, screening assessments, interviewing your child and your child's teacher, as well as behavioral consultation and intervention. This information will aid the district in the problem solving process to improve learning for all students. Be assured that if a complete, formal evaluation is needed, parental permission will be sought prior to testing.

**Internet Use:** School Internet use should always be appropriate as posted in OPS tech and Internet guidelines. Internet use will be limited to only those students who have returned a signed copy of OPS Internet Guideline Form. Usage can be monitored from several locations and people using the Internet system inappropriately may lose their access.

**Lap Top Computers:** Students will be issued lap top computers. It will be the responsibility of the student to take proper care and use the computer responsibly at home and school. Each student will be required to sign a more detailed form on appropriate use prior to laptop checkout. Poor academic performance, inappropriate, or misuse of the student laptop will result in a probationary period that includes computer restrictions or complete loss of the laptop.

**Cafeteria:** School breakfast and lunch programs are offered to students each day in the cafeteria (multi-purpose room). All food and drink will be consumed in the cafeteria during both breakfast and lunch. No food or drink from the cafeteria shall be taken to classrooms at any time unless with administration approval. Students may proceed to the student lounge area (outside of cafeteria to the north) when they are finished eating and with approval from breakfast/lunch supervisor.

**Library:** The library is located at the west side of the school and will be open to students for use every period. However, this area is for study and class preparation and not for lounging. Librarians will be on duty at all times to secure/monitor computers, magazines, books, and other periodicals. Books and articles are not to be removed from the library without the knowledge and permission of the librarian. **DO NOT DESTROY OR DAMAGE LIBRARY MATERIALS.**

**Locks and Lockers:** Students will be assigned lockers and are to bring their own locks if they desire a lock on their locker. The school will issue locks if requested. The school owns the locker and reserves the right to search the locker. Students are not to write on, or in their lockers. Students are strongly encouraged to lock their book and PE lockers at all times!

**Lost and Found:** Lost items should be reported to the office. It should be thoroughly understood by all pupils that you are responsible for your own property and that the school cannot assume responsibility for the loss of personal property. All articles found should be turned in to the office.

**Non-Compliance Policy:** Students who have a grievance or complaint against the school, including sex discrimination or racial bias, should contact the office and submit their complaints in writing. The complaints will either be solved, or determined unsubstantiated, or will be passed to a higher authority. This may include the district Title IX Coordinator and/or the district 504 Handicapped and Disadvantaged Coordinator.

**Safety:** OPS has a safety plan in effect. All outside doors will be locked during instructional time.

**School Visitors:** All visitors must be announced to principal's office at least 24 hours prior to attending the school as a visitor. All visitors are to check in at the office. No one is to enter a class in session without permission from the office. We encourage parental visitation of classes and allow others to observe classes. However, interruption of classroom processes to confer with a teacher or students is forbidden without proper authorization.

**Teacher's Aides:** With administrative permission, students may request to register as a Teacher Aide (TA's). TA's are the direct responsibility of the supervising teacher.

**Telephone Calls:** The school office telephone is for school business only and shall only be used by students with office approval. Students finding it necessary to make local telephone calls may do so during their lunch period, after school on the student pay phones. Students needing to use the school phone because of emergencies must first ask the adult secretary or the principal. Personal cell phones are not allowed to be used during the school day without permission or during designated use times.

**Temporarily Disabled Student:** A student must obtain a statement from a doctor indicating the courses that may be continued if there is a temporary disability involved. Temporarily disabled students should not be allowed in extra-curricular activities without a doctor's consent.

**Tasers/Weapons:** O'Neill Public Schools prohibits **Tasers** of any kind unless under control of law enforcement officials.

The board believes **Weapons** and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or



silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. Firearms kept in a locked firearm rack that is on a motor vehicle or that are contained within a private vehicle operated by a nonstudent adult that are not loaded are also exempt. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Neb. Statute 79-263 Neb. Statute 28-1204.04 Improving America's Schools Act of 1994, P.L. 103-382. 18 U.S.C. § 921 (1994). McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982). Cross Reference: 505 Student Discipline 508 Student Health and Well-Being

## SCHOOL ACTIVITY INFORMATION

**Activity Trips:** Students who are members of an activity must travel to the out of town activity with the sponsor and the other activity members or they will not be allowed to participate. Students may ride home with their parents providing they have obtained approval from a parent/guardian and the sponsor, in writing, prior to departure to the activity. Activity Travel Release forms are available from the coaching staff, the main office and Activities Director.

**Activity Tickets:** Student activity tickets can be purchased for \$20.00. Adult activity tickets are \$40.00 and family tickets are \$100.00. A ticket will assure the owner admittance to regular season home sports events. This ticket does not admit students to plays, musicals, dances, or tournaments. Students attending O'Neill Jr. – Sr. High School (grades 7-12) may attend all home sporting events at no cost.

**Class Dues, Meetings and Activities:** Class meetings are held as deemed necessary by the sponsor. Class dues will be set at class meetings.

Class parties and other class activities must be cleared through the Principal and the Activities Director. Faculty members must sponsor all class activities. Latecomers to a school dance, party or similar activity will not be admitted unless prior arrangements have been made with the sponsor. This policy is in effect 30 minutes after the event is scheduled to begin. Individuals who leave the building will not be re-admitted unless the sponsor has approved the reason previously.

Each class is entitled to one function per semester. Only members of the class or classes sponsoring the function are to be in attendance unless the change is cleared through the Principal. Under no circumstances are people not enrolled in the school to be admitted as guests, with the exception of the Homecoming Dance, Winter Frolics Dance, and the Junior-Senior Prom Dance. Guests will be allowed to attend the above three dances providing they are registered in advance. Jr. High students are not allowed to attend high school dances. Breath-a-lizer tests may be utilized at school functions.

**Activity Eligibility:** (Will be governed by the following rules and regulations after due process is allowed the student.)

The staff may take action regarding behavior, other than those specifically provided hereafter, which are reasonable and necessary to aid the student in the activity, further school purposes, or prevent interference with the educational process. Such corrective measures may include, but shall not be limited to the following: counseling of student, parent conferences, requirement of increased workout by student, or restriction of extra-curricular activities.

### 1. ALCOHOLIC BEVERAGES, DRUG ABUSE

Students participating in activities shall refrain from the following at all times:

- a) Possession of, or indulging in the consumption of alcoholic beverages.
- b) Unlawful possession and misuse of a controlled substance (drug abuse).

### 2. TOBACCO

Students, while participating in activities, shall refrain from having in their possession tobacco of any kind. This includes smoking tobacco, chewing tobacco, and electronic cigarettes to include any alternative nicotine products or vapor products.

### 3. TRAINING HOURS

While participating in activities, students shall abide by the following hours. This means they shall be in their own homes and preferably in bed:

- a) Sunday through Friday - 10 p.m., unless parents and sponsors in charge of the activity are notified in advance.
- b) Saturday, or following the last activity event scheduled for the week - 12:00 a.m.
- c) Special events (homecoming, prom, etc.) one-half hour after the conclusion of the event, unless there is a scheduled event the following day.

### 4. PRACTICE ATTENDANCE

Students participating in an activity are expected to attend every practice unless the absence is excused by the sponsor.

## 5. FAILURE TO TAKE PART IN A SCHEDULED CONTEST

Students scheduled to take part in an activity will be expected to do so unless there is a valid reason excusing them as determined by the sponsor in charge.

## 6. DRESS CODE

Students participating in or intending to take part in an activity will be expected to look and dress in a manner that credits themselves, their parents, their school, and the activity.

- (a) Dress Code - the activity and the sponsor in charge shall dictate the manner of dress while representing the school at an activity. When indirectly involved, such as during the school day, students are required to dress in a manner considered to be in good taste. Clothing such as T-shirts that advertise an alcoholic beverage or drug, or writing deemed unacceptable by the sponsor is not permitted.
- (b) Grooming – Boys' and girls' haircuts shall be deemed appropriate by the head coach of the sport they are participating in. Jewelry is not allowed for boys or girls, as per NSAA rules.

## 7. CONDUCT

Students participating in, or intending to participate in activities, are expected to conduct themselves in a manner that reflects favorably upon themselves, their parents, their school, their community, and the activity.

## 8. ACADEMIC PERFORMANCE STANDARDS

(Applicable to all Jr.-Sr. High School students grades 7-12 enrolled at O'Neill Public School.) Some students fall behind an acceptable pace of progress toward graduation due to lack of ability, poor attitude, or motivation, and other problems. The effort to make up lost ground often causes frustration and anxiety, resulting in attitude and discipline problems.

The following is designed as an incentive for acceptable progress toward completion of graduation requirements and maintaining educational growth. To be eligible to participate in any extra-curricular activity (athletics, drama, speech contests, cheerleading, flag corps, FCCLA, FFA, music programs, etc.) a student in grades 9-12 must be passing six (6) classes for each grading period. Junior High students must be passing in five (5) classes, four (4) of which must be core classes. If a student in grades 7-12 does not maintain the above minimum standard, he/she will be placed on academic probation. Academic probation means that a student will be placed on weekly eligibility until the next progress report (roughly six weeks). Grades will be collected every Friday during the probationary period. If a student is not passing the above requirements, he/she becomes ineligible to compete or perform in any activity for the following Monday thru Sunday. Academic probation will last for six weeks, or until the next progress report. Each student may continue to participate in the training programs, but will not be eligible to take part in inter-school activities or public performances during the period of ineligibility. This incentive is not cumulative; it is for six weeks. Incompletes will be treated as a failing grade. The administration reserves the option to rule on special situations. The minimum performance standard will carry over for eligibility purposes from year to year while the student is in school. All 9th grade students are eligible at the start of the school year. **Note:** NSAA Activities require students to receive 20 credit hours the preceding semester.

## 9. CORRECTIVE MEASURES

**1st Offense of Rule #1:** Exclusion from all scheduled interscholastic contests for a period of 21 days. The suspension days shall start at the time that due process is administered. The student would be allowed to practice during this time. \*\*\*Due process is the sponsors' procedure used in determining the involvement of the student in question. This will involve an interview with the student and possibly interviews with others that have direct knowledge about the situation. Due process will end when the student admits to the violation or the sponsor determines the gravity of the student's involvement. If the sponsor determines guilt of the student involved, the penalty will be enforced immediately when the student is informed.

**2nd Offense of Rule #1:** Dismissal as a member of the squad for the remainder of the season. The student would be allowed to practice for the remainder of the season.

If the student in violation of Rule 1 self-reports, the above penalty may be reduced to two (2) weeks for the first such violation. Corrective measures for violation of Rules 2, 3, 4, 5, 6, and 7 may include one or more of the following:

- a) Student shall be informed by the coach/sponsor to immediately comply with the regulation.
- b) Discipline by increased workout.
- c) Conference with the parents or guardians of the student.

- d) Student shall not take part in the next scheduled event.
- e) Will lose any, or all awards earned in the activity.
- f) Mandatory counseling for the student and/or parent.
- g) Dismissal as a member of the activity

It should be noted that a violation of the rules could result in two or more of these corrective measures being applied. However, the gravity of the violation will determine the corrective measure(s) utilized. The student will always be accorded due process and his/her rights as a student and human being protected. All proceedings concerning violations of the foregoing rules will be within the laws of the State of Nebraska, and the United States, the Nebraska School Activities Association rules and regulations and the Board of Education policies.

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

1. **1<sup>st</sup> Violation:** 30 consecutive days.
2. **2<sup>nd</sup> or Any Subsequent Offense:** One calendar year.

**When Suspension Begins:** All suspension begins with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**ALL EXTRA-CURRICULAR SPONSORS ARE DUTY BOUND TO FOLLOW THESE POLICIES.**

Parents who do not desire their children to follow these regulations may request that the guidelines not be followed in their case and the violation will be forwarded to the Nebraska School Activities Association for their guidance in the event. Sponsors/coaches may have rules more stringent than the above, but not less.

**ACTIVITY CREDITS/ORGANIZATIONS/CLUBS**

School Board Policy requires every student to accumulate five (5) activity credits for graduation. These credits will not be waived. Following is a list of school activities and the number of credits that can be earned through participation. The earning of activity credits begins with the 9th grade.

<u>ACTIVITY</u>	<u>SPONSOR</u>	<u>CREDITS PER YEAR</u>
Athletics	N/A	2 ½ per sport/max 5 credits
Cheerleading	Amanda Horn	2 ½ per sport/max 5 credits
Drill Team	Brandi Walters	2 ½ credits
Eagle Eye Broadcasting	Mike Peterson	2 ½ credits
FCCLA	Ann Mann	2 ½ credits
FFA	Amanda Horn	2 ½ credits
Fine Arts E-Club	Langan/Ludwig	2 ½ credits
Musical	Mary Leisy	2 ½ credits
Nat'l Honor Society	T. Brown/B. Kelly	2 ½ credits
"O" Club	Nick Hostert	2 ½ credits
One-Act Play	Jill Langan	2 ½ credits
Pep Band	Chad Dean	2 ½ credits
Robotics	Simonson/Kruse	2 ½ credits
Speech Team	Kendra Vanderbeek	2 ½ credits
Student Council	Ludwig/Troester	2 ½ credits
Yearbook	Katrina Gotschall	5 credits

**Band/Pep Band - High School:** When a student is accepted into the band program, he/she is automatically a member of concert band, marching band and pep band. Pep band begins during winter sport season. The students perform pop and current music before games and during half-time. The marching band performs during programs and half-time for all home football games. They also compete in marching contests in the fall.

The Junior High band is primarily a concert band. They present two concerts a year, one during Christmas and the other in the spring. The band performs a wide variety of music as the students prepare themselves

for entrance into the high school band.

**Cheerleaders:** There is one cheerleading squad that cheers for fall and winter sports. This activity is open to students in grades 9-12. All procedures and requirements for cheerleading tryouts are specified in the cheerleading constitution. One basic element is they are to be held in the final nine weeks of the current school year. That date depends on the calendar of events for the nine weeks. Any changes in the process or scheduling of tryouts are left to the discretion of the cheerleader advisor(s) and activities director.

**Drill Team:** The Drill Team consists of students in grades 9-12 who are selected during a spring audition. A combination of pom routines and dances are performed during the half-time of the boys' basketball games.

**Eagle Eye Broadcasting:** Eagle Eye Broadcasting is a student broadcasting activity that covers live events for O'Neill Junior-Senior High School. Students are exposed to current technology related to the broadcasting of live events and the preparation needed to accomplish this successfully.

This activity is open to all students in grades 7-12 who are interested in live broadcasting. Students will gain "real-world" broadcasting skills by covering live events including, but not limited to: sporting events, music programs, fine arts performances and graduation. Most of the events covered will be in O'Neill, but there may be opportunities to cover events in other towns.

**FCCLA:** Family, Career, and Community Leaders of America is a national student organization. It was developed to help youth assume their roles in society through Family & Consumer Science Education in areas of personal growth, family life, vocational preparation, and community involvement. Membership is open to both boys and girls in grades 7-12 who are taking or have taken a course in family and consumer science.

The O'Neill FCCLA Chapter has monthly meetings, normally the first Monday of each month. They also carry on various projects to aid the membership, the school, and the community. Some of these projects include: Homecoming project to develop and encourage school spirit, Frolics, FCCLA week observances, and attending district, state, and national conferences.

The competition component of FCCLA is STAR--Students Taking Action with Recognition. These events involve district, state, and in some cases, national competition.

All students are encouraged to join the organization. Questions should be addressed to any FCCLA chapter officer, member or advisor.

**FFA:** The National FFA Organization is an organization focused on developing a student's potential for premier leadership, personal growth and career success through agricultural education. Membership is open to both male and female students in 7<sup>th</sup> through 12<sup>th</sup> grade. High school members are required by the National FFA Organization to be enrolled in a minimum of one semester of agriculture education courses per year of membership.

The O'Neill FFA Chapter holds regular monthly meetings each month, except during summer break. Chapter members have the opportunity to participate in community service activities, leadership workshops and conferences, District, State and National conventions, National FFA Week events, and various contest including: range judging, livestock judging, leadership skills events contest (Jr. High Quiz Bowl, Demonstrations, Parliamentary Law, Parliamentary Procedure, and Speeches), and career development events contest (Agriculture Sales, Agri Science, Agronomy, Farm and Ranch Management, Floriculture, Livestock Management, Meats Evaluation, Nursery and Landscape Management, Welding, etc.)

Questions should be addressed to any FFA chapter officer, member or advisor.

**Fine Arts Club:** Fine Arts Club is an organization for students involved in all aspects of the arts. The purpose of the organization is to foster pride in artistic endeavors, to reach out to the community, to encourage artistic awareness and support. The year culminates in a Fine Arts Night, which showcases and honors outstanding performances from throughout the year.

**Flag Corps:** The Flag Corps consists of students in grades 10-12, who are selected during a spring audition. The Flag Corps performs with the marching band in the fall. A combination of creative flag routines and dances are used to project a visual effect and enhance the band's performances.

**Musical:** Any student in good academic standing in O'Neill High School may audition for cast/chorus of the musical. It can be beneficial for a student interested in a role with solos to be in choir, but it is not required.

Auditions are held from eight to ten weeks before show date. Students who wish to be considered for a major role need to have both a reading and vocal audition. Cast/chorus is selected from performances at the auditions and upon their availability for rehearsals.

Rehearsals are held in the mornings and evenings and on Saturday as needed. Cast and chorus start rehearsals after casting. Much of the music and script preparation takes place in the early-bird Drama class, therefore, cast member are strongly encouraged to enroll. The final 2-3 weeks before the show, full cast and crew are needed regularly at all rehearsals.

Musical work crews are needed in the following areas: poster delivery, programs, scenery, costumes, properties, makeup, lights, and sound and stage crews. To be on a crew, the student turns in an interest form, from which they are selected. The only unlimited crew is sets. Musical preparation is outside the school day.

**National Honor Society:** The purpose of the National Honor Society is to recognize and encourage superior scholarship. Students who have a 3.0 (B) cumulative grade average at the end of the first semester of their sophomore year are eligible for membership. Grade averages are reviewed for students at the end of the first semester of their junior and senior years and if they meet the 3.0 average they are considered for membership at that time. Students must maintain a 3.0 average to be a member.

In addition to scholarship, students must exemplify high standards of character, leadership and service to the school and community. Selection is coordinated by faculty advisors based on recommendations by the entire high school faculty.

**“O” Club:** “O” Club is an organization of O'Neill High School students who have lettered in a varsity sport either as an athlete, student manager, or cheerleader. Lettering criteria is established by the head coach in each sport. Members must remain current in their lettered sport. Students who letter during the current year are encouraged to sign up for “O” Club in the AD's office.

The purpose of the club is to maintain the highest possible standard in athletics, to foster school spirit and sportsmanship, to promote pride in athletes, to develop high moral character, and to further cooperation among the student body, faculty, and community. Activity credit will be awarded to members who fulfill the service requirements of the organization. This organization plans one fun trip per year. Those members who have completed their service requirements and maintained the ideals of the club listed above are eligible to attend.

**One-Act Play:** The One-Act Play is a play presented for District One-Act Contest and judged on performance and artistic merit. The contest is generally held the first week in December. Tryouts will be held about three (3) months prior to the contest. Rehearsals will be from one to one and a half hours in length and will be held as an early bird class in the mornings, however; students may participate in the one-act production as an extracurricular activity, without being enrolled in the early bird class. It will be necessary for all participants to attend practices, whether enrolled in early bird class or not. Once the production is in full rehearsal, rehearsal times will be earlier than traditional early bird class time, depending upon need. The one act production will also include stage crew members consisting of set designers, sound and lighting engineers, and make-up artists. Commitment to the play is extremely important in order to produce a quality performance. For this reason, if a student misses too many rehearsals, an understudy will be appointed to replace that student.

**Robotics:** Team(s) of highly motivated students with an interest in technology and competitions. Teams will assemble robots, operate and develop programming and logical skills. A series of competitions are held in the spring.

**Speech Team:** Speech Team members prepare material to be presented at Speech contests. Team as well as individual scoring is awarded. Categories include: Humorous and Serious Prose, Poetry, Persuasive, Informative, Entertainment, Extemporaneous, Duet Acting, and Oral Interpretation of Drama. There are 5-6 invitational meets, District and State meets throughout January, February, and March. Practice generally starts the first week of December and continues throughout the season. Practice is

generally held after school; however, arrangements may be made to accommodate student schedules.

**Student Council:** The purpose of Student Council is to assist the members in developing their leadership skills. The council also provides a means of communication between the students and the administration. Another function of the council is to provide service to the school and community. Membership on the council is determined in this manner: one representative is chosen from each recognized organization and two representatives are chosen from each grade, 7 through 12. Representatives must maintain a 2.0 GPA. The executive officers of the Student Council shall consist of a President, Vice-President, Secretary, and Treasurer.

**Qualifications of Officers:**

1. A student eligible for an executive office on the Student Council must maintain a 2.0 cumulative GPA and have no permanent failures from the previous semester.
2. The President must be a Senior and of good moral character. The President cannot be president in other organizations.
3. The Vice-President must be a Senior or Junior and of good moral character.
4. The Secretary and Treasurer may be a Sophomore, Junior or Senior and of good moral character.
5. A student cannot hold an executive office in other student organization.

**Yearbook and Journalism:** Staff members for the high school yearbook will be enrolled in a Journalism class. Journalism student responsibilities are to research, draft, and publish school related articles and manage images for those publications. Image management responsibilities include, but are not limited to, photographing school events, assisting with and managing photo uploads to yearbook creation software, helping with design decisions, and selling books to fund the program.

### ATHLETICS

**Sport**

Basketball - Boys  
Basketball - Girls  
Cross Country  
Football  
Golf - Boys  
Golf - Girls  
Softball  
Track - Boys  
Track - Girls  
Volleyball  
Wrestling

**Coach**

Seth Kallhoff  
Brock Eichelberger  
Cole Hilker  
Brock Eichelberger  
Greg Buller  
Greg Buller/Wayne Hesse  
Chuck Price/Alexandra Miller  
Cole Hilker  
Mike Peterson  
Angie Robertson  
Bryan Corkle

**Basketball (Boys):** Boys basketball is offered to both junior and senior high students at O'Neill Public School. The junior high play approx. 8 regular season games and a season ending area tournament. The senior high season starts in November and sub-district play begins in late February. Our high school program includes a varsity schedule (18 games), a Holiday Tournament, and a Mid-States Conference Tournament; a Junior Varsity schedule (18 games); and a "C" team schedule (9 games and 1 tournament). O'Neill's basketball team emphasizes the importance of teamwork, discipline and hard work as we strive to attain team and personal goals.

**Basketball (Girls):** Girls basketball is offered to both junior and senior high students at O'Neill Public School. (The junior high program begins in mid-October and ends before Christmas break.) The senior high season starts in November and sub-district play begins in late February. Our high school program includes a varsity schedule (18 games), junior varsity schedule (14 games), and a "C" team schedule. O'Neill Eagle basketball emphasizes the importance of teamwork, discipline and hard work as we strive to attain team and personal goals.

**Cross Country:** The O'Neill High School cross country program consists of boys and girls in grades 7-12. The season starts in mid-August and concludes in mid-October. There are approximately eight (8) scheduled meets with distances of 3.1 miles for both girls and boys. Junior High competitors run a distance of 1.25 miles. Current divisions are girls varsity, boys varsity and boys reserve. Runners are in periodic training throughout the year with the purpose of the program being to develop running and competitive ability.

**Football:** Football is offered to athletes from the junior high to senior high levels. The objective of the program is to help the athlete develop mentally, physically, and morally. These objectives will be met by placing emphasis on discipline and self-confidence, physical conditioning and skill development, and above all else, sportsmanship, integrity and teamwork.

**Golf (Boys):** Golf is a lifetime sport. Emphasis will be placed on preparing students to play competitively although all golfers will be taught the basic skills of golf along with the rules, terms, and proper etiquette. Students will find that golf helps build one's character by placing emphasis on honesty, perseverance, and self-control. All golfers will play qualifying rounds in order to play on varsity and reserve levels. Students should provide their own golf clubs. Golf team members are guests of the O'Neill Country Club during the golf season. Team meetings will begin the first week of March. Golfers will take a golf test on rules and etiquette before playing on the course. Indoor practices will be held prior to outdoor practice at the country club. All boys 9-12 are eligible to participate.

**Golf (Girls):** Girls golf is a fall sport that is offered to all girls in grades 9-12. Golf is truly a sport for a lifetime that affords its participants the opportunity for freedom of expression and teaches self-control and self-discipline. It also provides each individual the chance to be involved in a competitive team sport as well as competing on an individual basis. Golf is a sport that does not discriminate against an individual because of size or physical capabilities. Students who compete on the girls golf team will be taught the rules of the game and the technique for improving their golf skills. This program will emphasize honesty, integrity, mannerly behavior, and enjoyment of the sport.

**Softball:** Softball is a fall sport that is offered to all girls in grades 9-12. The team plays approximately 30 varsity games and 8 to 10 JV games. Games begin in late August and District play begins in early October. The girls' softball program gives the student athlete an opportunity to develop self-confidence, practice good sportsmanship and learn about teamwork.

**Track (Boys):** Track at O'Neill is a spring sport that offers the individual athlete an opportunity to better himself physically. The most important point of emphasis is to instill the feeling of accomplishment. This is accomplished by allowing all athletes on all levels to work to their ability. The coaching staff strives for self-discipline. That is, if an athlete can discipline himself, no one will have to discipline him. Track will only help the athlete who is willing to help himself. By season's end, our goal is for all athletes to fit this description. Training rules are mandatory. We encourage anyone willing to better himself through hard work and discipline to compete in this spring sport. NOTE: All state track events are offered at O'Neill (running, jumping, throwing, etc....). We offer one of the finest facilities in the area. The coaching staff is dedicated to helping the student athlete make himself a better competitor.

**Track (Girls):** Girls track is offered to athletes in grades 7-12. The objective of the program is to help the athlete develop mentally, physically, and morally. These objectives will be met by placing emphasis on discipline and self-confidence, physical conditioning and skill development, and above all else, sportsmanship, integrity, and teamwork. Varsity practice begins in March, while the junior high season begins at the beginning of April.

**Volleyball:** Volleyball is conducted in the fall. The high school teams start practice approximately one week before school begins. Junior High teams usually begin practice the first day of school.

The varsity team is made up of the best 12-14 players in grades 9-12. The junior varsity and "C" teams will consist of the next best players.

Games are held during the week, usually on Tuesday and Thursday. The varsity also competes in Saturday tournaments.

**Wrestling:** Varsity wrestling is for grades 9-12. The wrestlers will compete in tournaments and duals. The weight classifications allow athletes of various sizes to compete effectively. There are 14 weight classes for both varsity and junior varsity so all participants will have many opportunities to compete. Junior High wrestling is designed to teach the athlete basic wrestling moves. Wrestlers will compete in tournaments and duals. The season runs from mid-October to Christmas vacation.

### **Concussion Information**

Nebraska LB 260 requires all schools to annually offer concussion training to coaches, students, and parents. This training will include how to recognize the symptoms and seek proper medical treatment for a



concussion or brain injury. Students who participate on school athletic teams, who are suspected of sustaining a concussion, must be removed from the game. O'Neill Public Schools has established a return to learn protocol for students that have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The student will not be permitted to return to a practice or game until he/she has been evaluated and been given written clearance by a licensed health care professional.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the O'Neill Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the

requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **NOTICE CONCERNING DIRECTORY INFORMATION**

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

**NON-DISCRIMINATION STATEMENT:** This explains what to do if you believe you have been treated unfairly. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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USDA is an equal opportunity provider and employer.

**PLEASE NOTE:** As stated above, all protected bases do not apply to all programs. *The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.*

It is the policy of O'Neill Public Schools not to discriminate on the basis of gender, disability, race, color, religion, marital status, age or national origin in its education programs, administration, policies, employment or other agency programs.

## Student Fee Policy

The Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

### **A. DEFINITIONS.**

- 1) Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
- 2) Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which they may also choose to apply for postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except that if the student chooses to apply for postsecondary education credit, he or she may be charged tuition and other fees only associated with obtaining credits from a postsecondary educational institution.

### **B. FEES AUTHORIZED.** Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

- 1) Participation in extracurricular activities;
- 2) Admission fees and transportation charges for spectators attending extracurricular activities;
- 3) Postsecondary education costs;
- 4) Transportation pursuant to Neb Rev Stat. §79-241,79-605,79-611
- 5) Copies of student files or records pursuant to Neb. Rev. Stat. §79-2,104;
- 6) Reimbursement to the district for school property lost or damaged by the student;
- 7) Before-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. §79-104;
- 8) Summer school or night school;
- 9) Breakfast and lunch programs;
- 10) Any other fee authorized by law.

The Public Elementary and Secondary Student Fee Authorization Act does not limit the ability of a governing body to request donations of money, materials, equipment, or attire to defray costs if the request is made in such a way that it is clear that the request is not a requirement. The act does not prohibit a governing body from permitting students to supply materials for course projects.

### **C. PERSONAL OR CONSUMABLE ITEMS.** The district may require students to furnish minor personal or minor consumable items for participation in extracurricular activities.

### **D. NON-SPECIALIZED ATTIRE (CLOTHING).** Students may be required to furnish and wear non-specialized attire for specified courses and activities.

### **E. COURSE PROJECT MATERIALS.** Students may be required to furnish materials for course projects that become the property of the students upon completion.

### **F. MUSICAL INSTRUMENTS AND ACTIVITIES.** Students may be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that musical instruments shall be provided without charge for any student who qualifies for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.

### **G. EXTRACURRICULAR ACTIVITIES/FIELD TRIPS.** Students may be required to furnish footwear, field trip fees, and other minor personal and consumable items.

### **H. TRANSPORTATION COSTS.** Students may be required to pay transportation costs to attend extracurricular activities.

### **I. SCHOOL STORE.** The district may operate a school store in which students may purchase food, beverages, and personal or consumable items. Said purchases shall not be subject to any fee waiver.

- J. STUDENT RECORD COPY CHARGES.** No fee shall be charged to students, their parent(s) and/or their guardian(s) for one copy of a student's files or records.
- K. SUMMER AND NIGHT SCHOOL.** Fees may be required for participation in summer or night school.
- L. BREAKFAST AND LUNCH PROGRAM.** The district offers lunches that qualify as approved meals pursuant to the federal government guidelines.
- M. OTHER ITEMS.** Yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.
- N. PUBLIC HEARING.** On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student, or to every household in which at least one student resides, at no cost to the student or household.
- O. STUDENT FEE FUND.** The district hereby establishes a separate student fee fund not funded by tax revenue, into which all money collected from students pursuant to the Public Elementary and Secondary Student Fee Authorization Act shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Fees collected from another school district's students shall be accounted for in the general fund.
- P. FEE WAIVER.** Any fees to be charged or materials to be provided for the following may be waived for students who qualify for free or reduced-prices lunches under United States Department of Agriculture child nutrition programs:
  - (1) Participation in extracurricular activities;
  - (2) Specialized equipment or specialized attire for participation in extracurricular activities;
  - (3) "Course Project Materials" as provided in paragraph E;
  - (4) Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Other student fees may also be waived at the discretion of the Superintendent or his or her designee for students who qualify for free or reduced priced lunches under United States Department of Agriculture child nutrition programs.

- Q. PENALTIES.** Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.
- R. FUND-RAISING.** Students may be required to partake in fund-raising activities in order to participate in extracurricular activities. If fund-raising is required for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate in equally and share equally in whatever funds are raised.
- S. SEVERABILITY CLAUSE.** If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.
- T. STUDENT FEE SCHEDULE.** The Board of Education hereby imposes the following fees for the programs designated:

Legal Reference: Neb. Constitution, Art VII, Sect. 1  
 Neb. Statute 79-215 (tuition)  
 79-241 (option student busing)  
 79-605 (nonresident busing)  
 79-611 (transportation fees)  
 79-734 (books, equipment and supplies)  
 79-2,104 (student files)  
 79-2,125 to 2,134 (student fees law)  
 79-1104 (before-and-after-school services)  
 79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items  
 506 Student Activities  
 507.01 Student Records Access  
 801 Transportation  
 802.05 Free or Reduced Cost Meals Eligibility  
 1005.01 Public Complaints

## Secondary Program

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)
Summer School	Classes Offered	\$50.00 per resident student
		\$100.00 per non-resident student
		\$15.00 per student per class when supplies fee is applicable
Night School	Classes Offered	\$50.00 per student
		\$15.00 per student per class when supplies fee is applicable
Classroom Supplies	General Supplies; such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None - - necessary items supplied by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Driver's Education	Classroom Instruction & Driving	Not to exceed \$250.00
Extra Curricular	Uniform deposit	Not to exceed \$150.00
PE Classes	Appropriate clothing & Physical	Gym shoes, shorts, shirts, socks, etc. Physical - Cost varies; payable directly to student's physician or clinic.
Music Classes	Uniforms and equipment	Not to exceed \$150.00
Yearbook		Not to exceed \$60.00
FCCLA	Membership Dues	Not to exceed \$25.00
FFA	Membership Dues	Not to exceed \$50.00
Class Dues		Not to exceed \$30.00
Art Class	Appropriate clothing, non-specialized	Old shirt for painting, other clothing which may get paint on it or otherwise be damaged.
Industrial and Automotive	Protective eye wear, gloves	Not to exceed \$150.00

## Secondary Program

Program	General Description of Fee or Material	Amount of Fee	
		(Anticipated of Maximum or Specified Materials Required)	
School Meals	School meals and after-school snack program	\$1.40 – Breakfast	\$1.10 – Extra Breakfast Entrée
		\$0.75 – Cereal Bars	\$0.75 – Pop Tarts
		\$0.75 – Fruit Shapes	\$0.50 – Extra Milk
		\$0.50 – 4 oz. Juice	\$0.75 – 8 oz. Juice
		\$1.50 – 10 oz. Juice	\$0.80 - Snacks
		\$2.60 – Lunch	\$1.65 – Extra Lunch Entrée
		\$0.75 – Muffins	
		\$1.85 – Extra Slice of Name Brand Pizza	
		\$1.65 – Fruit/Vegetable Bar	
		\$2.25 – Chef’s Meal	\$0.75 – Baked Chips
		\$1.00 – Side Salad	\$0.75 – Extra Potatoes
		\$1.00 – Water	\$0.50 – 1 Cookie
		\$0.50 – Sm Frozen Ice Cream	\$0.75 – Med Frozen Ice Cream
		\$1.00 – Premium Ice Cream	
		Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.	
Copies	Use of school copiers (except for one copy of a student’s file, which will be provided without charge.)	Black & White Copies	\$0.05
		Black & White Copies (two sided)	\$0.07
		Color Copies	\$0.10
		Color Copies (two sided)	\$0.15
		Above prices are per page when charges apply.	
Music (optional classes)	Musical Instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by students.	
		Damage fee for school owned instruments not to exceed \$1,500.00	

## Secondary Programs

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)
Field Trips	Transportation and admission costs of field trips	None - - Cost of school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip cost up to \$5.00 to defray costs. (With administrative approval, the requested donation may be up to \$500.00 for special field trips.) Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free or reduced lunch eligible students.
Technological Equipment	iPod	Not to exceed \$500.00 replacement fee
	iPad	Not to exceed \$1,000.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 <sup>st</sup> Incident - \$75.00 or cost of repair 2 <sup>nd</sup> Incident - ½ of repair costs 3 <sup>rd</sup> Incident - Full cost of replacement or repair Intentional Damage Full Cost of Replacement
	Electronic Power Cords	\$50.00 replacement fee
	Lap top Repairs	Not to exceed \$1,500.00 replacement fee Accidental Damage 1 <sup>st</sup> Incident - \$75.00 or cost of repair 2 <sup>nd</sup> Incident - ½ of repair costs 3 <sup>rd</sup> Incident - Full cost of replacement or repair Intentional Damage Full Cost of Replacement
	24/7 Apple Mac Book Computer Fee	Not to exceed \$25.00
Advanced Math or Science Classes	Specialized calculators	Not to exceed \$200.00 replacement fee for lost or damaged calculators.



## Secondary Programs

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)
Post-Secondary Classes	Tuition and fees for college courses.	None - - Any post-secondary education costs are to be paid directly by the student to the college.
College Entrance Tests	Prep programs and tests	Costs of college entrance tests or prep courses, such as ACT preparation, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
		School Sponsored ACT prep not to exceed \$250.00
Admission	Spectator fees for admission to events	\$5.00 per event maximum
		Students may purchase an annual activity ticket for \$20.00 per year.
		For District and Conference events hosted by the school, cost to be set by the NSAA, not to exceed \$20.00 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.
Athletic participation fees	Fee to participate in athletic programs	In the event a fee is charged, the fee will be \$50.00 per year maximum.