<table>
<thead>
<tr>
<th>Article</th>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTICLE 5</td>
<td>STUDENTS</td>
<td>(Series 5000)</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>5000</td>
<td>Student Services Functions</td>
</tr>
<tr>
<td>ADMISSION</td>
<td>5110</td>
<td>Admission Procedures</td>
</tr>
<tr>
<td></td>
<td>5110.1</td>
<td>Admission Procedures for Nonresident Students</td>
</tr>
<tr>
<td></td>
<td>5110.2</td>
<td>Foreign Students</td>
</tr>
<tr>
<td></td>
<td>5110.4</td>
<td>Transfers from Other Districts</td>
</tr>
<tr>
<td></td>
<td>5110.5</td>
<td>Married/Pregnant Students</td>
</tr>
<tr>
<td></td>
<td>5110.6</td>
<td>Homeless Students</td>
</tr>
<tr>
<td></td>
<td>5110.7</td>
<td>Enrollment of Expelled Students</td>
</tr>
<tr>
<td></td>
<td>5110.8</td>
<td>Application for Admission</td>
</tr>
<tr>
<td></td>
<td>5110.9</td>
<td>Continued Enrollment</td>
</tr>
<tr>
<td></td>
<td>5111</td>
<td>Full-time and Part-time Enrollment</td>
</tr>
<tr>
<td></td>
<td>5112</td>
<td>Ages of Attendance</td>
</tr>
<tr>
<td></td>
<td>5112.1</td>
<td>Discontinuance of Enrollment for Children Younger than Six Years of Age</td>
</tr>
<tr>
<td></td>
<td>5113</td>
<td>Evidence of Birth Date</td>
</tr>
<tr>
<td></td>
<td>5114</td>
<td>Evidence of Immunization</td>
</tr>
<tr>
<td></td>
<td>5115</td>
<td>Physical Exam and Vision Evaluation</td>
</tr>
<tr>
<td></td>
<td>5118</td>
<td>Target Utilization for Schools</td>
</tr>
<tr>
<td></td>
<td>5119</td>
<td>Option Students</td>
</tr>
<tr>
<td></td>
<td>5120</td>
<td>School Attendance Areas</td>
</tr>
<tr>
<td></td>
<td>5120.1</td>
<td>Student Attendance Areas Unavailable for Transfer</td>
</tr>
<tr>
<td></td>
<td>5120.2</td>
<td>Student Attendance Centers Closed to Transfer Criteria</td>
</tr>
<tr>
<td></td>
<td>5121</td>
<td>Student Transfers – General Provisions</td>
</tr>
<tr>
<td></td>
<td>5121.1</td>
<td>Transfer Appeal Procedure</td>
</tr>
<tr>
<td></td>
<td>5122</td>
<td>Student Transfers (Elementary/Secondary)</td>
</tr>
<tr>
<td></td>
<td>5123</td>
<td>Nonresident Students</td>
</tr>
<tr>
<td></td>
<td>5130</td>
<td>Diplomas for Seniors Moving from the City</td>
</tr>
<tr>
<td></td>
<td>5131</td>
<td>Students Moving from the City</td>
</tr>
<tr>
<td></td>
<td>5140</td>
<td>Student Attendance Reporting and Responding to Excessive Absenteeism</td>
</tr>
<tr>
<td></td>
<td>5140.1</td>
<td>Mandatory Attendance Ages</td>
</tr>
<tr>
<td></td>
<td>5140.2</td>
<td>Attendance Records</td>
</tr>
<tr>
<td></td>
<td>5150</td>
<td>School Census</td>
</tr>
<tr>
<td></td>
<td>5150.1</td>
<td>School Census Record Procedures</td>
</tr>
<tr>
<td>ARTICLE 5</td>
<td>STUDENTS (CONTINUED)</td>
<td>(Series 5000)</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>POLICY</td>
<td>REGULATION</td>
</tr>
<tr>
<td>INDIVIDUAL ASSESSMENT</td>
<td>5200</td>
<td></td>
</tr>
<tr>
<td>STUDENT RECORDS</td>
<td>5300</td>
<td></td>
</tr>
<tr>
<td>Definition of Terms for Student Records</td>
<td>5310</td>
<td></td>
</tr>
<tr>
<td>Storage and Maintenance of Student Records</td>
<td>5320</td>
<td></td>
</tr>
<tr>
<td>Parent Access to Student Records</td>
<td>5330</td>
<td></td>
</tr>
<tr>
<td>Inspection of Student Records</td>
<td>5330.1</td>
<td></td>
</tr>
<tr>
<td>Annual Notification of Rights to Inspect and Review Records</td>
<td>5330.2</td>
<td></td>
</tr>
<tr>
<td>Use of Student Records</td>
<td>5340</td>
<td></td>
</tr>
<tr>
<td>Access and Disclosure Requests Made from Student Records</td>
<td>5340.1</td>
<td></td>
</tr>
<tr>
<td>Amendment to Student Records</td>
<td>5340.2</td>
<td></td>
</tr>
<tr>
<td>Transfer of Records</td>
<td>5340.3</td>
<td></td>
</tr>
<tr>
<td>Military Recruiters</td>
<td>5345</td>
<td></td>
</tr>
<tr>
<td>Categories of Records</td>
<td>5350</td>
<td></td>
</tr>
<tr>
<td>Description and Retention of Records</td>
<td>5350.1</td>
<td></td>
</tr>
<tr>
<td>Directory Information</td>
<td>5360</td>
<td></td>
</tr>
<tr>
<td>SCHOOL-WIDE MULTI-TIERED SYSTEM OF SUPPORT FOR BEHAVIOR</td>
<td>5400</td>
<td></td>
</tr>
<tr>
<td>Principal’s Responsibility for Student Behavior</td>
<td>5400.1</td>
<td></td>
</tr>
<tr>
<td>Employees’ Responsibility for Student Behavior</td>
<td>5400.2</td>
<td></td>
</tr>
<tr>
<td>Bus Conduct</td>
<td>5410</td>
<td></td>
</tr>
<tr>
<td>Student Control and Conduct</td>
<td>5420</td>
<td></td>
</tr>
<tr>
<td>Damage, Theft and Loss</td>
<td>5420.1</td>
<td></td>
</tr>
<tr>
<td>Weapons</td>
<td>5420.2</td>
<td></td>
</tr>
<tr>
<td>Tobacco, Alcohol, Controlled Substance and Other Drugs</td>
<td>5420.3</td>
<td></td>
</tr>
<tr>
<td>Nuisance Items</td>
<td>5420.4</td>
<td></td>
</tr>
<tr>
<td>Electronic/Digital Disruption</td>
<td>5420.5</td>
<td></td>
</tr>
<tr>
<td>Searches of Students and Property</td>
<td>5420.6</td>
<td></td>
</tr>
<tr>
<td>Student Search</td>
<td>5420.7</td>
<td></td>
</tr>
<tr>
<td>Law Violations</td>
<td>5420.8</td>
<td></td>
</tr>
<tr>
<td>Emergency Exclusion</td>
<td>5430</td>
<td></td>
</tr>
<tr>
<td>Communicable Disease Control</td>
<td>5431</td>
<td></td>
</tr>
<tr>
<td>Communicable Conditions</td>
<td>5431.1</td>
<td></td>
</tr>
<tr>
<td>Short-term Suspension</td>
<td>5440</td>
<td></td>
</tr>
<tr>
<td>Long-term Suspension</td>
<td>5450</td>
<td></td>
</tr>
<tr>
<td>Expulsion</td>
<td>5460</td>
<td></td>
</tr>
<tr>
<td>Alternative Education Programs or Plans for Expelled Students</td>
<td>5461</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5461.1</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT CONDUCT AND DISCIPLINE (CONTINUED)

Mandatory Reassignment 5470
Grounds for Short-term Suspension,
  Long-term Suspension, Expulsion or
  Mandatory Reassignment 5480
Procedures for Long-term Suspension,
  Expulsion or Mandatory
  Reassignment 5481
Anti-Bullying Policy 5482
Dating Violence 5490
  Dating Violence Education, Training and
  Responses 5490.1

STUDENT WELFARE 5500
Injury to Students 5500.1
Visitors 5500.2
Gifts to Students and School Personnel 5500.3
Animals in School 5500.4
Student Rights of Expression 5501
Requests to Contact Students and Student
  Interviews by Non School Personnel 5502 5502.1
Medications 5503
Student Self Management of Asthma, Anaphylaxis
  and/or Diabetes 5503.1
Child Abuse - Neglect 5504 5504.1
School Wellness Policy 5505 5505.1
Use of Restraints and Seclusion 5506 5506.1
Allergies 5507 5507.1
Return to Learn 5508
Pregnant and Parenting Students 5509
Release of Students 5510
  Access by Noncustodial Parent 5510.1
  Open and Closed Campus 5511 5511.1
Student Fees 5520
STUDENTS

Student Services

Services to students will be provided by the Lincoln Public Schools in a manner that recognizes both the rights and responsibilities of students and that values each student and encourages appropriate student development.

Student services provided by the District may include, but are not necessarily limited to: admissions, assessment, attendance, due process, guidance and counseling, health services, placement, psychological services, student records and student welfare.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Services Functions

The Lincoln Public Schools, through administrative direction of the associate superintendent for instruction and the director of student services, will implement student services including the following functions:

1. Leadership and coordination of student services personnel throughout the School District.

2. Student records.

3. Student accounting and attendance.

4. Student discipline, including all matters of exclusion, suspension, expulsion and mandatory reassignment of students.

5. Student services reporting to agencies of county, state and federal government.

6. Liaison with community agencies in dealing with student health and welfare.

7. Enforcement of laws dealing with student attendance and delinquency.

8. Student transfers.

9. Health services.

10. Counseling services.

11. Student admissions.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Admission Procedures

Students shall be admitted to the Lincoln Public Schools who are:

1. Legal residents of the District for purposes of school enrollment. A student is a resident of the school district where he or she resides or any school district where at least one of his or her parents reside.

2. Wards of the state or court and are living within the District. If the student if residing in a foster home and was residing in another district at the time the student became a foster child, admission is subject to the condition that the person or court in charge of the child determines, in accordance with the Foster Care Review Act, that the child attend the District.

3. Living in a residential setting in the District for reasons other than to receive an education who are not wards of the state or court if the residential setting does not maintain an interim-program school. In such circumstances, the District will contract with the school district in which the student resided immediately prior to residing in the residential setting and provide educational services to the student pursuant to a contract with such other school district as and to the extent required by law.

4. Children of members of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or adjacent to the District, as and to the extent required by federal or state law. Children of military families are permitted to enroll in the District preliminarily if a parent presents evidence of military orders that the military family will be stationed in the state of Nebraska during the current or following school year.

5. Approved for option enrollment.

6. Homeless students as and to the extent required by federal and state law.

A student may be admitted who is:

1. A nonresident of the District who is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the District and the resident school district and upon the collection of tuition pursuant to such contract.

2. A nonresident of the District who is a resident of another state. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the Lincoln Board of Education.

3. Participating in an approved Foreign Exchange Program.
STUDENTS

Admission Procedures (Continued)

A student whose residency in the District ceases during the school year may be allowed to continue attending the District for the remainder of that school year.

In cases of denial of admission, applicants shall be informed of appeal procedures.
STUDENTS

Admission Procedures for Nonresident Students

Principals and the principals’ designees shall not have the authority to enroll a non-resident student, but will refer the student, parents/legal guardians to the director of student services to determine the student’s eligibility to be enrolled.

If it is determined by the director of student services that the student does not have a right to enroll without tuition being paid, the director of student services will make a determination of whether to permit the student to be enrolled. If the student is a resident of a Nebraska school district and enrollment is approved, a contract shall be entered into with the school district in which the student is a resident and tuition shall be collected pursuant to the contract. If the student is a resident of another state and enrollment is approved, tuition shall be paid prior to enrollment at a rate determined by the Lincoln Board of Education. The tuition will be paid in the Office of Business Affairs.

If the request to enroll is approved by the director of student services, the student, parent/legal guardian and the receiving school will be notified and the student may register immediately.

If the request to enroll is denied by the director of student services, the student, parent/legal guardian may request a review of the ruling by the associate superintendent for instruction. This review request must be in writing and made within five school days of the receipt of the ruling by the director of student services.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 3310, 3310.2
Legal Reference:
STUDENTS

Foreign Students

It shall be the general practice of the Lincoln Public Schools to provide educational opportunities for foreign exchange students consistent with the following statements.

Program Approval

A. General

1. The Superintendent of Schools or designee will approve programs meeting all criteria on the basis of an annual written application to be completed by March 1 for the following school year.

2. The School District of Lincoln will generally accept a maximum of 24 students from other nations who come to Lincoln via exchange programs officially recognized by the Superintendent of Schools.

3. The program provides opportunities for Lincoln Public School students to travel abroad as well as bringing foreign exchange students to Lincoln and the number of Lincoln Public School students availing themselves of the opportunity is comparable to the number of students brought to Lincoln.

4. The Superintendent of Schools or designee may approve mutual exchange privileges between Lincoln Public Schools students, provided that free school privileges are granted to the Lincoln students in exchange for free tuition for foreign students.

B. Sponsoring Agency/Organization/Program - An agency, organization or program may be approved to place students in the Lincoln Public Schools if it meets the following criteria:

1. Provides evidence that the program fulfills the requirements of the U.S. Department of State and is currently approved by that department. A foreign exchange program may not be approved unless it is on the current Advisory List of International Educational Travel and Exchange Programs that is maintained by the Council on Standards for International Educational Travel.

2. The program has an organizational sponsorship which:

   a. Is a not-for-profit agency,
   b. Has a local Lincoln committee,
STUDENTS

Foreign Students

Program Approval (Continued)

c. Has established procedures and a published set of policies for screening homes for placement of students. Exchange students will be placed in host families having a student(s) enrolled in the school attended by the exchange student, or a student attending the same school will be assigned by the organization to be a “host student” to the exchange student,
d. Has procedures for handling emergencies and has an availability of local people other than the host family for assistance,
e. Selects students for participation who have proven academic ability and language skills to study successfully in the Lincoln Public Schools,
f. Provides personal and educational information about a foreign exchange student to the Lincoln Public Schools prior to placement,
g. Provides evidence that local criteria has been met in approving students for selection and placement of foreign exchange students in the Lincoln Public Schools, and
h. Provide information about the program and the local committee to the Lincoln Public Schools.

Procedures

A. Admissions/Enrollment

1. Admission of exchange students new to the United States will be made only at the beginning of a school semester. All arrangements for admission must be concluded at least two weeks prior to the beginning of the semester.

2. Exchange students must be at least 16 years of age at time of admission and not more than 18 years and six months of age as of the time of admission. Exchange students must not have graduated from high school (or an equivalent educational institution) prior to enrollment in the District. Exchange students on an F-1 visa will not be eligible for participation. Option enrollment provisions cannot be used by host families of foreign exchange students.

3. The host family of the exchange student must be residents of the District at time of admission and the entire time the exchange student is attending Lincoln Public Schools.

4. The foreign exchange program shall be responsible for providing the District with all documents and records required by federal and state law and such other documents and records that the District may request. The documentation is to include information to establish that the foreign exchange student has adequate
STUDENTS

Foreign Students

Program Approval (Continued)

financial support, that the student is covered by health insurance, a complete transcript and a brief explanation of the transcript, and such other documentation that the Office of Student Services determines appropriate. Exchange students must have adequate proficiency in the English language to function in a regular classroom and not require English-as-a-second-language instruction. The foreign exchange program must provide documentation to verify the student’s English language proficiency as part of the application process. Exchange students will not be admitted until all such documents and records are received and approved by the Office of Student Services.

5. The requirements and expectations of the student, sponsoring agency, organization, program and the high school of attendance shall be clarified prior to admission and registration. Students attending the Lincoln Public Schools through a foreign exchange program are not eligible for a Lincoln Public Schools diploma.

6. Students will not be enrolled until all standards for admissions have been verified by the director of student services.

7. School placements must have the approval of the Office of Student Services and the building administration. A program cannot generally place more than two students in any one Lincoln public school building or program.

Expectations

A. Exchange Student

1. Exchange students must agree to abide by the policies and regulations of the School District of Lincoln and of the high school they are attending and are subject to the same policies as local students. Exchange students will familiarize themselves with information contained in the Responsibilities of Students.

2. Foreign exchange students will be assigned a grade placement and a class schedule as determined appropriate by the building principal or designee. Grade placement will be based upon the District’s criteria for students transferring from non-approved schools.
STUDENTS

Foreign Students

Expectations (Continued)

3. Exchange students are expected to enroll for a full year and successfully carry a minimum of 30 credit points including American History.

4. Transcripts of foreign students will be evaluated by Lincoln Public Schools personnel to determine total credit earned.

5. All students will receive a certificate of attendance.

6. Exchange students completing the graduation requirements may participate in graduation ceremonies. If a foreign exchange student wishes to receive a high school diploma, the student must make application to the Office of Student Services and the building principal prior to the beginning of the school year. To receive a diploma, the student must fulfill all of the District’s regular high school graduation requirements.

B. Sponsoring Organization Representative

1. Local representatives must communicate anticipated changes in student enrollment or concerns regarding the exchange student with the counseling and/or administrative staff of the school attended by the student.

C. Lincoln Public Schools

1. The Lincoln Public Schools will grant tuition-free status to foreign exchange students who are participants in programs administered by approved sponsoring agencies or programs and whose enrollment has been approved by the Office of Student Services.

2. Schools are not obligated to provide foreign exchange students with items such as pep club uniforms, class rings, yearbooks, cap and gowns, etc., free of charge.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
22 CFR Part 62
Students

Transfers from Other Districts

A student is eligible to attend the Lincoln Public Schools upon transferring from other districts or schools if the student is a legal resident of the Lincoln Public School District or otherwise meets requirements for admission to the District.

1. An eligible student shall be placed by the school principal into a program which best matches his or her immediate experience in the preceding school. When an appropriate placement is not clear, the student may be referred to the Office of Student Services for placement.

2. Grade placement or credit granted to transfer students shall be subject to the following:
   a. The credit earned in any other school which is accredited by the regional accrediting agency or is approved by the State of Nebraska will be accepted by the Lincoln secondary school which the student enters,
   b. The incoming student may establish grade placement by examination, in lieu of a transcript, at the discretion of the principal,
   c. College and university credit earned in an accredited institution of higher learning shall be transferable to apply as high school credit,
   d. Credit earned from an international school or a school not accredited or approved shall be entered on the Lincoln Public Schools cumulative scholarship card with a grade of S (Satisfactory) or U (Unsatisfactory). Appropriate placement of the student will be determined by the principal of the receiving school.
   
   When credit from a non-approved or non-accredited school is entered, a statement should be written on the cumulative scholarship card. Examples: “This student entered the Lincoln Public Schools from (school) on (date)” or “This student’s last educational experience was in (school or country) and no official school records are available.”
   
   e. In order to receive a Lincoln Public Schools’ diploma, a transfer student must have earned a minimum of one year’s credit in an approved or accredited high school with the final semester’s credits being earned in a Lincoln Public Schools high school.

Revised: 2017-11-16
Date Regulation Reviewed: 5-25-2010
Related Policies and Regulations: 
Legal Reference:
STUDENTS

Married Students

Married students shall have the same educational privileges and academic opportunities as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District’s anti-discrimination policies.

Revised: 2018-05-09
Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 79-2,114 to 79-2,124
Legal Reference: 20 U.S.C. § 1681 (Title IX)
STUDENTS

Homeless Students

Lincoln Public Schools will comply with the federal and state law related to homeless students.

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.
STUDENTS

Homeless Students (Continued)

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

   To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;

2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and

3. In a manner consistent with the Federal Education Rights and Privacy Act.
STUDENTS

Homeless Students (Continued)

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;

3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

4. Ensure that homeless children and youths:
   a. Are enrolled in school which includes attending classes and participating fully in school activities;
   b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
   c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
   d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
   e. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
STUDENTS

Homeless Students (Continued)

f. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.

2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child’s parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19005.03 and 19-005.03C.

Revised: 2017-07-14
Revised: 2016-06-28
Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:
Nebraska Department of Education Rule 19
McKinney-Vento Homeless Assistance Act
42 U.S.C. § 11431 et seq.
Every Student Succeeds Act
STUDENTS

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this School District until the expulsion period from such other school has expired unless the Lincoln Board of Education, in its sole and absolute discretion, upon a proper application, approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational or parochial school or from any public school in another state will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term “expulsion” or “expelled” includes any removal from any school for a period in excess of twenty (20) school days.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 79-215
Legal Reference: 79-215
STUDENTS

Application for Admission

Nonresident parents/legal guardians, or other responsible adults, who would like to have a student considered for placement in the Lincoln Public Schools must complete an Application for Admission at the Office of Student Services.

1. If the student’s parents/legal guardians do not reside in the Lincoln Public School District, the responsible adult with whom the student will reside must complete the application.

2. Parents/legal guardians who plan to purchase, or build, a home in the Lincoln Public School District within 60 days after the opening of school must complete the application, and provide purchase agreements and/or building agreements with closing date stated. If the application is approved, the parents/legal guardian shall provide all transportation to and from school during this period of time.

If the application is denied by the Director of Student Services, the student parent/legal guardian, or responsible adult, may request a review of the ruling by the associate superintendent for instruction. This request must be in writing and made within five days of the receipt of the ruling by the director of student services.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 3310.01
Legal Reference: 79-215
STUDENTS

Continued Enrollment

All applications for continued enrollment shall be made through the Office of Student Services. A recommendation will be made to the Lincoln Board of Education by the director of student services using the following criteria:

1. The student will have been in attendance in the Lincoln Public Schools for at least one or more full years immediately prior to the application,

2. The adult individual(s) with whom the student will reside, if other than the parent or legal guardian, shall have a power of attorney from the parent/guardian, and responsibility for the student if the application is approved,

3. Students whose parents/guardians move into a district that would normally contract for these services will not be eligible for continued enrollment without a contract between Lincoln Public Schools and the school district in which student has become a resident for the payment of tuition if such is a Nebraska school district or payment of tuition in advance at a rate determined by the Lincoln Board of Education if the student has become a resident of another state.

4. The student’s academic work and deportment in the semester in which the application is made shall be satisfactory, and

5. Evidence is given to show that changing schools would severely hamper the student’s educational program or opportunity for graduation.

If the request for continued enrollment is denied, that decision may be appealed by the student, parent or legal guardian by requesting a written request for review by the associate superintendent for instruction within five days of the receipt of the ruling.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference: 79-215
STUDENTS

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in Lincoln Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state-accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student’s IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally-mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the Lincoln Board of Education; and
6. nonpublic school students in accordance with the policies and procedures set forth in this policy.

Part-time Enrollment of Nonpublic School Students

The Board shall allow the part-time enrollment of students who are residents of the School District and who are also enrolled in a private, denominational or parochial school or in a school which elects, pursuant to section 79-1601, not to meet accreditation or approval requirements. Such students are referred to herein as “nonpublic school students.”

The Board establishes the following guiding principles for enrollment of nonpublic school students:

1. The primary school for a nonpublic school student is the student’s private, denominational, parochial or home school.
2. Nonpublic school students are not to be given priority over full-time students.
3. Nonpublic school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
4. Enrollment of nonpublic school students is not to negatively affect the educational services to be provided to full-time students.
STUDENTS

Full-time and Part-time Enrollment

Part-time Enrollment of Nonpublic School Students (Continued)

The Board establishes the following specific policies and procedures for enrollment of nonpublic school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Nonpublic School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Nonpublic School Student for Part-time Enrollment to the Director of Student Services.

2. Action on Applications. The Director of Student Services will consult with the principal of the school the student wishes to attend and will notify the parent of the approval or denial of the application within two weeks of receipt of the application.

3. Appeals. In the case of a denial, the parent or guardian may appeal to the Associate Superintendent for Instruction. Any such appeal must be submitted to the Associate Superintendent within 14 calendar days from the date of the denial. The appeal shall be in writing and shall be decided on the basis of the written submission. The Associate Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond in a timely basis. The Associate Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Associate Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes, but is not limited to, the Associate Superintendent being unable to gather the information necessary to make the decision within the decision period.

4. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Nonpublic School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student be a resident of the District, be of school attendance age and not have graduated or have received a GED.
STUDENTS

Full-time and Part-time Enrollment

Part-time Enrollment of Nonpublic School Students (Continued)

2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to birth certificates, immunizations, physical examinations and visual evaluations.

C. Nonpublic School Student Enrollment Standards

1. Maximum Enrollment. Generally, students may not enroll in Lincoln Public Schools classes exceeding a half-day. A student who is attending an exempt school and who is enrolled on a part-time basis in a District’s middle or high school will be permitted to be continuously enrolled in the minimum number of credits to meet District and NSAA eligibility guidelines for the purpose of participating in NSAA-governed activities.

2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program or course which has been determined to be at capacity for option enrollment purposes shall not be available for nonpublic school students. Secondary principals shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.

3. Prerequisite Requirements. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may, on a discretionary basis, allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.

4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

D. Nonpublic School Student Policies

1. General Standard. Nonpublic school students who are enrolled part time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
STUDENTS

Full-time and Part-time Enrollment

Part-time Enrollment of Nonpublic School Students (Continued)

2. Building assignment. Students must enroll in the attendance center that serves the student’s residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student’s residence under the district’s transfer procedures.

3. No Partial Part-time Enrollment. Students must apply for enrollment and attend from time of admission through the duration of the semester. Once enrolled, part-time students will be required to participate in all activities, programs and tests related to the program or course for which the student is enrolled, including, as applicable, State or District-wide assessments, as full-time students.

4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District’s student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District’s attendance policies. Students who engage in excessive absenteeism, as defined in Board policy, are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made at the discretion of the principal or the principal’s designee. Students must sign in and out of the school by following the building-level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
STUDENTS

Full-time and Part-time Enrollment

Part-time Enrollment of Nonpublic School Students (Continued)

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District’s policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Students enrolled on a part-time basis may be permitted, at the discretion of the principal, to participate in extracurricular activities. The student must be enrolled in at least one course in the public school and must meet any additional requirements of the activity in order to participate in extracurricular activities.

10. Nebraska School Activities Association (NSAA) Participation. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws. In the event a student is enrolling in the District after having attended a school which is not accredited or approved, including a home school, the Office of Student Services shall evaluate the student’s transcript for the preceding semester and determine whether the student successfully completed coursework in such semester that would be the equivalent of credits in the District and, if so, place such credits on the student’s permanent record with the District and count such credits toward the District’s graduation requirements.

Reviewed and Affirmed by the Board:
Last Revision: 2017-08-08
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 79-526; Title 92, Nebraska Administrative Code, Chapter 10

Legal Reference:
79-526; Title 92, Nebraska Administrative Code, Chapter 10
STUDENTS

Ages of Attendance

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The Lincoln Board of Education shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (1) the child attended kindergarten in another jurisdiction in the current school year; (2) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (3) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child’s: (1) social/emotional development and (2) pre-academic skills/cognitive skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn five years of age between August 1 and October 15; and

b. are selected on the basis of testing by professionals trained to administer the assessments.

The assessment will be administered by the School District’s professional staff.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determines to be appropriate. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student’s readiness. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion, not to exceed three weeks after the assessments are completed.
STUDENTS

Ages of Attendance (Continued)

Families who seek early admission of their child into kindergarten must obtain an Early Entrance to Kindergarten Packet from their neighborhood elementary school. Parents must fill out the Early Entrance Application Form and request the Kindergarten Entrance Assessment.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability or sexual orientation of the child or the child’s parents or guardians.

Graduates

A student who has received a high school diploma or received a General Equivalency Diploma shall not be enrolled in the Lincoln Public Schools.

Age 21

A student shall not be enrolled in the Lincoln Public Schools if the child is age 21 before the school year commences or after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors and begins when students report to receive instruction in the first semester each year.

Reviewed and Affirmed by the Board:
Last Revision: 2016-04-26
Original Adoption or Oldest Version: 2013-09-24
Related Policies and Regulations:
Legal Reference:
Neb. Rev. Stat. § 79-266.01
173 NAC Chapters 3 and 4
(HHS Regulations)
STUDENTS

Discontinuance of Enrollment for Children Younger than Six Years of Age

Any person with legal or actual charge or control of a child younger than six years of age prior to January 1 of the then-current school year who is enrolled in this School District may discontinue the enrollment of such child by submitting a written notification to the Superintendent or the Superintendent’s designee, indicating that child’s name, date of birth, grade level and effective date of discontinuation of enrollment. The notification must be in writing and on a form provided by, or acceptable to, the Superintendent or the Superintendent’s designee containing all information required herein. The form must be dated and signed by a parent or person with legal or actual charge or control of the child. The School District may request written verification or documentation of the person’s authority to dis-enroll the child. Upon receipt of required written form and any other required information or documentation, the School District shall note discontinuance of the enrollment on its official records pursuant to state law. Any child dis-enrolled shall not be eligible to re-enroll in this School District until commencement of the next school year, or until the child reaches the age of six prior to the then-current school year, whichever occurs earlier. Any person signing a request for discontinuation of enrollment, acknowledges this policy, procedure and the requirement thereof, and expressly agrees thereto.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 
Legal Reference: Neb. Rev. Stat §79-201
STUDENTS

Evidence of Birth Date

Upon admission to the Lincoln Public Schools the parents/legal guardian of any child preschool to grade 12, shall furnish (a) a certified copy of the student’s birth certificate issued by the state in which the child was born, or (b) other reliable proof of the child’s identity and age, (i.e. naturalization or immigration documents showing date of birth or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

If the parents/legal guardian fails to provide this information, they will receive in writing a statement explaining the need for them to provide this information within thirty days.

If the parents/legal guardian fails to comply with this request within 30 days the school shall notify them in writing that they need to comply within 10 days. If compliance is not obtained within that 10-day period, the school shall immediately report the matter to the Lincoln Police Department for investigation.

If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Lincoln Police Department.

Missing Persons

A missing person shall mean a person 16 years or younger reported to any law enforcement agency as abducted or lost.

Upon notification by the Nebraska State Patrol of a missing student, the school will flag the student’s records in such a way that any personnel looking at such birth certificate or record shall be alerted to the fact that that birth certificate or record is of a missing person.

Any school requested to forward a copy of a transferred student’s record shall not forward such record to the requesting school if the record has been flagged as that of a missing person. The school will notify the Lincoln Police Department of the request and that the student is a reported missing person.

Any school or person acting on behalf of a school shall be immune from civil and criminal liability for acts or omissions which occur as a result of the requirements of the Missing Children Identification Act.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 43-2001 - 2012 and 79-214
Legal Reference: 43-2001 - 2012 and 79-214
STUDENTS

Evidence of Immunization

Prior to enrollment, each LPS student shall provide a written immunization history, signed by the student’s physician, parent or guardian, verifying that the student has received the required vaccines so as to be protected by immunization against measles, mumps, rubella, polio, hepatitis B, Varicella (Chicken Pox), diphtheria, tetanus, pertussis, haemophilus influenzae type b (Hib) and any other immunizations required by law. Any student who does not comply shall not be permitted to enter school or, if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given. Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009. Immunizations will not be required for a student’s enrollment if the student submits one of the following:

(A) A statement signed by a physician, physician assistant or nurse practitioner that, in the health care provider’s opinion, the immunizations required would be injurious to the health and well being of the student or any member of the student’s family or household;

(B) An affidavit signed by the student, or if the student is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

(C) Documentation from the student’s immunization provider showing that the student has begun the required immunizations and has scheduled dates to complete the immunization series as rapidly as is medically feasible. This documentation will permit provisional enrollment only. The student will be excluded from school if the necessary immunizations are not completed as rapidly as medically feasible, until either documentation of immunization or proof of an exemption is provided.

(D) Evidence of immunity against the diseases. Laboratory evidence of circulating antibodies for measles, mumps or rubella is required to show evidence of immunity against those diseases. Information concerning the laboratory test, including the signature of the laboratory technician or laboratory director, must be provided. Clinical history is not sufficient evidence of immunity.

(E) A documented history of varicella disease from a parent or health care provider with the year of infection constitutes evidence of immunity to varicella.
STUDENTS

Evidence of Immunization (Continued)

The cost of immunizations and any required documentation shall be borne by the parent or guardian, not the Lincoln Public School District.

In the event of an outbreak of a communicable disease, unimmunized students may be excluded from school.
STUDENTS

Physical Exam and Vision Evaluation

Admission to school requires submission of evidence of a physical examination and a visual evaluation within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade. Physical examinations and vision evaluations provided at the preschool level do not meet this requirement. Evidence of a physical examination is also required within six months prior to entrance in the seventh grade.

The physical examination is to be performed by a physician, a physician assistant or a nurse practitioner. The visual evaluation is to be performed by a physician, a physician assistant, an advanced practice registered nurse or an optometrist. The visual evaluation is to consist of testing for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity.

The cost of the physical examination and vision evaluation shall be borne by the parent or guardian.

The parent or guardian shall be notified in writing of the foregoing requirements and of the right to submit statements to object to the requirements. The parent or guardian shall also be provided a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
STUDENTS

Target Utilization for Schools

The District will establish a program capacity for each school building. Using the program capacity and school enrollment numbers, the District will compute a target utilization rate for each administrative level that is the average of the ratio of enrollment to program capacity for each building in the administrative level.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Option Students

The Lincoln Board of Education will annually adopt a resolution stating the timeline and parameters for acceptance of option enrollment students. In addition, the resolution will state the circumstances under which late applications to option in will be accepted. The resolution will further set the standards and conditions for granting a request for release in the case of a late-filed application to option out of Lincoln Public Schools.

An option student who has been accepted for enrollment in Lincoln Public Schools may request a particular school building, but the building assignment of the option student shall be determined by the Office of Student Services. Option enrollment students shall be assigned to a school open to transfer and no option student shall be assigned to a school which the District categorizes as closed to transfer. Policies 5120, 5121, 5122 and 5123 shall not apply to option enrollment students.

This policy applies to school buildings or grades in school buildings designated as closed to transfer under the following circumstances:

1. A resident student who moves out of the District and is approved as an option student may be admitted to complete the current school year at the building they attended as a resident student.

2. An option student may be permitted to attend a building or grade that the District categorizes as closed to transfer if a sibling is attending that same attendance center for that requested school year.

3. An option student who is assigned to a building may complete their education at that same building.

An option student may be permitted to attend a building or grade that the District categorizes as closed to transfer if an overriding educational need exists as determined by a Review Committee of the Board of Education. The procedure for review may be limited by the Review Committee to written submissions only. The decision of the Review Committee shall be final.

Notwithstanding any of the above or any other policy of the Board of Education, any school building with fewer than 20 students which is owned or made part of Lincoln Public Schools shall be closed to transfer (including transfer for continued attendance) by Lincoln Public Schools resident students and shall not be the building assignment for option students.
STUDENTS

Option Students (Continued)

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Lincoln Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The school determines which (transportation or reimbursement) to provide.

3. For option students receiving special education services, the transportation services required in the student’s Individualized Education Plan shall be provided by the resident school district.

Reviewed and Affirmed by the Board:

Last Revision: 2016-10-11
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 
STUDENTS

School Attendance Areas

The Lincoln Board of Education shall establish elementary, middle school and high school attendance areas.

Exceptions for students to attend other than the assigned school may be made through transfer permits issued by the Office of Student Services on the basis of criteria established by the Lincoln Board of Education.

The Lincoln Board of Education should annually review boundaries for the elementary, middle school and high school attendance areas at a January meeting. If a school’s facility utilization deviates from the District’s target utilization by more than 15 percent, the school’s attendance area boundaries should be reviewed. When necessary, boundary changes should be made to balance building utilization and minimize the use of portable classrooms. Elementary, middle school and high school boundaries should be considered independently based on balanced building utilization. The Lincoln Board of Education will consider District-provided transportation as a means to assist in balanced utilization of schools.

It is the Board’s intent when possible to give approximately one school year’s notice to families whose attendance area will be changed; however, circumstances may dictate a more rapid change, and the Board is not restricted by the approximate one school year intent. School year shall mean the Lincoln Public Schools student calendar for each year.

Areas newly approved for platting by the city or those where the Lincoln Board of Education in its sole discretion deem appropriate may be assigned to an attendance area at any time. Newly platted areas assigned to an attendance area other than that of the closest school due to overcrowding should be considered temporary assignments until a more permanent solution can be implemented.

Attendance area boundaries that promote walking to school are desirable but should be modified as necessary to facilitate full utilization of buildings. Attendance areas should be contiguous, but the school may not be centered within the attendance area. Due to population distribution, geographic characteristics and a variety of other factors, not all areas will attend the geographically closest school. Attendance area boundaries should consider natural obstacles, arterial streets, railroad right of ways or other geographic features but will not always be able to avoid such obstacles.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Attendance Areas Unavailable for Transfer

Staff will annually prepare a report in February on those grade levels and buildings that are to be considered unavailable to transfer.

In determining which attendance areas shall be unavailable to transfer, the following factors will be considered:

1. Available capacity (i.e., space for the efficient and effective organization of the total enrollment),
2. The impact on the educational program within the building,
3. Prior enrollment levels for the facility, and
4. Anticipated future growth within the attendance area.

During the school year, it may become necessary for a grade level to be designated by the Superintendent or designee as unavailable for transfer because of overcrowding. Any time it becomes necessary to close a total attendance center to transfer because of the factors noted above, the Lincoln Board of Education will be informed of this administrative decision.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Attendance Centers Closed to Transfer Criteria

Boundaries for individual attendance centers are established to have an adequate number of students available to maintain viable instructional programs and maintain efficient use of facilities. The following regulations establish criteria by which a school is designated as being closed to transfer.

The director of student services will maintain the list of schools designated as closed to transfer. The Lincoln Board of Education will review actual and projected student enrollments annually at the first regularly scheduled Board meeting in December. Membership counts will be taken on a regular basis throughout the school year.

All transfer requests will require the approval of the director of student services. Transfer requests to buildings or grades not designated as closed to transfer will normally be approved. Transfer requests to buildings or grades designated as closed to transfer will require approval of the director of student services after consultation with the principal of the building to which the transfer is requested.

Elementary

An elementary building will normally be open for transfers. If one or more of the following conditions are present at a school, the school, or grades within the school, may be closed to transfer.

1. If the current enrollment of the building is at or over its program capacity, the building may be closed to transfer.

2. If the average enrollment of Kindergarten through grade three multiplied by six meets or exceeds the program capacity, the building may be closed to transfer.

3. If a building’s membership is more than 90 percent of its program capacity, the building principal will be consulted prior to the approval of any transfers into a building.

4. If the building exceeds the target utilization rate by 10 percentage points, the building may be closed to transfer.

5. Other factors will be considered as determined by administrative review.
STUDENTS

Student Attendance Centers Closed to Transfer Criteria (Continued)

Middle School

A middle school building will normally be open for transfers. If one or more of the following conditions are present at a school, the school, or grades within the school, may be closed to transfer.

1. If the current enrollment of the building is at or over its program capacity, the building may be closed to transfer.

2. If the sixth-grade enrollment multiplied by three exceeds the program capacity, the building may be closed to transfer.

3. If a building’s membership is more than 90 percent of its program capacity, the building principal will be consulted prior to approval of any transfers into that building.

4. If the building exceeds the target utilization rate by 10 percentage points, the building may be closed to transfer.

5. Other factors will be considered as determined by administrative review.

High School

A high school building will normally be open for transfers. A decision to close a high school due to severe overcrowding will be made by the high school principal, the Director of Student Services, the Associate Superintendent for Instruction and the Superintendent.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 5120.1
Legal Reference:
STUDENTS

Student Transfers – General Provisions

Students are permitted to transfer to a building outside their designated enrollment area only under the following conditions:

1. The Lincoln Board of Education has declared the building as available for transfer,
2. An administrative decision has been made that the transfer is in the best interest of the child and the parent or guardian consents to the administrative decision, and
3. A parent or guardian has made a special request for transfer and the request has been granted.

Special requests for transfer to a building declared not available for transfer must be made in writing for the following school year. A special attendance permit, once approved, remains in effect as long as the student is living at the address listed on the application and is enrolled in that school. The permit may be revoked if the student’s attendance is unsatisfactory. The Department of Student Services may further revoke a permit for reason of such misconduct or if it is judged to be in the child’s best interest.

Parents or guardians bear full responsibility for transportation of students in cases when a special permit has been approved.

When transfer requests are filed within the established deadline and are denied, appeals are permitted. Rights of appeal include the right to appeal to a committee of the Board.

In cases of denial, applicants will be informed of appeal procedures. Appeals to the Board must be made in writing within 14 days after the applicant’s receipt of a written notice of denial.

Reviewed and Affirmed by the Board:
Last Revision: 2015-10-27
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Transfer Appeal Procedure

When a request for transfer has been denied by administrative action, parents/guardians may appeal the decision by the following procedure:

1. Parents/guardians must submit a written request to the director of student services indicating their desire to appeal the decision.
2. The request shall be made within 14 days after receipt of the letter denying the transfer request.
3. In cases where the transfer request was filed within the established deadline, parents/guardians shall be notified of the time and date of a transfer review committee meeting at least seven days in advance of the meeting. The transfer review committee shall consist of: a representative from the Superintendent of Schools’ Office, a principal from an elementary, middle and/or high school and a representative of the Department of Student Services.
4. Within seven days, a written decision will be sent to the parent(s)/guardian(s).
5. In cases where the transfer request was not filed within the established deadline, an appeal before the transfer review committee is not available. However, the parent/guardian may appeal to a committee of the Lincoln Board of Education by making a written appeal request within 14 days after receipt of the letter denying the transfer request.

Date of Last Revision: 2015-08-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Transfers (Elementary/Secondary)

A District transfer policy permits patrons a choice of selecting an attendance center outside of their designated area, if that attendance center is not closed.

Transfer Provisions

1. Students may be granted a transfer to schools open for intra-District transfer.

2. Schools or grades in schools may be designated as closed to student transfers due to enrollment. Student transfers to schools designated as closed to intra-District transfer due to enrollment will not be permitted except as follows:
   a. Students in attendance at a specific school may be permitted to complete their education at that attendance center if the family moves during the school year.
   b. Students in attendance at a specific school may be permitted to complete their education at that attendance center if the boundary is changed, placing the family in another attendance center.
   c. A student may be permitted to transfer into an attendance center if a sibling is attending that same attendance center.
   d. Students may be assigned by the District’s Director of Student Services or designee to any attendance center when an overriding need exists. Principals of the sending and receiving attendance centers will be consulted.
   e. Mandatory reassignment will be permitted, if directed by the Director of Student Services or designee. Principals of the sending and receiving attendance centers will be consulted.
   f. A student may be permitted to transfer to an attendance center where a parent is employed.

3. In unique circumstances, the Director of Student Services or designee may deny a transfer or place a child in any program or building that it determines to be in the child’s best interests. Examples include circumstances where the child has, outside of the school setting, made threats to physically assault another student, or has sexually assaulted another student, where the other student attends school in the building in which the child wishes to transfer or would otherwise attend.
STUDENTS

Student Transfers (Elementary/Secondary) (Continued)

In case of denial of a transfer, or in the case of a disputed placement, parents or legal guardians shall be informed of the appeal procedure.

Reviewed and Affirmed by the Board:
Last Revision: 2014-09-09
Original Adoption or Oldest Version: 2014-09-09
Related Policies and Regulations: 5120.2
Legal Reference:
STUDENTS

Nonresident Students

Students living outside Lincoln Public School District boundaries are classified as nonresident students. Nonresident students are:

1. Special education students living outside the Lincoln Public School District who by policy are allowed to contract with the Lincoln Public Schools for services.

2. Students whose residency is outside the Lincoln Public School District who by policy are allowed to pay tuition to attend the Lincoln Public Schools.

Lincoln Public Schools transfer policies and regulations apply to nonresident students. Option enrollment students are nonresident students; however, the building assignment of such students is governed by Policy 5119 and such students are not subject to the transfer policies and regulations.
STUDENTS

Diplomas for Seniors Moving from the City

If a senior moves from Lincoln Public Schools and cannot receive a diploma from the new school now attending, the Lincoln high school last attended may issue the diploma based upon satisfactory completion of the coursework in the receiving school sufficient to satisfy Lincoln Public Schools graduation requirements.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Students Moving from the City

If a student cannot complete the school year because it becomes necessary for the family to move out of the city during the last 15 school days, the following procedures should be followed:

1. Completion of whatever work is possible for the semester is left to the discretion of the teacher and principal. Teachers are not expected to give special final examinations, nor are they expected to arrange for special make-up work or special reports,

2. The student’s final grades are computed as of the student’s last day of attendance,

3. The school indicates on the grade report the recommendations concerning placement for the following year, and

4. The Lincoln Public Schools have no authority for placement in the receiving school.

Reviewed and Affirmed by the Board:

Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Attendance

Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age shall cause such child to attend school regularly. The Lincoln Public Schools will establish procedures that will assist parents to meet this responsibility by encouraging regular and punctual student attendance.

Uninterrupted attendance in regularly scheduled classes allows students to obtain maximum benefit from the District’s instructional program. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged.

Reviewed and Affirmed by the Board: 2014-07-07
Last Revision: 2014-04-22
Original Adoption or Oldest Version: 2014-04-22
Related Policies and Regulations:
STUDENTS

Reporting and Responding to Excessive Absenteeism

Any administrator, teacher or member of the Lincoln Board of Education who knows of any failure on the part of any child of mandatory attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or the director of student services, or his or her administrative assistant. The Superintendent or the director of student services, or his or her administrative assistant, shall immediately cause an investigation of the case to be made by the attendance officers. When of his or her personal knowledge, by report or complaint from any resident of the District, or by report or complaint as provided above, the attendance officer believes there is a violation of the compulsory attendance laws, he or she shall immediately investigate such alleged violation. The school shall render all services in its power to compel such child to attend some public, private, denominational or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism.

A. Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused absences or Not School Excused absences. Absences should be cleared through the principal’s office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

(1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to, documented illness, court, death of a family member or suspension.

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

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

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

Reporting and Responding to Excessive Absenteeism (Continued)

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

2. Absence Procedure

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child’s absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

B. Excessive Absences

Students who accumulate five (5) absences in a quarter which are not School Excused shall be deemed to have “excessive absences.” Such absences shall be determined on a per-day (or hourly equivalent) basis for elementary students and on a per-class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school social worker and/or a school administrator or his or her designee), the child’s parent or guardian and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

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

Reporting and Responding to Excessive Absenteeism (Continued)

Unexcused absences and tardiness are a violation of school rules. The services to be provided in response to unexcused absences and tardiness may also include disciplinary measures including, without limitation, restriction of extracurricular and other activities, additional work assignments before, during or after regular school hours, removal from a particular class or classes and mandatory reassignment. Suspension (short-term or long-term) or expulsion from school may be imposed for unexcused absences or tardiness, provided that alternatives to such action have been used or determined by the director of student services or his or her administrative assistant to be inappropriate under the circumstances.

C. Reporting to the County Attorney

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented its efforts to address excessive absences, the collaborative plan to reduce barriers to improve regular attendance has not been successful and the student has accumulated more than 20 absences per year. The school shall notify the child’s family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Date of Last Revision: 2014-07-07
Related Policies and Regulations: 
STUDENTS

Mandatory Attendance Ages

A child is of mandatory attendance age if the child: will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for truancy purposes for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child’s parent or guardian has signed and filed with the School District in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child’s seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for truancy purposes for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and the prescribed withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent’s designee shall set the time and place for the exit interview if the child is enrolled in a private, denominational or parochial school.

The exit interview shall be personally attended by:

a. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impractical;

b. the person who has legal or actual charge or control of the child who requested the exit interview;

c. the Superintendent or Superintendent’s designee;
STUDENTS

Mandatory Attendance Ages (Continued)

d. the child’s principal or the principal’s designee if the child at the time of
the exit interview is enrolled in a school operated by the School District;
and

e. any other person requested by any of the required parties who agrees to
attend the exit interview and is available at the time designed for the exit
interview, which may include, but need not be limited to, other School
District personnel or the child’s principal or such principal’s designee if
the child is enrolled in a private, nondenominational or parochial school.

At the exit interview, the person making the written request must present evidence
that (a) the person has legal or actual charge or control of the child and (b) the child
would be withdrawing due to either:

a. financial hardships requiring the child to be employed to support the
child’s family or one or more dependents of the child or

b. an illness of the child making attendance impossible or impractical.

The Superintendent or Superintendent’s designee shall identify all known alternative
educational opportunities, including vocational courses of study, that are available to
the child in the School District and how withdrawing from school is likely to reduce
potential future earnings for the child and increase the likelihood of the child being
unemployed in the future. Any other relevant information may be presented and
discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may
sign a withdrawal form provided by the School District agreeing to the withdrawal of
the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request
shall be valid only if:

a. the child also signs the form, unless the withdrawal is being requested due to an
illness of the child making attendance at the exit interview impossible or
impractical and

b. the Superintendent or Superintendent’s designee signs the form acknowledging
that the interview was held and, in the opinion of the Superintendent or
Superintendent’s designee, the person making the written request does, in fact,
have legal or actual charge or control of the child and the child is experiencing
either (i) financial hardships requiring the child to be employed to support the
child’s family or one or more dependents of the child or (ii) an illness making
attendance impossible or impractical.
STUDENTS

Mandatory Attendance Ages (Continued)

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2014-04-22
Related Policies and Regulations:
STUDENTS

Attendance Records

Attendance reporting for the Lincoln Public Schools shall be in accordance with the following:

1. Each school principal shall be required to:
   a. Keep an accurate record of student attendance.
   b. Make attendance reports as directed by the Office of Student Services.
   c. Keep parents informed of their student’s absences.

2. Attendance procedures utilized in school buildings shall encourage good attendance from every student,

3. Attendance procedures shall provide maximum communications between home and school regarding student attendance even though the basic responsibility for attendance shall remain with the student and the parent or guardian,

4. Principals shall be responsible for classifying absences according to reasons and taking appropriate action for absences due to unacceptable reasons, and

5. Standard classifications, as required by state reports, shall be contained in instructions from the Office of Student Services.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2014-04-22
Related Policies and Regulations: 79-207
STUDENTS

School Census

The Lincoln Public Schools will operate a census plan which is updated on a regular and continuous basis.
STUDENTS

School Census Record Procedures

It is necessary to maintain an accurate accounting of the student population as well as all persons under the age of twenty-one. This is accomplished through the continuing census which is maintained through the cooperation of the building principals, Information Systems and the Office of Student Services.

Whenever a student enters, withdraws, or transfers from school, the computerized Student Information form will be completed by the school.

Student Services will provide schools with guidelines for maintaining an accurate school census.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 79-1006
Legal Reference: 79-1006
STUDENTS

Individual Assessment

On the basis of individual need, the District will provide a process for making a structured, individualized assessment of students whose educational performance and/or behavior seems to be significantly different from those in their grade level.
STUDENTS

Student Records

A confidential, permanent individual record for each student in the Lincoln Public Schools shall be maintained in accordance with state and federal laws and regulations, and information from that record shall be released only in accordance with state and federal laws and regulations.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
STUDENTS

Definition of Terms for Student Records

1. **Student** - any person who attends or has attended a program of instruction of the Lincoln Public Schools.

2. **Eligible Student** - a student or former student who has reached age 18 or is attending a post-secondary school.

3. **Parent** - either natural parent of a student unless the parent’s rights to access to education records have been removed by a court order, a legal guardian, or an individual acting as a parent or guardian in the absence of the student’s parent or guardian.

4. **Education Records** - any record (in handwriting, print, tapes, film or other medium) maintained by the Lincoln Public Schools or an employee or agent acting for the District, which is directly related to a student except:
   a. A personal record kept by a school staff member which meets the following criteria:
      1) It was made as a personal memory aid,
      2) It is in the personal possession of the individual who made it, and
      3) Information contained in it has never been revealed or made available to any other person except the maker’s temporary substitute;
   b. An employment record which is used only in relation to a student’s employment by the Lincoln Public Schools,
   c. Grades on peer-graded papers before they are collected and recorded by a teacher, and
   d. Records created or received by Lincoln Public Schools after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student, including alumni records which relate to the student after he or she no longer attends classes provided by the Lincoln Public Schools.

5. **Personal Identifier** – any data or information that makes the subject of a record known. This includes:
   a. the student’s name,
   b. the name of the student’s parent or other family members,
   c. address of the student or student’s family,
STUDENTS

Definition of Terms for Student Records (Continued)

d. a personal identifier, such as the student’s social security number, student number or biometric record,

e. other indirect identifiers, such as the student’s date of birth, place of birth and mother’s maiden name,

f. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty, or

g. Information requested by a person who the school officials reasonably believe knows the identity of the student to whom the education record relates.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Legal Reference:
STUDENTS

Storage and Maintenance of Student Records

Official student records are stored and maintained at the school building. Personnel who are responsible for working with the student will update the record and provide continuous evaluation of the materials in the record.

An annual evaluation shall be made of each student’s record. Any memorandum which does not become a part of the record shall be destroyed. Exceptions may be authorized by the Director of Student Services.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 5350
Related Policies and Regulations: 5320
STUDENTS

Parent Access to Student Records

The Lincoln Public Schools presumes that the parent has the authority to inspect and review records relating to his or her child unless the District has been advised that the parent does not have the authority under applicable Nebraska or federal law governing such matters as guardianship, separation or divorce.

The Lincoln Public Schools will not deny parents/guardians or eligible students access to student records. However, the District reserves the right to charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

In the case where the parents are not living together, either parent has access to student records. Copies of specific records may be sent to agencies upon request of the parent or by judicial order.

The District will use reasonable methods to identify and authenticate the identity of parents and others to whom the District discloses personally identifiable information from education records.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Legal Reference:
STUDENTS

Inspection of Student Records

Parents/guardians of students or eligible students may inspect and review the student’s records upon request. In some circumstances, it may be mutually more convenient for the principal to provide copies of records.

Since a student’s records may be maintained in several locations, the school principals will collect copies of records themselves so they may be inspected at one site. If parents/guardians or eligible students wish to inspect records where they are maintained, principals will attempt to accommodate their wishes.

Parents/guardians or eligible students may be asked to submit to the principal a written request which identifies precisely the record or records he or she wishes to inspect.

The principal or a designated staff member will make the arrangements and notify the parent/guardian or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If a parent/guardian or eligible student cannot personally inspect and review a student’s record, the Lincoln Public Schools will arrange for the parent/guardian or eligible student to obtain copies of the record.

When a record contains information about students other than the parent’s child or the eligible students, information about other children may be blocked out before an inspection is permitted.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:  
STUDENTS

Annual Notification of Rights to Inspect and Review Records

At the beginning of each school year, the School District will publish in the Student Rights and Responsibilities materials, a notice to parents/guardians or eligible students of their rights under the Family Educational Rights and Privacy Act and this policy. This publication will be included with a packet of material provided parents/guardians or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The rights of a student’s parents/guardians or eligible students to inspect and review the student’s records,

2. The right of a student’s parent/guardian or an eligible student to seek to correct parts of the student’s records which he or she believes to be inaccurate, misleading or in violation of student rights and the right to a hearing if the District decides not to alter the records as requested,

4. The right to not have personally-identifiable information contained in the student’s education records disclosed to others without the consent of the student’s parent/guardian or of the eligible student, except to the extent that the Family Educational Rights and Privacy Act authorizes disclosure without consent, and

5. The right of any person to file a complaint with the U.S. Department of Education concerning alleged failures of the Lincoln Public School District to comply with the Family Educational Rights and Privacy Act, and

6. A notice of the information the district considers to be directory information and opt-out rights.

The District will make a reasonable effort to provide translations of this notice to non-English speaking parents/guardians in their native language.

Date Regulation Reviewed: 2010-05-25
Legal Reference:
STUDENTS

Use of Student Records

To carry out their responsibilities, school officials have access to student records for legitimate educational purposes. The Lincoln Public Schools will use the following criteria to determine school staff. A school official is:

1. A person employed by the District as an administrator, supervisor, instructor or support staff member (including health, medical and safety and security staff),

2. A person serving on the Lincoln Board of Education or a person serving on an official committee, such as a disciplinary or grievance committee,

3. A contractor, consultant, volunteer or other party to whom the District has outsourced institutional services or functions (such as an attorney, a debt collection company or agency, an auditor, medical consultant or therapist and law enforcement unit personnel of the District’s designated law enforcement unit) provided that the outside party (a) performs an institutional service or function for which the District would otherwise use employees; (b) is under the direct control of the District with respect to the use and maintenance of education records; and (c) is subject to the requirements of the Federal Educational Rights and Privacy Act governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above will have access to a student’s records to the extent they have a legitimate educational interest in doing so. A school official has a legitimate educational interest if the school official needs to review or otherwise have access to the student record in order to fulfill his or her professional, contractual or other responsibilities for the District.

Reasonable methods are to be employed to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. Reasonable measures to be employed include physical and technological access controls (for example, maintaining student records in locked cabinets and/or locked offices and, for electronic records, use of passwords and software controls).

Employees who access education records that they do not have a legitimate educational interest in accessing, or who allow others to have access to education records that they do not have a legitimate educational interest in accessing, shall be subject to disciplinary action, up to and including termination. School officials other than employees who engage in such conduct shall be subject to such consequences as are appropriate. Students who engage in such conduct shall be subject to disciplinary action, up to and including expulsion.
STUDENTS

Use of Student Records (Continued)

The Lincoln Public Schools will permit any of its staff to make the needed disclosure from student records in a health or safety emergency if:

1. There is an articulable and significant threat to the health or safety of a student or other individuals,

2. The disclosure is deemed necessary to protect the health or safety of the student or other individuals, taking into account the totality of the circumstances pertaining to the threat, or

3. The disclosure is to a person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Lincoln Public Schools staff may release information from a student’s record if the student’s parent/guardian or the eligible student gives prior written consent for the disclosure. The written consent must include:

1. A specification of the records to be released,

2. The reasons for the disclosure,

3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made,

4. The parent/guardian or eligible student’s signature, and

5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student’s parent/guardian or the eligible student may obtain a copy of any records disclosed under this provision.

The Lincoln Public Schools will only release information from or permit access to a student’s record with a parent/guardian or eligible student’s prior written consent except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a postsecondary school, the District will not notify parents/guardians or eligible student prior to such a transfer of records. Parents/guardians and eligible students have a right to obtain copies of records transferred under this provision;
STUDENTS

Use of Student Records (Continued)

2. When certain Federal and State officials need information in order to audit or enforce legal conditions related to federally-supported educational programs in the District. These officials must provide proper credentials and identify their purpose and the legal basis for allowing them to have access to the records;

3. To parties who provide or may provide financial aid to a student to:
   a. Establish the student’s eligibility for the aid,
   b. Determine the amount of financial aid,
   c. Establish the conditions for the receipt of the financial aid, or
   d. Enforce the agreement between the provider and the receiver of financial aid;

4. When the Lincoln Public Schools has entered into a written agreement or contract for an organization to conduct studies on the School District’s behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To parents/guardians or eligible students if the parents/guardians claim the student as a dependent as defined by the Internal Revenue Code of 1954;

7. To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the student’s parents/guardians or the eligible student before making a disclosure under this provision;

8. If the disclosure is directory information and the student’s parent/guardian or the eligible student has not refused to allow the District to designate that item as directory information for that student; and

9. Under such circumstances as permitted by law.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 4400, 4400.2, 4400.3
Legal Reference:
   Rule 55
STUDENTS

Access and Disclosure Requests Made from Student Records

The Lincoln Public Schools will maintain an accurate record of all requests for disclosure of information from or access to a student’s records and of information disclosed and access permitted with the exceptions listed below. This record will be kept with each student’s Cumulative Scholastic Record. It will be available only to the principal, the eligible student, the parent/guardian of the student, or to the federal, state or local official for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request,
2. The interest the person or agency had in the information,
3. The date the person or agency made the request, and
4. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.

The District will maintain this record as long as it maintains the student’s record.

The record will not include requests for access or access granted to parents/guardians of the student or to an eligible student, requests for access or access granted to officials of the Lincoln Public Schools who have a legitimate educational interest in the student’s record, requests for or disclosures of information contained in the student’s record if the request is accompanied by the prior written consent of a parent/guardian of the student or the eligible student or the disclosure is authorized by such prior consent, or for requests for, or disclosures of directory information designated for that student.

When a disclosure of personally-identifiable information from education records is made based on the health or safety emergency exception, a record will be made of:

1. The articulable and significant threat to the health or safety or a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom the information was disclosed.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
STUDENTS

Amendment to Student Records

Parents/guardians of students or eligible students have a right to request amendments to any part of the student’s record they believe is incorrect, inaccurate, misleading or in violation of student rights.

A process to review and amend a student record is established. The District may make a decision to comply with the request for change at any level in the following procedure.

First Level Decision: When a parent/guardian of a student or an eligible student finds an item in the student’s record which he/she believes is inaccurate, misleading or in violation of student rights, he/she should ask the principal to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the principal will make the correction. If the record is changed at this level, the method and result must satisfy the parent/guardian.

If the principal cannot change the records to the parent/guardian’s satisfaction or the record does not appear to be obviously incorrect, the principal will, within two weeks:

1. Provide the parent/guardian a copy of the questioned record at no cost,
2. Ask the parent/guardian to submit a written request for the change, and
3. Follow the procedure for a second-level decision.

Second Level Decision: The written request to correct a student’s record through the procedure at this level should specify the correction the parent/guardian wishes the District to make. It should identify the item the parent/guardian believes is incorrect and state why he or she believes the item:

1. Is inaccurate,
2. Is misleading, or
3. Violates student rights.

The request will be dated and signed by the parents/guardians.
STUDENTS

Amendment to Student Records (Continued)

Within two weeks after the principal receives a written request, he or she will:

1. Discuss it with appropriate school personnel,

2. Make a decision to comply or decline to comply with the request, and

3. Notify the parent/guardian or move the request to the next level for a decision.

If, as a result of this review, the principal decides the record should be corrected, the principal will make the change and notify the parent/guardian in writing that the change has been made. The notice will include an invitation for the parent/guardian to review the student’s record to make certain the record is in order and the correction is satisfactory.

If the principal decides the record is correct, the principal will make a written summary of any discussions with other officials and of the findings. A summary of the written request will be sent to the director of student services.

Third Level Decision: The director of student services will review the material provided by the principal and, if necessary, discuss the matter with other officials such as the school attorney. A decision will be made concerning the request. This procedure should be completed within two weeks. If it will take longer, the director will notify the parent/guardian in writing of the reasons for the delay and a date when the decision will be made.

If the director decides the record should be changed, the principal will be advised to make the changes. The principal will advise the parent/guardian of the change the same as if the change had been made at the second level.

If the director decides the record is correct, a letter will be sent to the parent/guardian which will include:

1. The School District’s decision that the record is correct and the basis for the decision,

2. A notice to the parent/guardian that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.

3. Instructions for the parent/guardian to contact the director to discuss the arrangements for the hearing, and

4. Advise that the parent/guardian may be represented or assisted in the hearing by other parties, including an attorney at the parent’s/guardian’s expense.
STUDENTS

Amendment to Student Records (Continued)

Fourth Level Decision: After the parent/guardian has submitted a written request for a hearing, the Superintendent will, within a week, notify the parent/guardian when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the parent/guardian a full and reasonable opportunity to present evidence and testimony to demonstrate that the questioned part of the student’s record is incorrect as shown in the parent’s/guardian’s written request for a change in the record.

Within one week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The Superintendent will prepare the District’s decision within two weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer’s recommendation. The Superintendent may overrule the hearing officer if it is believed the hearing officer’s recommendation is not consistent with the evidence presented. As a result of the District’s decision, the Superintendent will take one of the following actions:

1. If the decision is that the District will change the record, the Superintendent will instruct the principal to correct the record. The principal will correct the record and notify the parent/guardian as at the second level decision,

2. If the decision is that the District will not change the record, the Superintendent will send a written notice to the parent/guardian which will include:
   a. The School District’s decision that the record is correct and will not be changed,
   b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District’s decision, and
   c. Advise the parent/guardian that he or she may place in the student’s record an explanatory statement which states the reasons he or she disagrees with the School District’s decision and/or the reasons he or she believes the record is incorrect.
STUDENTS

Amendment to Student Records (Continued)

Final Administrative Step in the Procedure: When the Lincoln Public Schools receives an explanatory statement from a parent/guardian after the hearing, it will maintain that statement as part of the student’s record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Date Regulation Reviewed: 2010-05-25
Legal Reference:
STUDENTS

Transfer of Records

Within the Lincoln Public Schools

When a student transfers from one school to another within the District, all records are sent from the school where the student has been enrolled to the receiving school. These records are to be sent as soon as the receiving school requests them from the sending school.

Within the School District

Original records developed by the Lincoln Public Schools for students attending a non-public school within the District are kept in the Lincoln public school designated as the student’s last school of attendance. Copies are provided to the non-public schools.

To Another District

When a student transfers to another the district, copies of the records are sent and explanations of the records may be given to the school in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. The records to be sent include academic material and any disciplinary material relating to any suspension or expulsion. Records from other sources (i.e., letters from non-school staff members, hospital reports or outside assessment agencies, etc.) which are used in educational planning and have been placed in the student’s record at the parent’s request will be forwarded.

The original record always remains in the Lincoln School District.

Date Regulation Reviewed: 2010-05-25
Legal Reference:
STUDENTS

Military Recruiters

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

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

Original Adoption: 2019-07-30
Related Policies and Regulations:
Legal Reference: LB 575 (2019)
STUDENTS

Categories of Records

The Lincoln Public Schools student record shall be maintained on the basis of two general categories. These categories include: Category A - permanent data and Category B - data necessary while the student is in school. Memoranda collected by school personnel while working with a student shall not be considered a part of the official school record.

A. **Category A:** Category A includes official education records that constitute the minimum data necessary on each student which is used on a regular basis to assist school personnel to enhance the student’s educational program.

   This includes:

   1. Permanent Individual Record (PIR)
   2. Cumulative Scholastic Record (Secondary)

B. **Category B:** Category B includes information necessary to the school for a period of time, which is designed to assist in working with the student. Information in this category includes:

   1. Elementary Reports of Student Progress;
   2. Student Health Record;
   3. Family background information;
   4. Written reports:
      a. Summary of parent/guardian conferences,
      b. Social worker reports,
      c. Psychological records, and
      d. Agency reports;
   5. Verified reports of serious or recurrent behavior problems:
      a. Student referral form, and
      b. Principal’s letters to parents/guardians;
      c. Reading records;
      d. Evaluation reports;
      e. Parent/guardian authorization;
STUDENTS

Categories of Records (Continued)

f. Exchange of information forms;
g. Individual Educational Plan;
h. All Special Education forms;
i. Special Education placement data;
j. Documentation Logs;
k. Free and reduced lunch applications; and
l. Such other documents as the principal may deem appropriate.

C. Memoranda: Memoranda includes information about the student which may be pertinent for the current school year but may not be of value in the succeeding years. Information in this category is evaluated at the end of each year, and is either destroyed or placed in the official record in Category B. Any material to be destroyed should be evaluated by the Office of Student Services. Examples of this type of information shall include:

1. Notes from parents/guardians explaining student’s absences from school
2. Records of telephone messages,
3. Behavior contract or agreement between two parties stating behavior of the student,
4. Miscellaneous notes.
STUDENTS

Description and Retention of Records

Category A

Permanent Individual Record: The Permanent Individual Record (PIR) is the only school record which contains identification data for every student who is enrolled or who has been enrolled in Lincoln Public Schools together with a continuing record of academics, school attendance, immunization, demographics and certain data regarding family relationships. This data is used in legal matters, documenting personal histories, social security and employment. The record is archived after the student’s graduation or upon the student reaching age 21 if the student did not complete high school.

A PIR is begun for each student at the time of enrollment. This record must show a verification of birth date. Enrollment includes Lincoln Public Schools Preschool and Headstart programs.

High School Cumulative Scholastic Record: The cumulative scholastic record is a permanent record of the student’s academic achievement, grades 9-12. This is the record which is shared upon request of the student with employers, colleges or agencies.

Category B

Cumulative Record Folder: In order to systematically maintain student records, a cumulative folder is developed for every student enrolled in the Lincoln Public Schools. Any records in a cumulative folder may, in the alternative, be maintained in an electronic records system.

Retention: Category B records which are subsidiary student records are destroyed after the student’s three-year continuous absence from school.

Documentation Log: A documentation log should be used for the following purposes and will be included in the student’s cumulative record as needed:

1. Documentation of behavioral incidents, parent/guardian contact and other anecdotal types of information, and
2. Documentation of requests for access to the student’s record.

Reading and Math Card: The Individual Reading Record and the Mathematics Progress Record are housed in the student’s cumulative folder.
STUDENTS

Description of Records (Continued)

Discipline Records

Discipline records are destroyed after a student’s continuous absence from school for a period of three years.

Special Education Records (All Levels)

The Lincoln Public Schools retains special education records for five (5) years after the completion of the activities for which special education funds were used. A permanent record of PIR date may be maintained without time limitation.

Early Intervention Records

The Lincoln Public Schools retains early intervention records for six (6) years after the completion of the activities for which early intervention funds were used. A permanent record of a child’s name, date of birth, parent contact information, names of services coordinator(s) and early intervention service provider(s) and exit data (including year and age upon exit and programs entered into upon exiting) may be maintained without time limitation.

Last Revision: 2020-01-30
Related Policies and Regulations: 5113
Legal Reference:
STUDENTS

Directory Information

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The Lincoln Public Schools designates the following personally identifiable information contained in a student's record as “directory information.”

Directory information includes, but is not limited to:

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

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students’ education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or wellbeing including, but not limited to, circumstances where the potential recipient is a registered sex offender.

Directory information does not include a student’s social security number or identification (ID) number. Directory information does include a student’s identification (ID) number, user ID or other unique personal identifier used for purposes of accessing or communicating in electronic systems, provided the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identify, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.
STUDENTS

Directory Information (Continued)

Directory information may not be disclosed or confirmed without the written consent of the parent/guardian or eligible student (a student age 18 or older) if a student’s social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student’s records. As such, directory information may not be disclosed without the written consent if the release of such information would have the effect of disclosing non-directory information.

This information will be disclosed under the following provisions:

1. At the beginning of each school year, the Lincoln Public Schools will publish the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student’s parent/guardian or the eligible student at the time and place of enrollment.

2. A parent/guardian or eligible student may submit a written request to the school district that their child’s directory information not be released without prior written consent of the parent/guardian or eligible student. Upon receiving such request, Lincoln Public Schools will not release the routine directory information of such student without the prior written consent of the parent/guardian or eligible student. A parent/guardian or eligible student may not opt out of directory information disclosures to prevent the District from disclosing or requiring a student to disclose the student’s name, identifier or institutional e-mail address in a class in which the student is enrolled; or to prevent the District from requiring a student to wear, to display publicly or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the District as directory information in the annual FERPA notice.

The Lincoln Public Schools may provide access to directory information to any individual, company, agency or other entity.

Legal Reference:

STUDENTS

School-wide Multi-tiered System of Support for Behavior

The district will provide the framework, professional development, monitoring and support of the multi-tiered system of support for behavior designed to aid in reaching the following goals:

a. Build/enhance student relationships, positive school climate and safe learning environments
b. Be proactive by preventing problem behaviors from occurring
c. Teach and reinforce socially-appropriate behaviors thereby increasing teaching and learning time
d. Build capacity for all staff to effectively and consistently address problem behaviors
e. Help students develop productive and meaningful social skills and positive behaviors

All behavioral expectations which may form the basis for discipline of students shall be distributed to students and their parents/guardians at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school.

Corporal punishment is not authorized in the Lincoln Public Schools.
STUDENTS

Principal’s Responsibility for Student Conduct

1. Based on the framework, resources and professional development provided by the district, the principal shall provide a school environment which promotes the instructional program and accomplishes the goals of a multi-tiered system of support for behavior.

2. The principal shall review and interpret Lincoln Board of Education disciplinary provisions:
   a. Prior to the opening of school each year,
   b. At intervals during each school year, and
   c. With students and faculty members.

3. The principal or designee shall be responsible for informing students about applicable rules and regulations and changes.

4. The principal shall have copies of rules and regulations available to parents/guardians upon request.

5. The principal shall be responsible for the maintenance of records related to the successful ongoing implementation of the multi-tiered system of support for behavior, including data that is required by the District and data that is specific to the building.

6. A multi-tiered system of support for behavior shall include the following components in a manner that is systematic and includes regularly scheduled data reviews to guide changes in the system.
   
   Tier 1 – Tier 1 supports are a set of practices and procedures to be used by all staff and students in all areas. The purpose of Tier 1 supports is to teach and support desired behavior to all students. Tier 1 supports include the development of school-wide expectations, a behavioral matrix and an acknowledgement system to reinforce desired behavior.
   
   Tier 2 – Tier 2 supports are targeted, group interventions designed to help students who have not responded to Tier 1 supports. The interventions should be consistent with the school-wide expectations and an extension of the Tier 1 supports.
   
   Tier 3 – Tier 3 supports are specialized and intensive individual supports for students that are not responding to Tier 1 and 2 supports and are exhibiting disruptive behaviors that are impeding academic participation.
   
7. The principal shall be responsible to provide a system for ensuring that students exhibiting inappropriate behavior are offered support available in the District student support practices.
STUDENTS

Principal’s Responsibility for Student Conduct (Continued)

8. The principal shall be responsible to provide a system for ensuring that students adversely affected by students exhibiting inappropriate behavior are offered support available in the District student support practices.

9. The principal shall be responsible to post in conspicuous places in the school building, school-wide expectations that apply to those public areas and where the students and families can access more information regarding the multi-tiered system of support for behavior.
STUDENTS

Employees’ Responsibility for Student Behavior

1. The principal shall provide adequate training and support for the multi-tiered system of support for behavior so that the employee can be effective in helping students reach the building’s common expectations and foster a positive school climate. The principal will monitor the communication system, including ensuring that the principal be notified of actions for which a student shall be temporarily removed from the classroom.

2. The student shall be subject to the processes and procedures of the multi-tiered system of support for behavior, including the denial of certain classroom privileges.

3. The employee shall be responsible for using the processes and procedures described in the multi-tiered system of support for behavior, which provide reasonable measures necessary to maintain a safe and positive learning environment:
   a. In the classroom,
   b. In the school building,
   c. On the school grounds, and
   d. At school events or activities.

4. The employee may investigate, speak with or question students regarding conduct or behavior at any time and shall be responsible for reporting violations of school policies, rules and regulations to the principal. Parents/guardians will be notified or present as required by the Student Discipline Act.

Last Revision: 2020-02-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: Legal Reference:
STUDENTS

Bus Conduct

The privilege of free transportation is conditioned upon reasonable behavior by the student and will be withdrawn, as necessary, to correct behavioral problems. Rules of conduct will be furnished to students riding the bus at the beginning of each school year or when a student begins riding the bus. Parents/guardians will be informed of their right to appeal disciplinary decisions.

Reviewed and Affirmed by the Board: 2014-07-07
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 5410.1
STUDENTS

Bus Conduct

Behavioral Expectations for Those who Ride the Lincoln Public Schools’ Buses

1. Students are expected to follow safety rules at all times, including:
   a. Make sure the bus is stopped before leaving your seat to get off the bus.
   b. Never put any part of your body outside the bus windows.
   c. Don’t talk unnecessarily to the driver while the bus is moving.
   d. Don’t put books, lunches or anything else in the bus aisles.
   e. Report any damage to the bus to the driver.
   f. Do not eat or drink on the bus. Possession or use of tobacco (tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect) or alcohol is strictly prohibited.
   g. Don’t push or run when getting off the bus.
   h. When crossing in front of the bus, watch for the driver’s “all clear” signal before crossing the street.
   i. Students must get on and leave the bus only at their assigned stop.
   j. Cross the road or street in front of the bus before it has pulled away from the stop. This gives you the protection of the bus signals.
   k. Don’t bring nuisance items on the bus, i.e., balls, spray cans, animals, water guns, skateboards, etc. Items such as weapons or look-alike weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver are strictly prohibited. Look-alike weapons associated with a school-sponsored or approved activity may be transported only with written permission of a school administrator.
   l. Any items that would break or could produce injury if tossed about inside the bus when involved in an accident or sudden stop shall be secured.
   m. Behave in a manner that is polite and not offensive to others on or around the school bus.
   n. Follow the directions of the bus driver. Drivers have the authority to assign seats whenever such action is appropriate.

2. Students are expected to abide by the rules described in the Rights and Responsibilities of Students in the Lincoln Public Schools brochure, and the transportation brochure entitled The Ride Guide.
STUDENTS

Bus Conduct

Behavioral Expectations for Those who Ride the Lincoln Public Schools’ Buses (Continued)

3. The process that will be followed in situations involving violations of behavioral expectations for riding a bus is as follows:

   a. **1st offense** - The driver will talk to the student about his/her behavior in an effort to correct it. The driver may report it orally to the principal and the principal may work with the student.

   b. **2nd offense** - The driver will give a written report to the principal. The principal will counsel with the student. Parents/guardians will be contacted.

   c. **3rd offense** - The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact parents/guardians for a conference. The student may be suspended from the bus pending this conference. The suspension may be extended five days beyond the conference date at the discretion of the principal.

   d. **4th offense** - The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact the parents/guardians for a conference. The student may be suspended from the bus for the semester.

   e. **Serious Rule Violations.** The driver will complete and submit to the school administration a bus conduct report or incident report involving the occurrence of any student behavior involving weapons or the making of terroristic threats, any student behavior which affects safety, and any serious rule violations. A student may be suspended from the bus at any time without the existence of prior rule violations if the principal determines it is warranted because of the seriousness of the rule violation. Other disciplinary consequences in addition to suspension of bus privileges may occur as described in the Responsibilities of Students in the Lincoln Public Schools brochure.
STUDENTS

Bus Conduct

Behavioral Expectations for Those who Ride the Lincoln Public Schools’ Buses (Continued)

Parents/guardians may appeal a decision to suspend bus privileges by contacting the director of student services in writing to request a review. The decision of the director of student services is final.

Date of Last Revision: 2014-07-07
Related Policies and Regulations: 3730, 3730.1
STUDENTS

Student Control and Conduct

It is the joint responsibility of all staff as well as students to promote a school atmosphere which helps all students to make the most of their learning opportunities. Students will not be permitted to disrupt the learning environment.
STUDENTS

Damage, Theft and Loss

Students who have damaged, destroyed or lost school property shall be required to make restitution. The Risk Management Department is responsible for the collection of losses due to negligence, vandalism and theft. Collection of restitution shall be done through the Risk Management Office and/or the court system.

School locations will handle the collection of restitution for minor damages such as lost books or locks. Authority is delegated to the principal in these cases to assess reasonable damages, subject to review by the Superintendent.

Schools are not responsible for the loss of students’ personal property at school.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2010-05-25
Related Policies and Regulations: 4670.4
Legal Reference: 79-267(2), 79-2,127, 79-737
STUDENTS

Weapons

Any firearm confiscated by school personnel shall be delivered to the police or other peace officer as soon as practicable. Any other weapons taken from students shall, at the reasonable discretion of the school personnel involved, either be delivered to the police or returned directly to the parents/legal guardians at the request of the parent/legal guardian, and shall not be returned directly to the student.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs

I. PURPOSE: To provide direction and guidelines to building administrators and staff for action to be taken in cases involving student violation of policies related to the possession, use, or distribution of alcohol, drugs, tobacco or controlled substances where Lincoln Public School authorities have jurisdiction over students.

II. DEFINITIONS: Student possession, use, or distribution of alcohol, tobacco (tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect), a controlled substance, or other drugs shall be viewed as an act of misconduct and as such shall be subject to disciplinary action. A controlled substance is any drug used, possessed or distributed by a student except a prescription drug which is used or possessed in the amount specified by a licensed physician. Alcoholic beverages such as beer, liquor, or wine, drug paraphernalia and any substance represented to be a drug are included within the parameter of these guidelines.

USE - means that reasonable grounds exist to believe that the student has assimilated the same, (i.e., smoking marijuana, taking a pill, drinking an alcoholic beverage, etc.) or is found to be under the influence of the same while under the jurisdiction of school authorities.

POSSESSION - means that a student has on his/her person or with his/her personal property, or has under his/her control such substance by placement of or knowledge of the whereabouts of same on school property or other property on which he or she is present by virtue of being under the jurisdiction of school authorities.

DISTRIBUTION - means the transfer to any other person, with or without the exchange of money or other valuables. Students having in their possession such controlled substances shall be subject to the disciplinary guidelines for distributors.

SCHOOL AUTHORITIES - are Lincoln Public School District employees whose job responsibilities include the supervision of students (e.g., administrators, teachers, aides, nurses, student teachers, etc.).

III. GUIDELINES AND PROCEDURES: The school’s responsibility in working with students involved in alcohol, tobacco, or other drug activities includes two areas: 1) Helping students recognize the existence of any alcohol, tobacco, or other drug problems in their lives and 2) maintaining an alcohol, tobacco, and other drug-free atmosphere in school in order to enhance the learning environment. An obligation exists to report activities of an illegal nature to criminal justice authorities.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

1. DESIGNATING RESPONSIBILITY:

Teachers and administrators in the Lincoln schools should be knowledgeable of the guidelines and procedures to be followed in working with students involved with alcohol, tobacco, or other drugs.

2. PREVENTION:

A. Age appropriate developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades from early childhood level through grade 12 shall be developed.

B. Students shall be advised by written statements that use of illicit drugs and the unlawful possession of and use of alcohol is wrong and harmful.

C. Students shall be advised as to the availability of alcohol and other drug counseling and rehabilitation and reentry programs.

D. Students and parents will be furnished with a copy of Policy 5480 which provides that the engaging in the unlawful selling, using, possessing, or dispensing of alcohol beverages, tobacco, narcotics, drugs, controlled substances, inhalants, or being under the influence of any of the above, or possession of drug paraphernalia, or engaging in the selling, using, possessing, or dispensing of material represented to be alcoholic beverages, narcotics, drugs, controlled substances, or inhalants are in violation of the standards of conduct and constitute grounds for suspension, long-term suspension, and expulsion or mandatory reassignment when such activity occurs on school grounds or during an educational function or event off school grounds.

3. IDENTIFICATION AND INTERVENTION:

A. Self-referral, either as an alleged user experiencing problems or as a child of chemically dependent parents/guardians.

In instances where a student voluntarily comes to a school employee to talk about an alcohol, tobacco, or other drug problem, it is an indication that the student may be seeking help and it is urged that the person contacted listen to the student’s problem. The student’s primary need may simply be to discuss the
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

situation and determine a course of action. If it is determined that the student does have an alcohol, tobacco or other drug problem, this becomes a concern for the total family and efforts must be made to have that student discuss with his/her parents/guardian the nature of the problem. School staff, including School Community Intervention Program (SCIP) core team members, may be used to facilitate communication between the student and parents/guardians and with treatment or counseling agencies. If the student will not discuss this with his/her parent/guardian, the school is obligated to initiate contact with the parents or guardian. To solve problems involving the use of alcohol, tobacco or other drugs, it is essential that the family be involved.

B. When student’s behavior indicates the possibility of the use of alcohol, tobacco, or other drugs:

When a student is in school or at an off-campus school activity and the student is suspected of using alcohol, tobacco, or other drugs, the reason for the suspicion should be reported to a building administrator or other designated person(s).

The administrator or designated person(s) shall:

1) Involve members of the SCIP core team or other appropriate school personnel to investigate the concern.

2) If the investigation confirms the concern, provide for an intervention with parents’/guardians’ involvement and input.

The intervention should:

1) Result in the development of and agreement on a plan for dealing with the concern at the intervention. (i.e., monitoring, evaluations, etc.)

C. Emergency situations:

If a student’s behavior indicates he/she may be under the extreme influence of alcohol or other drugs, that situation should be treated as an emergency:

1) Refer the case immediately to the school nurse and building administrator.

2) Make every reasonable effort to call parents/guardian.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

3) If the nurse is not in the building, contact the administrator. The school nurse nearest the building may be summoned to the building as needed. This information is located in the health office.

4) Follow the procedures as outlined for a medical emergency in the school health handbook.

5) If the student’s enrollment card does not indicate the physician to be called, or other information needed in an emergency, the nurse and/or principal or designated school staff person is authorized to call an ambulance service to transport the student to a hospital emergency room.

6) If the student creates a physical disturbance, the Lincoln Police Department may be called for assistance.

4. REPORTED VIOLATION OF RULES REGARDING ALCOHOL, TOBACCO, OR OTHER DRUGS:

When a student is in school or at an off-campus school activity and the student is found to be in violation of rules regarding alcohol, tobacco, or other drugs, the matter must be reported to a building administrator.

A. The school administrator will:

1) Investigate the report.

2) Provide the opportunity for students to respond and explain the situation.

3) Secure suspected material, if possible.

4) Make reasonable efforts to immediately contact the student’s parents/guardian to notify them of the situation.

5) Notify the police regarding any law violation.

6) Assess the severity of the problem and make recommendations for possible disciplinary action.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

B. The school administrator may:

1) Refer the student to the Office of Student Services with recommendations for possible courses of action. If referral is not made to the Office of Student Services, a report of the incident shall be provided to the Office of Student Services.

2) Take disciplinary action without a referral to Student Services, however, any second offense shall be referred to the Office of Student Services office.

C. Department of Student Services:

1) A member of the Office of Student Services will hold a conference with the referred student, his/her parents/guardian, school administrators and designated staff in accordance with the Lincoln Public Schools due process procedures.

2) Recommendations of school personnel in previous conferences will be considered in any decision by the Office of Student Services.

3) Possible action:
   a) Disciplinary probation: the student is allowed to remain in school under certain conditions specified by the Office of Student Services.
   b) Expulsion:
      (1) When a student refuses to agree to these conditions,
      (2) Because of the severity of the situation, or
      (3) Student has previously been in violation of school rules.

4) Assistance/options for chemical dependency problem:
   a) Participation in a counseling program,
   b) Treatment as an out or inpatient in a service facility in Lincoln, or
   c) Any cost of such treatment would be the responsibility of the student or parent/guardian.
STUDENTS

Tobacco, Alcohol, Controlled Substance and Other Drugs (Continued)

D. Legal Procedures:

1. Where there is evidence to support an allegation that a student is selling, delivering or using drugs on the campus or at an off-campus function, the Lincoln Police Department must be notified and furnished with whatever substantiating evidence may be known. Parents/guardians should be notified.

2. If a student is in possession of drugs that are illegal or require a prescription and the student does not have a prescription, such possession is a crime and must be reported to the Police Department and their parents/guardian.

3. If a student is in possession of drug paraphernalia, (paraphernalia--any item possessed or used for the purpose of the unlawful administration of drugs), this must be reported to the Police Department and their parents/guardians.

4. These notifications of possession can be made by calling the Lincoln Police Department Area Captain and reporting the incident to the officer on duty. Such a report does not have to be in writing. All notifications should be reported to the Office of Student Services.

Date of Last Revision: 2014-07-07
Related Policies and Regulations: 4790, 4790.1, 5480
STUDENTS

Nuisance Items

The possession of items which disrupt the learning environment shall be considered nuisance items. They shall include but not be limited to such things as: toys, comics, candy, gum or others. Students shall not bring these types of items to school. Nuisance items taken from students shall be returned directly to the parents/guardians at their request or to the students at the end of the school year, if students request them. Electronic devices including, but not limited to, cell phones, mp3 players, iPods, personal electronic devices, portable game consoles, cameras, digital scanners, signaling devices and other electronic or battery-powered instruments which transmit voice, text or data from one person to another, may be considered nuisance items, unless directed by school personnel that they may be used as part of a learning activity. The possession and use of electronic devices shall be the subject of school building rules. Violation of the building rules may result in disciplinary action including, but not limited to, suspension or expulsion from school and/or confiscation of the device for a reasonable period of time.

Date of Last Revision: 2015-05-11
Related Policies and Regulations: 
Legal Reference: Neb. Rev. Stat. § 28-1463.02
STUDENTS

Electronic/Digital Disruption

It shall be a violation of student conduct rules to engage in any activity through the use of sending, sharing or displaying electronic, digital or social media content that disrupts the learning environment of the school or is used as a method for violating any aspect of the student code of conduct. This includes an activity that has been described as “sexting.” “Sexting” means generating, sending or receiving, encouraging others to send or receive or showing others, through an electronic device, a text message, photograph, video or other medium that:

1. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts or unclothed buttocks, or any sexually explicit conduct as defined in the Nebraska criminal statutes; or

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

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

Students who engage in sexting, as well students who possess sexting messages in electronic devices that they possess on school grounds, at a school activity or in a school vehicle, may be subject to disciplinary action including, but not limited to, suspension or expulsion from school. Incidents of sexting that may constitute a violation of federal or state law including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act, shall be reported to law enforcement. A student who receives unsolicited sexting will not be disciplined for possession of sexting if the student promptly reports the matter to the administration for resolution.

Date of Last Revision: 2015-05-11
Related Policies and Regulations:
Legal Reference: 79-255
STUDENTS

Searches of Students and Property

In maintaining discipline and providing a safe environment for students and staff, District employees are responsible for obeying and enforcing compliance with state statutes, policies and administrative rules. School administrators or designees are authorized to conduct searches of students and their property as well as property of the District in order to enforce compliance with statutes, policies and rules.

A search may be conducted when an administrator or designee determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. Administrators or designees are also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school.

When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search.

Reviewed and Remains in Effect as Written: 2014-07-07
Date of Last Revision: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Search

If there is reasonable suspicion to believe a student is in possession of contraband (i.e., any item of which possession is forbidden by law or school policy) the following procedure will be followed:

1. A building administrator or designee will immediately be notified;

2. The administrator or designee will investigate the situation and if, as a result, has reasonable suspicion that the student has contraband on his or her person, will request the student to remove any contraband item from his or her person and turn it over to the administrator or designee; a refusal to cooperate may be considered insubordination and itself be grounds for disciplinary action;

3. The student will be searched in the presence of two staff members if available. If the search is of the student's body, the staff members will be of the same sex as the student; and

4. Strip searches shall not be conducted by school staff. If a strip search is deemed necessary, the building administrator will notify the police.

5. Reasonable efforts will be made to advise parents or guardian of the search as soon as possible thereafter.

The building administrator may choose to notify the police rather than conduct the search. In that case, the following steps will be followed:

1. The student will remain under observation until the police arrive. The student may be asked to voluntarily turn over any contraband to the school administrator;

2. Parents/guardians will be contacted as soon as reasonably possible and informed of the situation; and

3. The school will apprise the police of the information possessed by the school administrator, and the school will release the student to the police.

Date of Last Revision: 2017-02-15
Reviewed and Remains in Effect as Written: 2014-07-07
Revised: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Law Violations

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported to law enforcement includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or wellbeing of students or others in school programs and activities and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported to law enforcement includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the Lancaster County Attorney each year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardian.
STUDENTS

Emergency Exclusion

A student may be excluded from school in the following circumstances by the principal, assistant principal, director of student services, Superintendent of Schools or such other persons as may be from time to time authorized by the Superintendent of Schools.

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

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

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than necessary to avoid the dangers described in subparagraphs A and B of this policy.

If the Superintendent or the Superintendent’s designee determines that an emergency exclusion shall extend beyond five days, a hearing, if requested, will be held and a final determination made within 10 school days after the initial date of exclusion. The procedures for the hearing are to be substantially the same as the procedures the District uses for expulsions. The time periods for giving notices may be reduced from that used in the case of expulsions in order to complete the hearing and determination within the 10 school day time period.
STUDENTS

Communicable Disease Control

The Lincoln Public Schools shall cooperate with the county and state health departments in developing procedures for the control of communicable disease in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In the event of communicable disease outbreak, epidemic or other public health emergency, the Superintendent or his/her designee may take such measures regarding containment of disease, including but not limited to exclusion of students, closure of school buildings and closure of the District, in consultation with the local public health authority.

A student with a communicable condition under treatment will be allowed to attend school in the student’s usual class setting with the written approval of the student’s physician stating that the disease is not in a communicable stage or there is minimal risk of transmission at school, provided such continued attendance is consistent with the standards or rules of the health department and is approved by the school health office. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion.

A student who exhibits behaviors or a condition that may spread disease is subject to emergency exclusion or alternative placement, which shall continue until such time as the behaviors are modified or the condition is treated.

Reporting

When the school health office is notified that a child in school has been diagnosed with or is suspected of having a reportable disease, a report will be provided to the Board of Health without delay.

Reviewed and Affirmed by the Board:

Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 79-257, 79-266, 173 NAC 3 (HHS), NDE 51

Legal Reference: 79-257, 79-266, 173 NAC 3 (HHS), NDE 51
STUDENTS

Communicable Conditions

1. The school nurse will function as the liaison with the student’s physician as necessary and will coordinate the health management procedures within the school building.

2. Decisions regarding the type of educational setting for these students will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.

3. The privacy of the student and his/her family must be protected and knowledge that a student has a communicable condition, or exhibits behavior or a condition that may spread disease, should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirements.

4. Students who present a high risk of disease transmission may be subject to emergency exclusion or alternative placement by the administration after consultation with some or all of the following: the student’s physician, parents, and/or their representative, school nurse and medical advisor(s).

5. A student is at high risk if he/she: exhibits behaviors that may spread disease (e.g., biting, lacks toilet training or is incontinent) or has a condition that cannot be concealed or hygienically covered, any of which could result in direct spreading of a condition or disease.

6. During the time a student is excluded, an appropriate alternative or adjustment to the student’s education will be provided. Long-term cases should be medically reviewed monthly at a minimum.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 5430
Legal Reference:
STUDENTS

Short-term Suspension

Students may be excluded by the principal or his designee from school or any school function for a period of up to five school days on the following grounds:

A. Conduct constituting grounds for expulsion as hereinafter set forth, including conduct that occurs off school grounds if such conduct interferes with school purposes or there is a connection between such conduct and school; or

B. Other violations of rules and standards of behavior adopted by the Lincoln Board of Education or the administrative staff of the school.

C. The following process will apply to short-term suspension:

1. The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

3. The student shall be afforded an opportunity to explain the student’s version of the facts to the person effecting the short-term suspension.

4. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student’s parent or guardian describing the student’s conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student’s parent or guardian, to have a conference with regard to the matter with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parents or guardians shall attend the conference.

Reviewed and Affirmed by the Board:

Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference: 79-257, 79-265
STUDENTS

Long-term Suspension

Long-term suspension shall mean the exclusion of a student from attendance in all schools and grounds within the system for a period exceeding five school days but less than 20 school days.
STUDENTS

Expulsion

A. Expulsion shall mean exclusion from attendance in all schools within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in Policy 5480(C) or (D), in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the School District at any time during the expulsion period.

B. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student’s parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student’s circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the Lincoln Board of Education or a committee of such Board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise the student may be readmitted by action of the Superintendent.

C. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the School District deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the District, and action to expunge the record of the expulsion action may be taken at the discretion of the director of student services or his/her administrative assistant, or (2) if the
STUDENTS

Expulsion (Continued)

student’s conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student’s participation and conduct has been satisfactory or not shall be made by the director of student services or his/her administrative assistant.

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

E. A student who is removed from school for any period of time (short-term or long-term suspension or expulsion) shall not be permitted on school grounds for the duration of the removal without the express permission of the school officials.
STUDENTS

Alternative Education Programs or Plans for Expelled Students

In the event action is being taken to expel a student from this School District, the administration shall select one of the following educational options to be made available to the expelled student during the period of expulsion: (1) An alternative school, class, or educational program (hereinafter referred to as an “alternative program”); or (2) The development of a plan of behavior modification, educational objectives, and financial resources and community programs available to meet the behavioral and educational objectives, and monthly reviews to assess the student’s progress toward meeting the specified goals and objectives.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations: 79-266
Legal Reference: 79-266
STUDENTS

Alternative Education Programs or Plans for Expelled Students

The Superintendent or Superintendent’s designee shall make known to the expelled student which of the alternative educational options the administration has selected for the student’s expulsion. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective for this purpose, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) if the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice of the recommendation to expel, (2) if the student has requested a hearing, the date the student, parent, or guardian receives notice of the determination of the Superintendent or Superintendent’s designee to expel the student, or (3) such other date as may be mutually agreed by the student, parent, or guardian and the administration.

A. ALTERNATIVE EDUCATION PROGRAM

The approved alternative programs are: (1) community-based programs, (2) home-based programs, (3) District-based programs, (4) distance-learning, and (5) other such programs that may be developed. The Lincoln Board of Education may, from time to time, approve other alternative programs and may approve specific alternative programs and may enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative program shall hold a valid Nebraska Teaching or Administrative Certificate. To the extent that the alternative program is to be community-based or off-site, such alternative program shall be planned in cooperation with and monitored or supervised by a School District staff member who holds a Nebraska Teaching or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The Superintendent or Superintendent’s designee shall determine which alternative programs shall be made available to each specific expelled student based on a consideration of the interests of the School District and the student’s educational and behavioral objectives and needs, as determined by the discretion of the Superintendent or the Superintendent’s designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the District shall have no further obligation with regard to the provision of an alternative program. The Superintendent or Superintendent’s designee shall establish a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required, as a condition of such alternative program being available, to agree in writing to pay the tuition or other similar costs for such program in the event the expelled student fails to successfully complete the program.
STUDENTS

Alternative Education Programs or Plans for Expelled Students (Continued)

The standards of student behavior and cooperation required of students in the regular programs of this School District shall also be required of expelled students throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the District may, by action of the Superintendent or Superintendent’s designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available, unless waived by the parent or legal guardian.

Upon preapproval by the Superintendent or the Superintendent’s designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded shall be equal to the same academic credit a student in the School District’s regular educational program would earn for completion of a similar educational program, as determined in the discretion of the Superintendent or Superintendent’s designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program, as determined by the teacher and the Superintendent or Superintendent’s designee. The Superintendent or Superintendent’s designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement mark (i.e., grades) assigned for such academic credit shall be pass/no pass.

B. EDUCATION PLAN PROGRAM

If the administration elects not to provide an alternative education program outlined in subparagraph A. above, the following procedures shall be followed prior to expelling a student unless the expulsion resulted from having a firearm as required by subsection (4) of the Neb. Rev. Stat, § 79-283.

1. A conference shall be called by a school administrator and held to assist the District in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.
STUDENTS

Alternative Education Programs or Plans for Expelled Students (Continued)

2. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

3. The plan shall:
   a. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,
   b. Identify educational objectives that must be achieved in order to receive credits toward graduation,
   c. Specify the financial resources of the community programs available to meet both the educational and behavioral objectives identified, and
   d. Require the student to attend monthly reviews in order to assess the student’s progress toward meeting the specified goals and objectives.
STUDENTS

Mandatory Reassignment

Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25

STUDENTS

Grounds for Short-term Suspension, Long-term Suspension, Expulsion or Mandatory Reassignment

The Board specifically determines that the type of conduct for which expulsion is specified in this policy has the potential to seriously affect the health, safety or welfare of student, staff and other persons or to otherwise seriously interfere with the educational process.

A. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds, or in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, hazing, harassment or other conduct done in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, including the setting of a fire of any magnitude, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
4. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Tobacco means any tobacco product (including, but not limited to, cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product lookalikes and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, controlled substance or inhalant.
STUDENTS

Grounds for Short-term Suspension, Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

9. Truancy or failure to attend assigned classes or assigned activities.
10. Tardiness to school, assigned classes or assigned activities.
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon economic status, race, ethnic background, culture, gender, sexual orientation, religion, age or ability.
12. Public indecency or sexual conduct.
13. Repeated violation of any of the rules adopted by the School District or the school.
14. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
15. Dressing or grooming in a manner wherein such dress is dangerous to the student’s health and safety or to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; or dressing, grooming or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
17. Recording the image or voice of another person with an electronic device, without the express permission of the person recorded, or the failure to promptly delete such a recording following the request of the person recorded.
18. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
19. Violation of technology guidelines.
20. Bullying. Bullying is defined as any ongoing pattern of unwanted aggressive behavior by an individual or a number of individuals which may include physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee or at a school-sponsored activity or a school-sponsored athletic event.

B. In addition a student may be suspended (short-term or long-term), expelled or mandatorily reassigned for sexually assaulting or attempting to sexually assault any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

C. In addition, a student who engages in the following conduct on school grounds, or in a school-owned or utilized vehicle, or during an educational function or event off school grounds or at a school-sponsored activity or event:
STUDENTS

Grounds for Short-term Suspension, Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

1. the knowingly and intentionally using of force in causing or attempting to cause personal injury to a school employee, school volunteer, or a student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

2. the knowingly and intentionally possessing, using or transmitting of a dangerous weapon other than a firearm shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the School District at any time during the expulsion period.

D. In addition, it is the policy of this School District to require the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessing, using or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. For purposes of this policy, “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995.

That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent or the Board of Education may modify such required expulsion on an individual, case-by-case basis. This policy shall not apply to: (a) the issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or (b) firearms which may lawfully be possessed by a person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

E. Bringing a firearm or other weapon or an item that has the appearance of a weapon to school or possessing such items at school for any reason is a violation of school rules. However, a student will not be subject to disciplinary action if he/she brings such item to school under the following conditions:

1. Prior written permission to bring the item to school shall be obtained from the student’s teacher, building administrator and parent.
STUDENTS

Grounds for Short-term Suspension, Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

2. The purpose of having the item in school shall be for a legitimate educational function that could not be as effectively achieved without the item.

3. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.

4. The item shall be in an inoperable condition while it is on school grounds and not be displayed at any time in a manner which may suggest to another person that it is to be used for the purpose of causing harm.

A student who brings or possesses a firearm or other weapon or an item which has the appearance of a weapon to school or possessing such items at school without having complied with the above conditions shall be subject to disciplinary action according to Policy 5480.

Reviewed and Affirmed by the Board:
Last Revision: 2014-07-07
Original Adoption or Oldest Version: 2014-07-07
Related Policies and Regulations:
STUDENTS

Procedures for Long-term Suspension, Expulsion or Mandatory Reassignment

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

A. The principal or assistant principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the director of student services or the administrative assistant to the director of student services.

B. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the director of student services or his or her administrative assistant, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

C. If the director of student services or his/her administrative assistant deems further action appropriate, said party shall either send by registered or certified mail or by personal service the student and the student’s parents or guardian with a written notice within two school days of the date of the decision. Said notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or assistant principal.
2. The penalties to which the student may be subjected and the penalty which the principal, director of student services or his/her administrative assistant has recommended in the charge.
3. A statement explaining the student’s right to a hearing upon request on the specified charges.
4. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
STUDENTS

Procedures for Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

5. A statement that the administrative representative, legal counsel for school, the student, the student’s parents, or the student’s representative or guardian shall have the right to examine the student’s academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

6. A form or a request for hearing to be signed by such parties and delivered to the director of student services in person or by registered or certified mail.

D. Nothing in this policy shall preclude the student, student’s parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

E. In the event that the director of student services or his/her administrative assistant has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the principal, director of student services, or his/her administrative assistant shall automatically go into effect.

F. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

G. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

H. In the event that a hearing is required to be provided, the Superintendent of Schools shall appoint a hearing officer.

Hearing Procedure:

A. Hearing Officer. The hearing officer shall be any person designated by the Superintendent of Schools. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student’s parents, or guardian, may have regarding the nature and conduct of the hearing.
STUDENTS

Procedures for Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

B. Administrative Representative. The director of student services shall appoint an administrative representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

C. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student’s parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days’ actual notice to the administrative representative, and the student, the student’s parents, or guardian, except with the consent of all of the parties.

D. Continuance. Upon written request of the student or the student’s parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

E. Access to Records. The administrative representative, the student, the student’s parent or guardian and the legal counsel for the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Lincoln Board of Education at any reasonable time prior to the hearing.

F. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student’s parents, or guardian, the student’s representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student’s psychological evaluation or emotional problems are being discussed. The student or the student’s parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student’s conduct and the student’s records, but not unless such statements and records have been made available to the student, the student’s parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student’s parents, guardian,
or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination. The student however shall not be required to testify in his/her own defense in which case he/she will not be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.

If during the conduct of such a hearing, the hearing examiner concludes that any of such student’s interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

G. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student’s parents or guardian or their legal representative.

H. **Record.** The proceedings of the hearing shall be recorded at the expense of the School District.

I. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of Schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the Board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

J. **Review by Superintendent.** The Superintendent of Schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
STUDENTS

Procedures for Long-term Suspension, Expulsion or Mandatory Reassignment (Continued)

K. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of Schools shall be made by certified registered mail or by personal delivery to the student, the student’s parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

L. **Appeal to Board.** The student, student’s parents or guardian may, within seven school days following the receipt of the Superintendent’s decision, submit to the Superintendent of Schools a written request for a hearing before the Lincoln Public School’s Board of Education.

M. **Review by Lincoln Board of Education.** Upon receipt of the request for review of the Superintendent’s determination, the Lincoln Public School’s Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the Board may admit new or additional evidence to avoid a substantial threat of unfairness. Such new evidence shall be recorded. The Board or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school’s case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board or the committee shall make a final disposition of the matter. The Board may alter the Superintendent’s disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction.

N. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.
STUDENTS

Anti-Bullying Policy

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff. Bullying means any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

The School District shall review the anti-bullying policy annually.
STUDENTS

Dating Violence

Dating violence will not be tolerated by Lincoln Public Schools. The administration shall be responsible for implementing programs and procedures related to dating violence as required by law.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
STUDENTS

Dating Violence Education, Training and Responses

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

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

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

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence and the District’s dating violence policy.

Dating violence education that is age appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the School District’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by means of the student-parent handbook and such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference: Neb. Rev. Stat. § 79-2,139 to 79-2,142
STUDENTS

Student Welfare

Regulations regarding student welfare will take into account students’ rights as well as responsibilities.
STUDENTS

Injury to Students

The procedure for handling injury to students shall be as follows:

1. Schools shall be responsible for maintaining a parental or legal guardian authorization card on file which may:
   a. Direct school authorities as to the preferred physician to contact upon injury to the student, and
   b. Provide additional information necessary for an emergency.

2. Nurses, principals, or other school staff shall be authorized, if necessary, to:
   a. Call 911 in an emergency, and
   b. Transport injured students to emergency care facilities.
   c. Nurse may contact personal physician.

3. School personnel shall be responsible for making every possible attempt to reach parents/guardians on a continual basis during emergencies involving injury to students.

4. School personnel shall be responsible for filing written reports of student injuries in the manner directed by the Office of Risk Management.

5. Schools are not responsible for medical expenses for a student who is injured while at school.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Visitors

Children may not attend school as visitors except on a short-term basis and only with the prearranged permission of the building principal to insure that instruction is not interrupted.

Classroom visits by school officials on school business such as school accreditation visits and state or federal audits should be arranged through the principal. Teachers and, as appropriate, students should be informed about the purposes of such visitations.

Teachers, working with principals, are encouraged to invite parents, guardians, and patrons to visit the classroom for special occasions such as performances, plays, end-of-unit activities, and other circumstances where having the visitor(s) in the classroom contributes to the learning process.

The principal is authorized to grant pre-arranged permission for parents, guardians, patrons, or students to make short-term classroom visits, only when in his/her judgment, the learning environment previously established in the classroom will be maintained at its customary level (i.e., not be interrupted) during the visitation.

Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations: 4810
Legal Reference:
STUDENTS

Gifts to Students and School Personnel

Gifts to Lincoln Public School personnel shall be subject to the following guidelines:

1. Gifts presented to school personnel by students shall not be encouraged.

2. There shall be no collection of money inside or outside of school, at any time of the year, by parents/guardians or students, for the purchase of gifts to be presented to school personnel except:
   a. In case of some personal misfortune,
   b. In case of a special honor to school personnel, students, or parents or legal guardians of a student, or
   c. In consultation with the Superintendent of Schools.

Gifts to students shall be subject to the following guidelines:

1. Teachers shall not give gifts to students,

2. The giving of a gift to a homebound or seriously ill child is acceptable,

3. Students are encouraged to send a sympathy card when death occurs in the immediate family of a child.
   a. School activity funds may be authorized to purchase such cards.
   b. Exceptions to gifting giving may be permitted in case of death of a student or parent/guardian.
STUDENTS

Animals in School

On rare occasions and after receiving administrative approval, staff may bring to and/or house in school animals as learning aids to facilitate the achievement of curriculum objectives.

Consideration for administrative approval include:

- How the presence of the animal is connected to the curriculum;
- The impact the presence of the animal has on student learning; and
- Whether the animal presents a risk to student safety, allergic reactions or contagion.

The following guidelines shall be followed with all animals in school:

1. Animals kept at school as elements of a particular curriculum will also follow any additional guidelines as identified by the curriculum specialist (e.g., Animals in science classrooms).
2. Verification of up-to-date vaccinations shall be presented to the building administrator prior to the approval of the visit of a cat or dog.
3. Other animals and creatures shall be confined in suitable cages or containers;
4. Students shall not handle animals that may expose them to disease, risk of injury or being bitten (e.g., squirrels, bats, owls and monkeys);
5. Animals and creatures shall receive adequate care, food, water and living conditions to remain healthy.
6. Cages shall be cleansed regularly, including the removal of surplus food, excreta and soiled bedding.
7. The nurse or health technician shall be informed in any case of animal bite or health-related concerns.

Animals brought to school as Pet Therapy animals will follow the “Pet Therapy Guidelines.”

Service animals are permitted in accordance with Policy 3972.

For the safety and wellbeing of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds with students present except in accordance with this regulation.

Revised: 2016-06-28
Date Regulation Reviewed: 2010-05-25
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Rights of Expression

The Lincoln Board of Education recognizes the legitimate rights of students to exercise their expression of ideas under the Constitution of the United States. At the same time, the District reserves the authority to make reasonable rules pertaining to students exercise of free expression, access to school facilities, and use of school equipment.
STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

In dealing with law enforcement officials, Lincoln Public Schools employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational program.

Reviewed and Affirmed by the Board:
Last Revision: 2016-08-09
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

Removal of Students

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child’s parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may, in the line of duty, require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

1. the child has violated a state law or a municipal ordinance and such child was 11 years of age or older at the time of the violation and the officer has reasonable grounds to believe the child committed such violation and was 11 years of age or older at the time of the violation;

2. the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child’s protection;

3. the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;

4. the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian or custodian;

5. a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger.

6. the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).

7. the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
Requests to Contact Students and Student Interviews by Non-School Personnel

Removal of Students (Continued)

8. the child has committed an act or engaged in behavior described in subdivision (1), (2), (3) (b) or (4) of section 43-247 and such child was under 11 years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under 11 years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Lincoln Public Schools, the following action is to be taken:

1. Establish Authority to Remove. The student should be released after appropriate measures are taken to ensure that the officer has the authority to take the student.

2. Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Lincoln Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.

3. Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student’s parent, guardian or custodian.

Interview of Students

Lincoln Public Schools personnel shall not authorize the interrogation of students at school except by law enforcement officers which shall include police officers, fire officials and Child Protective Service workers who are urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:
Regulation
5502.1

STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

Interview of Students (Continued)

1. Any police officer or fire official desiring to interview a student while the student is attending school shall inform the principal of the school the student attends, stating the nature of the inquiry or investigation.

2. A law enforcement officer shall not be permitted to interview a student during school hours concerning any activity of the student’s mother, father or legal guardian except as provided in #4. In connection with other inquiries, the interview shall be permitted and the principal shall determine whether, under the particular circumstances, the parent or guardian of the student should be notified prior to the interview.

   • If an interview of student is requested during school hours concerning an ongoing investigation of a crime not related to Lincoln Public Schools, questioning should not take place until the student’s parent, guardian or custodian has been contacted and permission is given for such interview. The presence of a school employee during the interview is not necessary.

   • If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student’s parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.

3. If the principal concludes that time is not vital to the investigation and that it would be in the best interests of the student to have a parent or guardian present, it shall be the duty of the principal to delay the interview and to make an effort to notify the student’s father, mother, legal guardian, or person standing in relation of parent/guardian to the student, in order that one of such persons can be present if she or he desires. The interview shall not be delayed unduly for any cause.

4. In cases of suspected child abuse, the principal may allow the child to be interrogated without permission of the parents or guardian when it is clear that obtaining parental consent for the interview would be impossible or counterproductive.

5. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian or custodian.
STUDENTS

Requests to Contact Students and Student Interviews by Non-School Personnel

Interview of Students (Continued)

6. In all cases in which parent, legal guardian, or other person standing in relation of parent/guardian, is not present at an interview, the principal, or District employee appointed by the principal, shall be present at all times as the student’s representative, and shall be expected to take such action during the course of the interview as a reasonable parent/guardian would take under the circumstances.

7. The principal shall determine when the necessity exists that law enforcement officers be contacted to conduct an investigation of alleged criminal behavior.

Removals and Interviews by Persons Other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student’s instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student’s parent, guardian or custodian or a person authorized by the student’s parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student’s educational program.

Ordinarily, such contacts shall be restricted to the student’s parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Revised: 2017-07-11
Date Regulation Reviewed: 2016-08-09
Related Policies and Regulations:
STUDENTS

Medications

Medication will be administered only in accordance with the Medication Aide Act. Medications will not be administered during school hours except as necessary to provide appropriate educational services. Parents/guardians are encouraged to have medications given at home by the parent or by other responsible parties identified by the parent.

The School District reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the dosage recommended by standard pharmacological references or which could be prescribed in a manner which would eliminate the need for giving medication during school hours. The School District may at any time consult with the student’s physician with regard to any medication prescribed by such physician.

A physician’s authorization and a parent/guardian request and authorization for the provision or administration of medication must be on file with the school prior to School District personnel providing or administering medication to a student. The only exceptions are as follows:

a. Emergencies, defined as situations when there is a need for immediate provision or administration of medication to preserve the health, safety and welfare of a student.

b. Non-prescription medications identified by the Department of Student Services from time to time as not requiring the authorization of a physician for administration or provision by school personnel, but only with prior written parent/guardian consent.

c. Non-prescription topical (non-systemically-acting) products typically used in school health offices as identified by the Department of Student Services as not requiring the prior authorization of parent/guardian or physician for occasional use for first aid and/or personal care purposes.

Medication which is to be provided or administered by School District personnel must be delivered to the school in the manufacturer’s or pharmacy container and be maintained in such container at all times. The container must be properly labeled, meaning that it must include the child’s name, physician’s name, the name of the drug and directions for provision or administration of the medication.

Reviewed and Affirmed by the Board: 2010-05-25
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 5480, 5503.1
Related Policies and Regulations: 79-249; 71-6718 to 6742; 79-224; 79-225; NDE Rule 59

Legal Reference:

Policy
5503
STUDENTS

Student Self Management of Asthma, Anaphylaxis and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon: (1) development of an asthma or anaphylaxis or a diabetes medical management plan for the student; (2) written request of the student’s parent or guardian; (3) receipt of a signed no liability statement from the parent or guardian; and (4) authorization of the student’s physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition. Students with such a medical management plan and consent may possess the necessary medication to manage their medical condition under the conditions established in the plan and not be subject to discipline for such possession provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan, the student shall be subject to discipline in accordance with the student conduct policy.
STUDENTS

Child Abuse - Neglect

Any Lincoln Public Schools employee who has reasonable cause to believe that a child has been subject to abuse or neglect, including sexual abuse, or observes such person being subject to conditions or circumstances which would reasonably result in abuse or neglect shall promptly report the same to: Lincoln Police Department, the Department of Health and Human Services or the appropriate law enforcement agency.

In addition to reporting the alleged abuse or neglect to the proper authorities, the employee shall also inform the employee’s principal or other immediate supervisor of the making of the report and the basis for making the report, who will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

Federal law requires prompt reporting within a 24-hour period by all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. By policy, Lincoln Public Schools extends such reporting obligation to those participating in any interstate extracurricular activity or trip.
STUDENTS

Child Abuse - Neglect

Abuse or neglect is defined in Nebraska Statutes as follows:

1. Child abuse or neglect means knowingly, intentionally or negligently causing or permitting a minor child to be:
2. Placed in a situation that endangers his or her life or physical or mental health;
3. Cruelly confined or cruelly punished;
4. Deprived of necessary food, clothing, shelter or care;
5. Left unattended in a motor vehicle if such minor child is six years of age or younger;
6. Sexually abused; or
7. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency or obscene or pornographic photography, films or depictions.

All employees and administrators will fully cooperate with the law enforcement agencies and the Office of Social Services with regard to alleged abuse or neglect. Under Nebraska Statutes a person making a report under this section is immune from any liability, civil or criminal, that might otherwise be incurred or imposed except for maliciously false statements. Failure to make the report as required by the Nebraska Statutes with regard to alleged child abuse or neglect does constitute a Class III misdemeanor, which carries a maximum penalty of three-month imprisonment and a $500 fine. An employee who fails to make a report when required to do so, or to inform a supervisor of the situation in order that a report may be made, shall be subject to disciplinary action, up to and including termination.
STUDENTS

School Wellness Policy

One of the purposes of Lincoln Public Schools is to encourage a basic understanding and development of good health habits. The District will provide curriculum, instruction and experiences in a school environment that promotes and instills habits of lifelong learning and health. Therefore, the Lincoln Board of Education adopts the following School Wellness Policy.

1. District Wellness Committee

   Committee Role and Membership
   The District will convene a representative LPS Wellness Committee (“LPSWC”) that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including the development, implementation and periodic review and update of this District wellness policy.

   The LPSWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; district wellness facilitator, representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the LPSWC will include representatives from each school building and reflect the diversity of the community.

   Leadership
   The Superintendent or designee will convene the LPSWC and facilitate development of and update the wellness policy and will ensure each school’s compliance with the policy.

   Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

   A. Implementation Plan
   The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy within the framework of the District’s Wellness, Curriculum and Nutrition Services Departments and in a way that integrates the plan throughout the District and provides opportunities for community engagement. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make change, by how much, where and when; as well as specific goals and objectives for
STUDENTS

School Wellness Policy (Continued)

nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

B. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the District’s level.

C. Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website. This will include a summary of the District’s events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

D. Triennial Progress Assessments

Under the direction of the Superintendent or designee, beginning in 2017-18 for the development and implementation of this policy then at least once every three years thereafter, the District will evaluate compliance with the wellness policy to assess the implementation of the existing policy and identify necessary revisions.

The District will actively notify households/families of the availability of the triennial progress report.

E. Revisions and Updating the Policy

The LPSWC will update or modify the wellness policy based on the results of the annual and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.
STUDENTS

School Wellness Policy (Continued)

F. Community Involvement, Outreach and Communications
   The District is committed to being responsive to community input, which begins with awareness of the wellness policy.

3. Nutrition

A. School Meals
   All schools within the District will participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP) and any additional Federal child nutrition programs as eligible, such as the Fresh Fruit and Vegetable program, the Child and Adult Care Food Program and the After School Snack program and will meet the minimum nutritional requirements of such programs.

   The District will make drinking water available in all locations where school meals are served during meal times.

B. Competitive Foods and Beverages
   The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

   To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations in the building and through all service areas where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack/food carts. Only for the purpose of competitive food and beverages in subsection 3 of this policy, a school day is the time between midnight the night before to 30 minutes after the end of the instructional day.

C. Celebrations and Rewards
   Schools are to provide foods and beverages on the school campus that will meet or exceed the USDA Smart Snacks in School nutrition standards. Two celebrations/events per year will be allowed that do not follow the Smart Snacks Standards.

D. Fundraising
   Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.
STUDENTS

School Wellness Policy (Continued)

E. Nutrition Promotion

Nutrition promotion will be provided through both classroom and school meal program efforts, which encourage participation in school meal programs and the consumption of nutrient rich foods. Students and staff will receive consistent nutrition messages throughout the school building, classrooms, gymnasiums and cafeterias.

F. Nutrition Education

The District will teach, model, encourage and support healthy eating by all students.

4. Physical Activity

Students’ physical activity can be provided through a comprehensive school physical activity program (CSPAP).

A. Classroom Physical Activity Breaks

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess and class transition periods.

B. Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into instruction when possible.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

C. Before and After-school Activities

The District allows opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

D. Active Transport

The District will support active transport to and from school, such as walking or biking.
STUDENTS

School Wellness Policy (Continued)

5. **Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, including other initiatives related to physical activity, physical education, nutrition and other wellness components so efforts are complementary and work toward the same set of goals to promote student well-being, optimal development and strong educational outcomes.

A. **Community Partnerships**

The District will develop, enhance or continue relationships with parents, families, and community partners in support of this wellness policy implementation. Families, community members, and organizations will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

B. **Staff Wellness and Health Promotion**

The LPSWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members specific to identified health risk data and staff interest survey.

C. **Professional Learning**

When feasible, the District will offer professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

**Glossary**

- School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups and water bottles), or parking lots.
STUDENTS

School Wellness Policy

Glossary (Continued)

- School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.
- Triennial: recurring every three years.
STUDENTS

School Wellness

A. Recordkeeping

Wellness documentation maintained by the District will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to include diverse stakeholders and make the public aware of their ability to participate on the LPS Wellness Committee (LPSWC);
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the LPS Wellness Policy has been made available to the public.

B. Progress Assessment

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District’s schools are in compliance with the wellness policy;
- The extent to which the District’s wellness policy compares to the Nebraska State model wellness policy; and
- A description of the progress made in attaining the goals of the District’s wellness policy.
- The LPSWC, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy.
- The District will actively notify households/families of the availability of the triennial progress report.

Community Involvement, Outreach and Communications

In order to fulfill its commitment to being responsive to community input, which begins with awareness of the wellness policy, the District:

- Actively communicate ways in which representatives of LPSWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district.
- Ensure parent involvement in the development and revision of the wellness policy.
STUDENTS

School Wellness

Community Involvement, Outreach and Communications (Continued)

- All improvements that are made to school meals are in compliance with school meal standards, the availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

- Will use electronic mechanisms, such as email or displaying notices on the District’s website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy.

- Ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

- Actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Fundraising, Celebrations and Rewards

To aid schools in providing food and beverages when it is appropriate to do so and in a manner to meet or exceed the USDA Smart Snacks in School nutrition standards, the District will recommend:

- A list of healthy party ideas to parents and teachers, including non-food celebration ideas and make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.

- Teachers and other relevant school staff will be provided a list of alternative ways to reward children or other comparable resources. Foods and beverages are not recommended as rewards and will not be withheld as punishment for any reason, such as for performance or behavior.

- The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.
STUDENTS

School Wellness (Continued)

Nutrition Promotion and Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions:

- Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

- As the District/Nutrition Services Department/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement), purchasing decisions should reflect the SMART Snack marketing guidelines and promoted in the District wellness policy.

- Food and beverage marketing is defined as advertising in schools and is covered by LPS Policy 1112.

Nutrition Education

To further nutrition education the District encourages nutrition education and nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health.

- Includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste testing, farm visits and school gardens.

- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;

- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);

- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services; and

- Teaches media literacy with an emphasis on food and beverage marketing.
STUDENTS

School Wellness (Continued)

Comprehensive School Physical Activity Program (CSPAP)

A CSPAP reflects strong coordination and synergy across all of these components:

- quality physical education as the foundation;
- physical activity opportunities before, during and after school; and
- staff involvement and family and community engagement.

Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

To coordinate with CSPAP, the following guidelines will assist elementary principals in providing recess experiences to students when appropriate conditions, staffing, and facility make it possible:

- At least 15 minutes of active recess per day, every day that school in session. Recess will complement, not substitute, physical education.
- If recess is offered before lunch, schools will have appropriate and required hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating.
- Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess period/timeframe before students enter the cafeteria.
- Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play. In the event that recess must be held indoors, teachers and staff will follow indoor recess guidelines that provide physical activity for students.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encouraging the following, understanding that availability may be affected by student age and ability, traffic flow in and around the school, and the building site:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via print and electronic media
STUDENTS

School Wellness

Active Transport (Continued)

- Establish safe or preferred methods for using crosswalks on streets leading to schools
- Use walking school buses.
- Distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, food/beverage venues or physical activity facilities by encouraging departments and schools to:

- Coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary and work towards the same set of goals to promote student well-being, optimal development and strong educational outcomes.
- Coordinate content across curricular areas that promote student health as natural connections exist in the curriculum.
STUDENTS

Use of Restraints and Seclusion

Restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students and be conducted in accordance with procedures developed by the administration.

Reviewed and Affirmed by the Board:
Last Revision: 2012-06-26
Original Adoption or Oldest Version: 2012-06-26
Related Policies and Regulations:
Legal Reference: NDE Rule 10
STUDENTS

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Lincoln Public Schools.

A. Definitions

1. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student’s freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.

2. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

   Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

B. Physical Restraint

1. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

   a. To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.

      i) A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.

      ii) Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person’s property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student’s arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
STUDENTS

Use of Restraints and Seclusion (Continued)

b. To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and

c. In circumstances where the student’s IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student’s IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

a. When a known medical or psychological condition contraindicates its use.

b. As a form of punishment.

2. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student’s privacy interests and the educational and emotional wellbeing of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods unless staff determines that such freedom appears likely to result in harm to the student or others.

3. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

4. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.
STUDENTS

Use of Restraints and Seclusion (Continued)

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building and the use of alternatives to restraint;

b. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;

c. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;

d. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;

e. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and

f. Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

C. Seclusion

1. When Seclusion May be Used. Seclusion may be used in the following circumstances:

   a. When a student’s behavior is so out of control that the student’s behavior creates a risk of injury to the student or others;

   b. When a student’s behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
STUDENTS

Use of Restraints and Seclusion (Continued)

c. When a student’s behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student’s emotions to cool down and engage in appropriate behaviors and educational activities; and

d. The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student’s IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

a. When a known medical or psychological condition contraindicates its use.

b. As a form of punishment.

2. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

a. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.

b. Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).

c. If an enclosure used for isolated timeout is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
STUDENTS

Use of Restraints and Seclusion (Continued)

d. Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student’s safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student’s needs.

e. If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building’s fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

a. An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.

b. The adult responsible for supervising the student must periodically check on the student visually if possible.

3. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated timeout was imposed or any other behavior for which isolated timeout would be an appropriate intervention.

4. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

D. Documentation and Evaluation

1. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student’s temporary record. The student’s case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

a. The student’s name;

b. The date of the incident;

c. The beginning and ending times of the incident;

d. A description of any relevant events leading up to the incident;

e. A description of any interventions used prior to the implementation of physical restraint or seclusion;
STUDENTS

Use of Restraints and Seclusion (Continued)

f. A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
g. A log of the student’s behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
h. A description of any injuries (whether to students, staff or others) or property damage;
i. A description of any planned approach to dealing with the student’s behavior in the future;
j. A list of the school personnel who participated in the implementation, monitoring and supervision of physical restraint or seclusion;
k. The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

2. Notification of Administration. The Superintendent or Superintendent’s designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

3. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent’s designee shall send written notice of the incident to the student’s parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall inform the parent of the date of the incident, a description of the intervention (physical restraint or seclusion) used and who at the school may be contacted for further information.

4. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:

a. A certified staff person trained in the use of physical restraint or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.

b. The evaluation shall consider the appropriateness of continuing the procedure in use, including the student’s potential need for medication, nourishment or use of a restroom and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police or transportation by ambulance).
STUDENTS

Use of Restraints and Seclusion (Continued)

c. The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student’s temporary student record and provided to the Superintendent or Superintendent’s designee.

Date Regulation Reviewed: 2012-06-26
Related Policies and Regulations: NDE Rule 10
Legal Reference: NDE Rule 10
STUDENTS

Allergies

The Superintendent shall direct staff to act affirmatively and work closely with parents, students and physicians to provide a safe learning and activity environment for all students through an allergy management program that includes prevention, education, awareness, communication and emergency response components.
STUDENTS

Allergies

The goals for allergy management include:

1. To define a formal process for identifying, managing and ensuring continuity of care for students with life-threatening allergies.

2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.

3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on accurate information and evidence-based practices.

Responsibilities of Staff

Staff shall develop plans to minimize risks and provide a safe educational environment for students with allergies. Upon being informed of the student needs, the appropriate team shall convene (IEP team for students with verified disabilities, 504 team for students with a 504-qualifying disability without an IEP and individual health care team for students who do not qualify for IEP or 504 services or accommodations). The team shall consider the unique needs of the individual student in developing the appropriate plan for each student. Accommodation will commence after the team has met and implemented the plan.

Consideration shall be given, but not limited to, the following:

- Restricting foods and other allergens from the classroom(s) of the student with allergies or from other areas where student with allergies may be exposed, such as the food services environment (which may include restricting foods in specified eating areas, restricting foods served in the meal line and identifying foods containing common allergens), during field trips, student transportation vehicles and extracurricular activities or events.
- Encouraging washing of hands before and after handling foods.
- Developing appropriate cleaning protocols.
- Informing and educating staff about the identity and needs of students with allergies in a manner consistent with FERPA and other confidentiality or privacy laws.
- Using signage to inform building users of building-wide restrictions on common allergens.
- Being aware of location(s) of auto-injectable epinephrine for the student in the event of an emergency, understanding the signs and recognizing the symptoms of an allergic emergency and being aware of how to administer auto-injectable epinephrine and/or who to contact in the event of an emergency.
STUDENTS

Allergies (Continued)

Responsibilities of Students with Allergies and their Parents

- Inform the school nurse or an administrator of the student’s allergies and provide medical verification on request, physician treatment protocols and prescribed medication as appropriate.
- Avoid anything with unknown ingredients or known to contain any food to which the student is allergic or knowingly or carelessly expose oneself to item to which the student is allergic.
- Be proactive in the care and management of the student’s allergies and reactions based on their developmental level.
- Notify an adult immediately if the student eats or is exposed to the food or other allergies to which the student is allergic.

Responsibilities of Other Students

- Not intentionally or carelessly expose those with allergies to foods or to other allergens that may create an adverse reaction.
- Follow directives given with regard to food restrictions and protocols.
- Not bully or pick on a student with a food allergy because of the student’s condition.
- Failure to meet the foregoing expectations violates guidelines of the Student Rights and Responsibilities and may subject the violating student to disciplinary consequences, up to and including expulsion.

Date Regulation Reviewed: 2013-09-24
Related Policies and Regulations: 3800, 3800.1, 3800.2, 4600.2, 4670, 4670.1, 5340, 5410, 5503, 5503.1, 6411, 6411.1
Americans with Disabilities Act of 1990 (ADA)
Section 504 of the Rehabilitation Act of 1973 (Section 504)
NDE Rule 59
STUDENTS

Return to Learn

The Superintendent or designee shall establish a return-to-learn protocol for students returning to school after being treated for pediatric cancer. The return-to-learn protocol shall recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return-to-learn accommodations and modifications.
STUDENTS

Pregnant and Parenting Students

Lincoln Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Student-Parent Program

The LPS Student-Parent Program, in partnership with the larger community, is to assist pregnant and/or parenting youth, both male and female, to continue their education and graduate. The program services are delivered by Student-Parent Teams in every middle level and secondary building.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend their own health care, their child’s medical care, or other pregnancy- or parenting-related appointments with the benefit of having any such absences or tardiness excused and coded as Medical absences. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student’s licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student’s pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student’s licensed healthcare provider regarding the student’s safe participation in an extracurricular activity when such certification is required of students for other conditions, which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.
STUDENTS

Pregnant and Parenting Students

Attendance and Leave of Absences (Continued)

The Student-Parent Team will help pregnant and parenting students coordinate absences from school and completing make-up work.

Alternative Means to Complete Coursework

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, which is private, clean has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food-safe refrigerator to store breast milk safely.

Child Care

If in-school childcare is not provided, a list of qualified licensed childcare providers will be provided, upon request, to pregnant or parenting students on the LPS website. Such list will be updated at least annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student’s child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.
STUDENTS

Pregnant and Parenting Students

Privacy and Confidentiality (Continued)

Information about students’ pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parent students may request additional reasonable accommodations through their Student-Parent Team to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include, but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district’s website and will be incorporated into the online student handbook.

Date of Adoption: 2018-04-24
Related Policies and Regulations: 3550.1, 3970.1, 4210, 4300, 4880, 4880.1, 4880.2, 5110.5
Legal Reference: Neb. Rev. Stat. §§ 79-2149 to 79-2152; 79-2,114 to 79-2,124 (Nebraska Equal Opportunity in Education Act); 20 USC § 1681 (Title IX); 34 C.F.R. § 106.40 (Title IX)
STUDENTS

Release of Students

Students shall not be released from school in the care of a person other than a person with parental authority with respect to the student (parent, guardian, case worker, foster parent or person acting in loco parenti), or other than a person designated by the person with parental authority with respect to the student, except with the permission of the principal or designee. No student shall be released from school based on a telephone call or electronic means unless the principal or designee can authenticate that the person authorizing the release is a person with parental authority with respect to the student. Nothing in this policy shall prevent the school from sending home a student who is ill.

Reviewed and Affirmed by the Board:
Last Revision: 2010-05-25
Original Adoption or Oldest Version: 2010-05-25
Related Policies and Regulations:
Legal Reference: 28-710, 28-711, 28-716, 28-717
STUDENTS

Access by Noncustodial Parent

Any natural or adoptive parent has all rights of a parent unless his/her rights are altered by the courts. The Lincoln Public Schools will not arbitrarily alter these rights.

If the parents are divorced and the custodial parent requests that the noncustodial parent be denied any of these rights, the school administration should honor that request only if the custodial parent provides a court order or divorce decree that denies the noncustodial parent these rights. If that written information is not provided, it should be assumed that the court is allowing both parents equal access to the child and the child’s records. If a court order is provided, the school administration should follow the directive stated in it and such additional directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.

The custodial parent should receive routine information about his/her student including notification of conferences. The noncustodial parent need not receive this information on a routine basis. However, if the noncustodial parent requests this information and his/her right to it has not been denied by the courts, it should be provided.

If the noncustodial parent wishes to attend conferences regarding his/her child, that parent should also be provided with conference times so both parents may attend a single conference. It is not required to schedule separate conferences if both parents have been previously informed of appointed conference times.

If the behavior of either or both parents is not conducive to good communication, staff members are not expected to continue a conference but should reschedule with appropriate modifications or expectations.

The term “custodial parent” also refers to any individual (e.g., caseworker) who has been given legal custody of the child by a court.

Date Regulation Reviewed: 2010-05-25
Legal Reference: 2010-05-25
Legal Reference:
STUDENTS

Open and Closed Campus

High schools have closed campuses, except that students in grades 11 and 12 may leave the campus at lunchtime with written permission from their parents. Elementary and middle schools have closed campuses.
STUDENTS

Open and Closed Campus

Elementary and middle school students are not allowed to leave the campus at any time during the school day without the permission of the building administrator and unless arrangements have been made by a student’s parent(s) or guardian to go home for lunch. This arrangement will be permitted only with the permission of the building administrator and if a parent or designated adult is home during the time the student is home for lunch and only if the student is not tardy returning to afternoon classes.

Only 11th and 12th students may leave the campus for lunch, provided school rules are followed and the student is not tardy in returning to afternoon classes.

Date Regulation Reviewed: 2016-08-31
Related Policies and Regulations:
Legal Reference:
STUDENTS

Student Fees

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

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

The District does provide activities, programs and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs and services. The District’s general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be accepted from time to time. The policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the 2019-2020 school year. Parents, guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for Non-specialized Attire Required for Specified Courses and Activities

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial technology, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials, heat treatment, tempering or kiln firing of any metal or other materials, gas or
STUDENTS

Student Fees (Continued)

electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or Consumable Items and Miscellaneous

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

b. Courses

i. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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

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

Student Fees (Continued)

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

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

3. Extracurricular Activities—Specialized Equipment or Attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District which do not count toward graduation or advancement between grades and in which participation is not otherwise required by the District.

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

4. Extracurricular Activities—Fees for Participation

Any fees for participation in extracurricular activities for the 2019-2020 school year are further specified in Appendix “I.”

Admission fees are charged for extracurricular activities and events.
STUDENTS

Student Fees (Continued)

5. Postsecondary Education Costs

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

6. Transportation

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

7. Copies of Student Files or Records

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

8. Participation in Before- and After-School or Prekindergarten Services

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

9. Participation in Summer School or Night School

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for fees charged for correspondence courses.
STUDENTS

Student Fees (Continued)

10. **Breakfast and Lunch Programs**

Students shall be responsible for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

11. **Waiver Policy**

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

12. **Distribution of Policy**

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

Student Fees (Continued)

13. Student Fee Fund

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

Reviewed and Affirmed by the Board:
Last Revision: 2019-05-28
Original Adoption or Oldest Version: 2015-05-26
Related Policies and Regulations: 6320, 6320.1, 6440
Legal Reference:
Neb. Rev. Stat. §§79-2,125 to 79-2,135 (The Public Elementary and Secondary Student Fee Authorization Act);
### Appendix “1” to the 2019-2020 Student Fees Policy of Lincoln Public Schools — Additional Specification of Required Materials and Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary Program</strong></td>
<td></td>
<td>Note: <strong>Bold and underlined</strong> indicates item is eligible for fee waiver.</td>
</tr>
<tr>
<td>Physical Education classes</td>
<td>Appropriate clothing (non-specialized attire)</td>
<td>Soft-soled shoes</td>
</tr>
<tr>
<td><strong>Music — Optional band courses</strong></td>
<td><strong>Musical instruments</strong></td>
<td>Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures and a “gig bag,” etc.). Limited instruments available for use by any student. Rental fee of $60 for use of school-owned instrument.</td>
</tr>
<tr>
<td>Classroom supplies</td>
<td>General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.</td>
<td>None — necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are allowed, but not required, to bring items from class supply lists which may be distributed by the office or individual teachers.</td>
</tr>
<tr>
<td>Student Electronic Device Optional Coverage</td>
<td>Optional coverage for the electronic device given to students by the school to help families in the event their child loses or damages the device.</td>
<td>$20/$10*</td>
</tr>
<tr>
<td>Science Fair — Optional</td>
<td>Appropriate materials</td>
<td>Display board, materials for experiment or demonstration</td>
</tr>
<tr>
<td>Routine Field Trips</td>
<td>Transportation and admission costs of field trips</td>
<td>None — The cost of routine school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged, but not required, to contribute for field trip costs of up to $6 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100 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-reduced lunch eligible students.</td>
</tr>
</tbody>
</table>

1 This listing is a part of the 2019-2020 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.
<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer school courses</td>
<td>Classes offered during the summer, or at night, if any</td>
<td>$100 per class may be charged.</td>
</tr>
<tr>
<td>Copies</td>
<td>Use of school copiers</td>
<td>Five cents to 25 cents (.05 - .25) per page when charges apply.</td>
</tr>
<tr>
<td>School Meals</td>
<td></td>
<td>Meal prices are based on federal guideline recommendation and will be communicated to families.</td>
</tr>
<tr>
<td>Secondary Program</td>
<td></td>
<td><strong>Note:</strong> <strong>Bold and underlined</strong> indicates item is eligible for fee waiver.</td>
</tr>
<tr>
<td>Physical Education classes</td>
<td>Appropriate clothing (non-specialized attire)</td>
<td>Soft-soled shoes, shorts, shirt</td>
</tr>
<tr>
<td>Science Fair — Optional</td>
<td>Appropriate materials</td>
<td>Display board, material for experiment or demonstration</td>
</tr>
<tr>
<td>Routine Field Trips</td>
<td>Transportation and admission costs of field trips</td>
<td>None — The cost of routine school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged, but not required, to contribute for field trip cost of up to $6 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100 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-reduced lunch eligible students.</td>
</tr>
<tr>
<td>Music — Optional band courses</td>
<td><strong>Musical instruments</strong></td>
<td>Musical instruments and accessories (reeds, valve oil, etc.). Limited instruments available for use by any student. Rental fee of $60 for use of school-owned instrument. Percussion usage fee of $30.</td>
</tr>
<tr>
<td>Classroom Supplies</td>
<td>General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.</td>
<td>None — necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are allowed, but not required, to bring items from class supply lists which may be distributed by the office or individual teachers.</td>
</tr>
<tr>
<td>Student Electronic Device Optional</td>
<td>Optional coverage for the electronic device given to students by the school to help families in the event their child loses or damages the device.</td>
<td>$20/$10*</td>
</tr>
<tr>
<td>Coverage</td>
<td></td>
<td>*Reduced cost for students who qualify for Free/Reduced Lunch Program</td>
</tr>
<tr>
<td>Program</td>
<td>General Description of Fee or Material</td>
<td>$ Amount of Maximum Fee or Specific Material Required</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Advanced math or science classes</td>
<td>Specialized calculators</td>
<td>Calculators are provided for use in the classroom. Students are encouraged, but not required, to purchase such equipment for their personal use.</td>
</tr>
<tr>
<td>Copies</td>
<td>Use of school copiers</td>
<td>Five cents to 25 cents (.05 - .25) per page when charges apply.</td>
</tr>
<tr>
<td>School Meals</td>
<td></td>
<td>Meal prices are based on federal guideline recommendation and will be communicated to families.</td>
</tr>
<tr>
<td>Postsecondary education classes</td>
<td>Tuition and fees for college courses taken for credit.</td>
<td>None — Any postsecondary education costs are to be paid directly by students to the college.</td>
</tr>
<tr>
<td>College entrance tests and preparation</td>
<td>Prep programs and tests</td>
<td>Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test and ACT test, are optional and to be paid directly to the private companies involved.</td>
</tr>
<tr>
<td>Student Identification</td>
<td>Photo identification cards</td>
<td>$3 per duplicate</td>
</tr>
<tr>
<td>Summer school courses</td>
<td>Classes offered during the summer, or at night, if any</td>
<td>Five credit-hour class: $350 Students are responsible for fees required for participation in summer school or night school. Students are also responsible for fees charged for correspondence courses.</td>
</tr>
<tr>
<td>Locker usage</td>
<td>Optional use of school padlock and/or locker</td>
<td>$10 per year</td>
</tr>
<tr>
<td>Parking</td>
<td>Use of school parking lot during school day</td>
<td>$20 per year</td>
</tr>
<tr>
<td>Extracurricular and Other Programs</td>
<td></td>
<td><strong>Note:</strong> <strong>Bold and underlined</strong> indicates item is eligible for fee waiver.</td>
</tr>
<tr>
<td>Athletics and Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1A. Admission fees to attend athletic events</td>
<td>Admission</td>
<td>$5 per event. Students may purchase a 10-punch <strong>Activity Card for $20 or an all-season pass for $35</strong>. For State, District and Conference events hosted by the school, cost to be set by the conference or NSAA but not to exceed $10 per event.</td>
</tr>
<tr>
<td>1B. Admission fees to attend activity events</td>
<td>Admission</td>
<td>$10 per play or activity, $15 for multi-session competition or festival.</td>
</tr>
<tr>
<td>Program</td>
<td>General Description of Fee or Material</td>
<td>$ Amount of Maximum Fee or Specific Material Required</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>2. Athletic Physicals</td>
<td>NSAA required athletic physicals</td>
<td>Cost varies; payable directly to students’ physician or clinic.</td>
</tr>
</tbody>
</table>
| 3. Equipment and attire — Athletics, Cheerleading, Color Guard and Dance Teams | Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity. | Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity and dress attire suitable for team travel. Shoes appropriate for the activity are required. Optional items for which students are responsible include: personal athletic bags, hair ties, sweatbands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:  
- **Baseball glove**  
- **Tennis racquet**  
- **Clubs**  
- **Softball glove**  
- **Swimsuit** (competition suits are subject to fee waiver)  
- **Volleyball knee pads**  
- **Shoes, approved uniforms, jacket, poms** and other accessories, not to exceed $1,000 |

**Equipment and Attire — Instrumental Music Groups**  
Students are responsible for required equipment and attire appropriate to the activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity.  
Uniforms for marching bands and concert band are provided by the District. Required items for particular groups include the following:  
- **Shoes, gloves, t-shirt**  
- **Concert black dress**  
- **Shirts and pants** (customized attire is subject to fee waiver)
<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment and Attire — Vocal Music Groups</td>
<td>Students are responsible for required equipment and attire appropriate to the activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity.</td>
<td>Required items include <strong>performance clothes, including shoes, as selected by members of the groups and the director</strong>, at a cost not to exceed $500.</td>
</tr>
<tr>
<td>Equipment and Attire — Competitive Forensics</td>
<td>Appropriate clothing (non-specialized attire); supplies</td>
<td>Business/professional attire, t-shirt, materials for visual aids</td>
</tr>
<tr>
<td>4. All-State Music Groups</td>
<td><strong>Audition fees</strong></td>
<td><strong>$20</strong></td>
</tr>
<tr>
<td>5. Travel meals</td>
<td>Meals</td>
<td>Students are responsible for their own meals while traveling.</td>
</tr>
<tr>
<td>6. Locker use</td>
<td>Optional use of school padlock for athletic or activity locker</td>
<td>Usage fee of $10.</td>
</tr>
<tr>
<td>7. Camps, clinics and festivals</td>
<td>Registration and other costs of camps, clinics or festivals</td>
<td>Students are responsible for the cost of all clinics, camps, festivals and conditioning programs. Any personal items purchased at camps, clinics or festivals, such as t-shirts, shall be at the student’s expense.</td>
</tr>
<tr>
<td>8. Extracurricular Activity Trips</td>
<td>None — An extracurricular activity trip is for students traveling to interscholastic events outside of the school district for an NSAA-sanctioned competition.</td>
<td>None — An extracurricular activity trip is for students traveling to interscholastic events outside of the school district for an NSAA-sanctioned competition.</td>
</tr>
</tbody>
</table>
| 9. Non-routine Trips                                     | **Transportation, lodging,** meals, admission to events, etc.                                        | Students are responsible for cost of non-routine trips. A non-routine trip is a school-sponsored trip that is neither a routine nor an extracurricular activity trip. **The maximum costs of such trips will be $3,500 per student.**
If the trip is not school-sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school-sponsored if: it is not supervised or administered by the school, attendance on the trip does not count toward graduation credit or grade advancement and participation on the trip is voluntary for students. |
<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clubs/Organizations</td>
<td>State and national <strong>dues</strong>, meals and activities</td>
<td>Annual dues not to exceed $25 per club.</td>
</tr>
<tr>
<td>Career and Technical Student Organizational Clubs such as Future Business Leaders of America (FBLA), Future Career/Community Leaders (FCCLA), Skills USA, Distributive Education Club of America (DECA), HOSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Honor Society</td>
<td>State and national <strong>dues</strong>, meals and activities</td>
<td>Annual dues not to exceed $25 per club.</td>
</tr>
<tr>
<td>Career and Technical Student Organizational Clubs such as FBLA, FCCLA, DECA, Skills USA, HOSA Competition</td>
<td><strong>Registration fees</strong></td>
<td><strong>$50</strong></td>
</tr>
<tr>
<td>Music Honor Society</td>
<td><strong>Dues</strong></td>
<td><strong>$10</strong></td>
</tr>
<tr>
<td>International Thespian Society</td>
<td><strong>Dues</strong></td>
<td><strong>$30</strong></td>
</tr>
</tbody>
</table>
| Student Council | Annual state and national **dues**, meals and activities | **$50 per club**  
**Note:** Attendance at national conventions are not a part of approved student council activities. As such, students are responsible for all costs of attending such conventions. |
<p>| Social and Recognition Activities | | <strong>Note:</strong> <strong>Bold and underlined</strong> indicates item is eligible for fee waiver. |
| School plays, musicals and social activities | Admission to events | <strong>$10 per play or activity</strong> |
| School dances | Admission to prom, homecoming, etc. | <strong>$25 per event</strong> |</p>
<table>
<thead>
<tr>
<th>Program</th>
<th>General Description of Fee or Material</th>
<th>$ Amount of Maximum Fee or Specific Material Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior recognition</td>
<td>Optional graduation activities</td>
<td>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page and class composite picture.</td>
</tr>
</tbody>
</table>