

ALLEN CONSOLIDATED SCHOOL HANDBOOK

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WELCOME

Welcome to Allen Consolidated Schools! Whether you are a returning family or joining us for the first time, we are excited to have you as part of our school community. Allen has a proud tradition built on hard work, respect, involvement, and a commitment to helping every student grow academically, socially, and personally.

As a student at Allen, you have the opportunity to take advantage of a wide variety of academic programs, activities, and experiences. We encourage you to get involved, challenge yourself, and make the most of every opportunity. With those opportunities also comes the responsibility to represent yourself, your family, and our school with pride.

Being part of the Allen community means understanding that each person plays a role in making our school a great place to learn and grow. Students are expected to demonstrate respect, responsibility, and integrity while following expectations that support a safe and positive learning environment for everyone.

Take pride in your school. Respect the building, support your classmates, appreciate your teachers and staff, and look for ways to make Allen better. The culture of our school is built by the choices we make each day, and every student has the ability to leave a positive impact.

Your years at Allen will be filled with challenges, accomplishments, friendships, and memories that will stay with you long after graduation. Make the most of your time here, work hard, and continue the traditions that make our school and community special.

We look forward to another outstanding year and are proud to partner with our students, families, and community.

MISSION STATEMENT

The mission of the Allen Consolidated Schools is to provide everyone an opportunity to receive a quality education in a safe and healthy environment. The staff and community, using technology and proven and innovative methods, will foster a sense of self-worth so all individuals can become contributing members of a changing society.

Last Reviewed: 2005

EXPECTATIONS OF STUDENTS

Notice of Nondiscrimination

The Allen Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Allen Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Chris Blohm, Principal, 126 East 5th Street, Allen NE 68710, 402-635-2484
cblohm@allenschools.org.

Employees and Others: Mike Pattee, Superintendent, 126 East 5th Street Allen NE, 68710, 402-635-2484
mpattee@allenschools.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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ANNUAL NOTIFICATION OF ASBESTOS MANAGEMENT PLAN AVAILABILITY

All subject asbestos containing material has been removed.

For more information please contact:

Michael Pattee
P.O. Box 190
Allen, NE 68710
402-635-2484

STATEMENT OF DISCIPLINE

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator

ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

- f. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten 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 ten 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 these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- g. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student

himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- h. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- i. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- j. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- k. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen 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, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be

permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- l. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
- m. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
- n. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference

with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18

U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight

enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- d. Head wear including hats, caps, bandannas, and scarves.
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- f. Clothing or jewelry that is gang related

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

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

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

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

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

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

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

- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

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

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

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

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

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

(4) Artificial Intelligence: Impermissible Uses of Artificial Intelligence in School Assignments:

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

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

1. 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 for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being 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 for law enforcement referral 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 that 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 County Attorney each year, be distributed to each student and his or her parent or guardian 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 during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official 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.

TARDINESS

Students are expected to arrive at school and each class on time. Students arriving late to school must report to the office and receive an admission slip before reporting to class. Students arriving late to class must provide a completed tardy slip from their previous teacher or classroom.

Repeated tardiness may result in disciplinary action, including but not limited to detention before school, after school, or during lunch. Teachers will communicate with parents/guardians regarding continued tardiness concerns.

When a student accumulates a total of eight (8) tardies, the accumulated tardies will be recorded as one full day of absence.

ABSENCE

Regular attendance is an important component of student learning and academic progress. Students are expected to attend school consistently in accordance with district attendance expectations. Unavoidable absences (excused absences) would be illness or uncontrolled circumstances that may keep you from school. Avoidable absences would be those circumstances that can be taken care of outside of school time.

Students who are not in school at least half a day should not attend evening activities unless pre-excused by a parent and approved by administration.

If you are absent from school, you must bring a written request from your parents or your parents must contact the office. For this request to be excused it must state the reason for your absence. As per Nebraska state law, the administration will determine if the reason is excused or unexcused. If you were absent, present this slip to the Office as soon as you enter the building. Makeup work policy is stated below.

Students who are absent from school more than half the day may not participate in extra-curricular activities that night except in the cases of an unavoidable absence approved by the Administrator or Activities Director.

Excessive Absenteeism. Students who accumulate five (5) unexcused 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 of at least twenty days which are Not School Excused, one or more meetings will be held between the school, 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 include, if agreed to by the person who is responsible

for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

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

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 the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

MAKEUP WORK POLICY

For unavoidable absences/unplanned absences, students will be expected to make up educational activities within a time period equal to the number of days that were missed from the day of their return.

Examples:

- 1) If a student is ill on a Monday and returns to school on Tuesday, they are expected to take tests and have all makeup work completed by Wednesday.
- 2) If a student has surgery and misses school on a Monday and a Tuesday and returns to school on Wednesday, they are expected to take tests and have all work completed by Friday.

All homework, projects, or papers due on the first day of an absence must be turned in the day of return. For example, if a student has a project due on a Friday, but is ill and misses school that day, the project will be due the day the student returns to school.

For all planned absences, including but not limited to vacations, school activities, planned medical procedures, etc., students should get homework ahead of time and try to turn it in before leaving, but it is due the day they return if it is given to them before the absence. If work is not given directly to the student before the absence the students are expected to hand in the missing work the day after it is given to them.

Students should be given at least two options for making up tests or other work that must be done in class. For example, if a student needs to make up a test, they could have the option to take the test before school or after school, or during study hall or at lunchtime. Arrangements can be made with the office to take the test under supervision if a suitable time cannot be arranged.

Students are **NOT** to schedule makeup tests or other makeup work during a scheduled class, activity, or practice, either before or after school, without the permission of the teacher or coach of that class or activity. This includes classes such as One-Act, Jazz Band, and Yearbook.

Students are responsible for communicating with teachers regarding missed assignments, assessments, and timelines for completion. The school encourages timely communication between students and staff to support academic success.

LEAVING THE SCHOOL (During the school day)

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 the parent and only if the student is not tardy returning to afternoon classes.

High school students are not allowed to leave campus at any time during the school day without permission of the building administrator. Students in high school may leave the campus for lunch if it is approved by the building administrator and parent or guardian and the student is not tardy in returning to afternoon class.

MEDICATION

All medications in school must be taken to the principal's office immediately upon arrival at school. A signed permission form from a parent or guardian is required before any students may take prescription medication during school or school activities. In the case of all over-the-counter medications, such as Tylenol, Ibuprofen, or cold medications, a signed permission form must be received from the parent. Students are NOT allowed to have any medication with them, including in purses or lockers, unless the student has a permission form signed by the physician and the parent/guardian to carry a medication, such as an asthma inhaler, with him/her. These permission forms must be updated at least annually. All medications must be brought in the original bottle and will be given by trained staff members. All permission forms are available in the principal's office.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (Anaphylaxis)

The Allen Consolidated Schools are in compliance with revisions to Rule 59, regulations for school health and safety in regards to emergency protocol regarding emergency response to life-threatening asthma or systemic allergic reactions. Staff has been trained and supplies are in stock. It is advised parents leave medication at the central office for students so affected.

PUBLIC DISPLAY OF AFFECTION

Inappropriate public displays of affection will not be permitted. Students are expected to demonstrate appropriate physical boundaries and behavior while at school or attending school-sponsored activities. Behaviors deemed disruptive to the educational environment may result in disciplinary action.

BUS RULES

The following apply to students who ride the bus to and from school or to those who ride on activity and field trips:

1. Remain seated at all times when the bus is in motion. Unload only when the sponsor or driver instructs you to do so.
2. Students are expected to maintain an appropriate noise level, especially during times when the driver requires additional focus. Especially when traveling in traffic and approaching railroad crossings.
3. Students shall avoid behaviors that distract the driver or interfere with the safe operation of the bus.
4. Drinks other than water or eating on the school bus are at the discretion of the bus driver.
5. Students are expected to respect school transportation by keeping buses clean and avoiding damage to school property.
6. Never place head, arms or any part of your body outside bus windows.
7. The possession or use of tobacco, alcohol, drugs, or prohibited substances on school transportation is prohibited.
8. Do not occupy seats in such a manner as to block aisles or close off the exit path from rear to front of the bus.
9. Heed all instructions promptly from the sponsor or driver.
10. The driver or sponsor has the right and responsibility to do or use whatever authority necessary for the safety of everyone.
11. Repeated violations of the bus rules could result in student losing bus riding privileges.

PLAYGROUND RULES

Boundaries: West side of property to and including tennis courts. The hill south of the main school building is not part of the playground.

1. **Students should follow instructions given by supervisors.**
2. War ball and/or ball tag is prohibited.
3. No piggy-back rides or lifting persons off the ground.
4. Slide: Everyone is to go down on their seats.
5. No throwing snowballs, rocks, or sand.
6. Physical contact that creates a safety concern, including pushing, is prohibited.
7. No pulling on others' clothes.
8. One person seated on a swing and no running through swings or twisting swings.
9. Play on the equipment not on top.
10. No electronics, books, notebooks, sleds, etc.

11. Once you are outside, you are not to go back inside of the building without first asking permission from the playground supervisor.
12. Hats, gloves, snow pants and boots are required during winter weather months.

DROPPING CLASSES

Students who wish to drop or add a class should see the principal or guidance counselor to discuss the change and pick up the proper forms. Students who drop class 1st semester after the end of the first week of school will be given a failing grade. Students who drop a class 2nd semester after the end of the first week of the new semester will be given a failing grade.

SCHOOL CLOSING

When it is necessary to cancel or release early, announcements will be made to the following media:

1. KTIV closings and cancellations.
2. School Website
3. ADT

HALL PASSES

Students are expected to remain in assigned instructional areas unless they have permission from school personnel. Any student in the hallway without a signed pass will be subject to disciplinary action.

STUDY HALL RULES

Students assigned to study hall are expected to use this time for academic purposes. Students must receive permission from the study hall supervisor before leaving the assigned area:

1. Only one student may leave study hall at a time.
2. Students must follow established sign-out procedures.
3. Students requesting academic assistance from another teacher must have prior approval.
4. Students must follow all expectations provided by the supervising staff member..

LIBRARY

The purpose of the library is to provide students and teachers with materials for enrichment of classroom work and recreational reading. Please use the library with this in mind.

The library is available for student use to support academic learning, research, and reading. Please do not take a book, computer or iPad out of the library without checking it out. The following rules are to be followed:

1. Technology must be checked out of the library.
2. Magazines, except current issues may be checked out for one week.
3. Lost and/or non-returned items must be paid for.

The library is intended to provide a quiet environment for studying, reading, research, and academic activities. Students who make use of the library before and after school should do so with the intent of a quiet place to study in mind. Further regulations for use of the library will be issued as needed.

TEXTBOOKS

Textbooks are the property of the Allen Consolidated Schools. The student to whom the books are issued is responsible for their care. When a book is lost, the student should inquire about it in the Lost and Found and notify the teacher of the class in which the textbook was issued. Students are required to pay for damaged or lost books. Students are responsible for maintaining textbooks in good condition. Protective covers may be required.

CARE OF PERSONAL PROPERTY

The school has lockers in which each student in grades 7-12 can keep his/her books, coats, and other personal effects. The school will also provide separate lockers for those enrolled in Physical Education classes and/or athletics. Students are responsible for securing personal belongings and school materials. The loss of personal property should be reported to the office.

Students should not keep money, watches or other valuables in their lockers. Lockers may be inspected under the supervision of an administrator without notice.

LOCKS

Student and athletic lockers can be locked, and students can check out padlocks. If the padlocks are lost or destroyed, the student will be responsible for the cost of the padlock.

LOST OR FOUND

Money or articles found on the school grounds should be turned in immediately to the Administrative offices. Students are urged to check for lost articles before and after school. Lost clothing and other items will be kept in the Lost and Found until the end of the year and if not picked up, will be donated.

ACADEMIC DETENTION

Students who are not meeting academic expectations may be assigned academic detention or additional academic support opportunities. Academic detention may occur during designated times throughout the school day or after school. This may be during the school day such as during lunchtime or study hall or may be after school. In the case of after school detention, students and parents will be given prior notice so that arrangements can be made for transportation. Academic detention is designed to provide structured time and support for students to complete academic requirements.

STUDENTS' RIGHTS AND RESPONSIBILITIES **IN ALLEN CONSOLIDATED SCHOOL**

Every student has the right to an education and a corresponding responsibility to not deny this right to any other students. Students are expected to contribute to a respectful learning environment that recognizes the dignity and value of all individuals.

RIGHTS

Every student has the right:

- to a learning environment free from interruption and disruption
- to a school environment that is safe and secure and free of threats, name calling and profanity
- to a meaningful education which is appropriate and challenging

RESPONSIBILITY

Every student has the responsibility:

- to have the proper books and materials for each class.
- to complete and submit assignments on time.
- to complete homework as required.
- to study adequately for tests.
- return forms (trip, reports) on time.
- to handle school property (textbooks, etc.) with respect.
- to be understanding of the attitudes and feelings of others.
- to behave in a socially acceptable manner.
- to accept the authority of the teachers and staff of the school.
- to give his/her best effort in schoolwork.

ALCOHOL, TOBACCO, DRUGS AND CRIME

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco (including nicotine delivery systems), other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for

those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use of being under the influence of beer, wine alcohol and/or a controlled substance may also be reported to the local law enforcement authorities.

The Board believes a substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provides information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative guidelines regarding this policy.

SEXUAL HARASSMENT / BULLYING

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affections;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities.
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonable interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.
- demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principal, to develop administrative rules regarding this policy. These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

USE OF RESTRAINTS AND SECLUSION

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusion at Allen Consolidated Schools.

1. Definitions

- A. **Physical Restraint.** Physical restraint means one or more person 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.
- B. **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.

2. Physical Restraint

- A. **When Physical Restraint May be Used.** Physical restraint may be used in the following circumstances:
 - 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 this act.
 - 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.

- 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).
- 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
- 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:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

- B. 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 well-being 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.

- C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
- D. 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.

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:

- 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;
- 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;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instructions regarding documentation and reporting requirements and investigation of injuries and complaints; and
- 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.

3. Seclusion

A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- 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;
- 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;
- 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
- The student has an IEP or Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may be 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 restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
 - As a form of punishment.
- B. 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:

- 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.
- 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).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- 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.
- 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:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
 - The adult responsible for supervising the student must periodically check on the student visually if possible
- C. 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 time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

- D. 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 the Guidance.

4. Documentation and Evaluation

A. 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:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint techniques(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- 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.

- B. 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.
- C. 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

Date of Adoption: May 2010

DATING VIOLENCE

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

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

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

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

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

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

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

Date of Adoption: May 2010

SCHOOL WELLNESS POLICY

Last Reviewed: May 2025. a copy of this policy can be viewed at
https://www.allenschools.org/vnews/display.v/ART/64627dc8877bb?in_archive=1

SENIOR PICTURES

It takes several weeks for a photographer to get your proofs back and several more weeks after you have picked out your poses for the photographer to get your actual pictures. The deadline for the senior and baby message pictures for the annual and class composite is January of the current school year. Please have your pictures taken at least 3 to 4 months in advance of this deadline. The best time to have your pictures taken is in the summer.

Please submit two colored glossy billfold size (approximately 2 3/8 wide by 3 1/4 long) portraits to the Annual Sponsor before the deadline.

A senior composite must consist of a formal head and shoulder pose with:

NO HANDS SHOWING

NO SILHOUETTES

NO PROFILES

NO OVER-THE-SHOULDER PHOTOS WILL BE ACCEPTED

FULL FRONT FACING ONLY

NO HATS

NO PETS

NO OUTDOOR POSES

NO CHAIRS OR OTHER FURNITURE SHOULD BE VISIBLE

NO VISIBLE TATTOOS

NO REVEALING OR INAPPROPRIATE CLOTHING

USE A SOLID COLOR BACKGROUND

Please inform your photographer of these guidelines. No exceptions to the above guidelines will be made.

You do not have to have a professional photographer take your pictures, but the above guidelines need to be followed for all pictures submitted.

Photos must meet the approval of the Allen Consolidated Schools Administration.

SENIOR INTERNSHIP

An internship is a privilege offered to all senior students. Students must be on track to graduate, and grades must be passing to maintain the ability to attend their internships.

Seniors who meet the following guidelines may be released from school on Fridays to attend an internship related to the line of work they hope to pursue following graduation:

1. Written agreement form signed by the student, parents, school counselor, and principal;
2. The following other forms must also be signed by parents and internship site supervisors:
 - a. Internship Site Agreement and Transportation Wavier.
3. Internships will be on Friday's only and students will be working at their internship site for a minimum of 5 hours;
4. Seniors must not be on the probation OR ineligibility list. Students who do not qualify for internships due to grades will lose the privilege of leaving early for the following week and/or until they do qualify. Seniors must be on course to graduate meeting or planning to meet all graduation requirements of the Allen Consolidated Schools;
5. Complaints from Allen residents and/or businesses concerning the behavior of a student or students (including driving habits) may revoke internship privileges;
6. The administration reserves the right to revoke internship privileges for the conduct and behavior detrimental to fellow students, staff, or the school in general; If a student receives a behavior infraction that results in In-School Suspension (ISS) or Out-Of-

School Suspension (OSS), this will result in the revocation of the privilege for the remainder of the quarter.

7. If a senior student is enrolled in a graduation required course that does not meet every day, such as speech or financial literacy, they will be required to attend school during that specific courses period on the Friday's that those courses occur. It is the student/parent choice if the student attends their internship before or after the course's class period here at school.

SENIOR RELEASE

Senior release from classes will be considered on an individual basis. Students must be on track to graduate, and grades must be passing to maintain release status.

The campus of the Allen Consolidated Schools is closed, and students after arrival for morning classes will not, without permission of the principal, leave the campus for any purpose until they have completed their school requirements for the day.

Seniors who meet the following guidelines may be released from the first and/or the last period of the day:

1. Written agreement form signed by the student, parents, school counselor, and principal;
2. Seniors must be enrolled in at least six classes to qualify for senior release;
3. Senior release may be for the 1st and/or 8th period only and students will be leaving for home or in some cases employment;
4. Seniors must have a C or above in each class they are taking per the grade report list that is run weekly. One D will be permitted if all other grades are C or above. Students who do not qualify for early dismissal due to grades will lose the privilege of leaving early for 1 week and/or until they do qualify. Seniors must be on course to graduate meeting or planning to meet all graduation requirements of the Allen Consolidated Schools;
5. Seniors must have no more than 5 absences (excused or unexcused) or tardies per quarter. 5 or more absences (excused or unexcused) or tardies will cause a revocation of the privilege for the remainder of the quarter (5 absences is equivalent to being absent for 40 total class periods)
6. Complaints from Allen residents and/or businesses concerning the behavior of a student or students (including driving habits) may revoke the senior privilege;
7. The administration reserves the right to revoke senior release privileges for the conduct and behavior detrimental to fellow students, staff, or the school in general. If a student receives a behavior infraction that results in In-School Suspension (ISS) or Out-Of-School Suspension (OSS), this will result in the revocation of the privilege for the remainder of the quarter.

CRISIS MANAGEMENT

In all situations, the school intercom system will be used to communicate instructions.

Types of Response:

1. **HOLD:** In your room or area. Clear the halls.
STUDENTS: Clear the hallways and remain in room or area until the “All Clear” is announced. Do business as usual
ADULTS: Close and lock the door. Account for students and adults. Do business as usual
2. **SECURE!** Get inside. Lock outside doors. (Our doors should ALWAYS be locked!)
STUDENTS: Return to inside of building. Do business as usual
ADULTS: Bring everyone indoors. Increase situational awareness. Account for students and adults. Do business as usual.
3. **LOCKDOWN:** Lights out, lock doors, out of sight! (Doors should ALWAYS be locked – just pull shut!)
STUDENTS: Hide, be quiet, don’t open doors.
ADULTS: Recover students from hallway if possible. Lock (close) the classroom door. Turn out the lights Move away from sight. Maintain silence. Do not open the door. Prepare to evade, defend, or evacuate.
4. **EVACUATE:** This is a response where all students and staff will move to the predetermined evacuation areas (Methodist Church in Allen.)
5. **SHELTER:** This is a response where all students and staff may go to a designated area within the building and “duck and cover”. (Tornado/Gas Leak) Each room has a shelter area posted.

REQUIREMENTS FOR A DIPLOMA

The following credits are required for D from the Allen Consolidated School as specified by the Board of Education. **(Adopted 3/2010)**

5 credits of Speech
40 credits of English
40 credits of Social Studies (to include American History, American Government)
30 credits of Science (to include Biology and Physical Science)
30 credits of Math
10 credits of Vocational Education
20 credits of Computer or Computer related credits
20 credits of Health & Physical Education
10 credits of Fine Arts
35 credits of Electives (of which 5 credits must be Financial Literacy)
10 credits of Foreign Language

Total of 250 credits required for graduation.

GRADING SYSTEM – HIGH SCHOOL

Teachers enter grades into PowerSchool on an ongoing basis. Quarterly and semester grades will be sent out to the parents/guardians.

The grading system for the Allen consolidated School is as follows:

Grading scale-incorporating % with 4.0 scales **(Revised August 2005)**

100	4.0	A+		93	B+	3.0		85	C+	2.0		D+	77	1.0		69 and below	0.0	F
99	4.0	A+		92	B+	3.0		84	C+	2.0		D+	76	1.0				
98	4.0	A		91	B	3.0		83	C+	2.0		D+	75	1.0				
97	4.0	A		90	B	3.0		82	C	2.0		D	74	1.0				
96	4.0	A		89	B	3.0		81	C	2.0		D	73	1.0				
95	4.0	A-		88	B	3.0		80	C	2.0		D	72	1.0				
94	4.0	A-		87	B-	3.0		79	C-	2.0		D-	71	1.0				
				86	B-	3.0		78	C-	2.0		D-	70	1.0				

MODIFIED GRADING SCALE:

The Allen Consolidated Schools has approved a modified grading scale that can be used by staff members in the grading process for at-risk, special education, and 504 students in grades K-12. This scale was put together during the 2006-2007 School year on an experimental basis and proved to be quite successful. This moved the grade scale for the student rather than teachers having to modify each student grade to our existing scale.

90-100 A 80-90 B 70-80 C 60-70 D 0-60 F

GRADING SYSTEM – ELEMENTARY

Teachers enter grades into PowerSchool on an ongoing basis. Quarterly & semester grades will be sent out to the parents/guardians.

The grading system for the Allen Consolidated School is as follows:

Grading scale for elementary students

GRADES: K-2

S+ = Outstanding
S = Satisfactory
N = Needs improvement
U = Unsatisfactory

GRADES: 3-6

94-100% = A
86-93% = B
78-85% = C
70-77% = D
0-69% = F

CORRESPONDENCE CLASSES

The Allen Consolidated Schools believes that correspondence classes enhance the curriculum offered by the District. The following are limitations to allowing students to enroll in correspondence classes for credit.

1. Student will be responsible for all expenses incurred from enrolling in correspondence classes.
2. All correspondence classes accepted for credit by Allen Consolidated Schools shall be from an accredited (state/national) college.
3. Students may enroll in correspondence classes:
 - a. to make up credits from a failed class.
 - b. if there is a schedule conflict.
 - c. if the school does not offer a class the student wants.
 - d. when the administration and guidance office deem it appropriate for the student.
4. All effort will be made to schedule students in existing classes here in the building before using courses by correspondence.
5. All correspondence classes must be approved by the administration and guidance office.
6. A student may apply up to 30 credits from correspondence classes toward graduation from Allen Consolidated Schools.
7. The proctor for a correspondence course must be a member of the Allen teaching staff.
8. College credit courses will not count towards high school credit or graduation requirements and will not be placed on a student's high school transcript. (Please note, it is up to individual colleges to decide upon acceptance of transfer of college credit classes. If you are unsure of transferability, check with the individual college's admissions office.)
9. Students may take approved teacher courses under the following conditions:
 - a. The instructor holds a valid Nebraska teaching certificate.
 - b. The dual credit course will only replace a graduation requirement when equivalent course standards are met.
 - c. In cases where the offering college uses a different grading scale, students will receive the minimum percent equivalent for the letter grade given by the school. For example, if a student earns an 80% B- for a dual credit class, they will receive the lowest B- percentage grade on the Allen scale which is an 86%.

HONOR ROLL

Any full-time student with all B's or above will be on the honor roll. Any full-time student with all A's will be on the all A honor roll.

HONOR CORDS

Graduating seniors in the top 25% of their class as calculated using the percent GPA will wear honor cords at commencement.

CLASS RANK

Class rank for the purpose of valedictorian and salutatorian honors will be determined by using percent GPA and will include “weighting” certain high level and/or college credit classes by adding 3.5 percentage points each semester after the grade average is figured. Classes to be weighted are Advanced Math, Anatomy and Physiology, Medical Terminology, Physics, and all Dual Credit classes. This weighted GPA will not be used for the purpose of printing transcripts. All other class rankings will be calculated using simple percentage GPA.

SEMESTER TESTS

All students in grades 7-12 shall be required to take semester tests. All teachers are asked to give some type of semester test or culminating project where students have the opportunity to demonstrate that they have learned the minimum skills necessary for mastery of this class. The test should NOT be cumulative for the entire year and the length should be such that all students should be able to complete the test in a 50-minute period. Students must be given a review, rubric, or list of objectives that identifies all of the material that will be included on the test, and this review must be given to students no later than one full week before the semester test is scheduled. The weighted average of the semester test must be no more than 10% of the semester grade.

NATIONAL HONOR SOCIETY

Any student in grades 10, 11, and 12, who has a cumulative grade point average of 90% or better, is eligible for consideration in the National Honor Society.

A student who has met the scholarship requirement, must then also meet the leadership, service, and character requirements that come with membership into this organization.

The following guidelines will be taken into consideration when considering the character of the applicant:

1. The student promises to promptly meet the pledges and responsibilities to the school and teachers.
2. The student demonstrates the highest standards of honesty and reliability.
3. The student exemplifies desirable traits of personality.
4. The student cooperates by complying with all school regulations.
5. The student demonstrates strong moral character.
6. The student shows respect for the laws of our society.

Specific procedures for the selection of the National Honor Society members are outlined in an information sheet that is available to prospective students and parents.

Revised 6/07

STUDENT COUNCIL

The student council is made up of the class officers elected from each of the class's grades 7-12. Each class has three members: the elected president of the class, the secretary of the class, and the treasurer of the class. The purpose of the student council is not to govern the students but to serve as a meeting place between the student body and the administration. Where the students can, they assume as much responsibility for organizing their high school activities, as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration. It should also promote better student – teacher relationships. School spirit and citizenship should be developed. The student council officers will be President, Secretary and Treasurer. Some of the activities of the student council will include: Homecoming.

STUDENT (TEACHER) AIDES

Qualifications:

1. Any Junior or Senior with Administrative approval.
2. Students should show an interest and ability in a certain area.

Duties:

1. Provide assistance to the instructor.
2. Help with clerical work: type, check papers, bulletin boards, etc.
3. Aide certain areas.
4. Assist students during study periods.
5. Help with A-V materials.

Credit:

1. Student will receive 2.5 hours credit per semester.
2. The first semester of aiding, student will also be enrolled in Diversified Occupations and must complete the class requirements.
3. Will grade on a percentage basis.

Responsibilities of Instructor:

1. Provide necessary leadership in the classroom so that the aide is respected.
2. Do not turn class over to the aide and leave the room.
3. Do not expect the aide to know everything.
4. Try to provide the aide with work on a daily basis.
5. Keep the aide in the classroom at all times, unless the aide is given a pass to do a specific assignment, for example, make copies on a copy machine.

ACT Test Dates for 2026-2027

Here are the anticipated test dates and score release dates for 2026-2027. The test dates are confirmed by ACT, Inc., the others are our projections based on historical data.

Test Date	Registration Deadline (Late fee applies after this date)	Late Deadline	Photo Upload & Standby Deadline	Initial Score Release
September 19, 2026	August 14	September 1	September 14	October 6
October 17, 2026	September 11	September 29	October 12	October 27
December 12, 2026	November 6	November 29	December 7	December 22
February 27, 2027	January 22	February 9	February 22	March 16
April 10, 2027	March 5	March 23	April 5	April 20
June 12, 2027	May 7	May 25	June 7	June 22
July 10, 2027	June 4	June 22	July 5	July 20

STATEWIDE MANDATORY ACT TEST DATE

The Statewide mandatory ACT Test will be given to all students in grade 11. Date: TBA

ASVAB & PLAN TESTS

The **ASVAB** test will be given at the Allen School to all interested sophomores, juniors, and seniors: Date: TBA

MAPS TESTING

Will be given to grades KG - 10 in the fall, winter and spring: Dates: TBA.

NSCAS TESTING

Will be given to grades 3-8 in the spring which will include core areas of:
Language Arts, Math, Science: Dates TBA

PERSONAL LEARNING PLANS

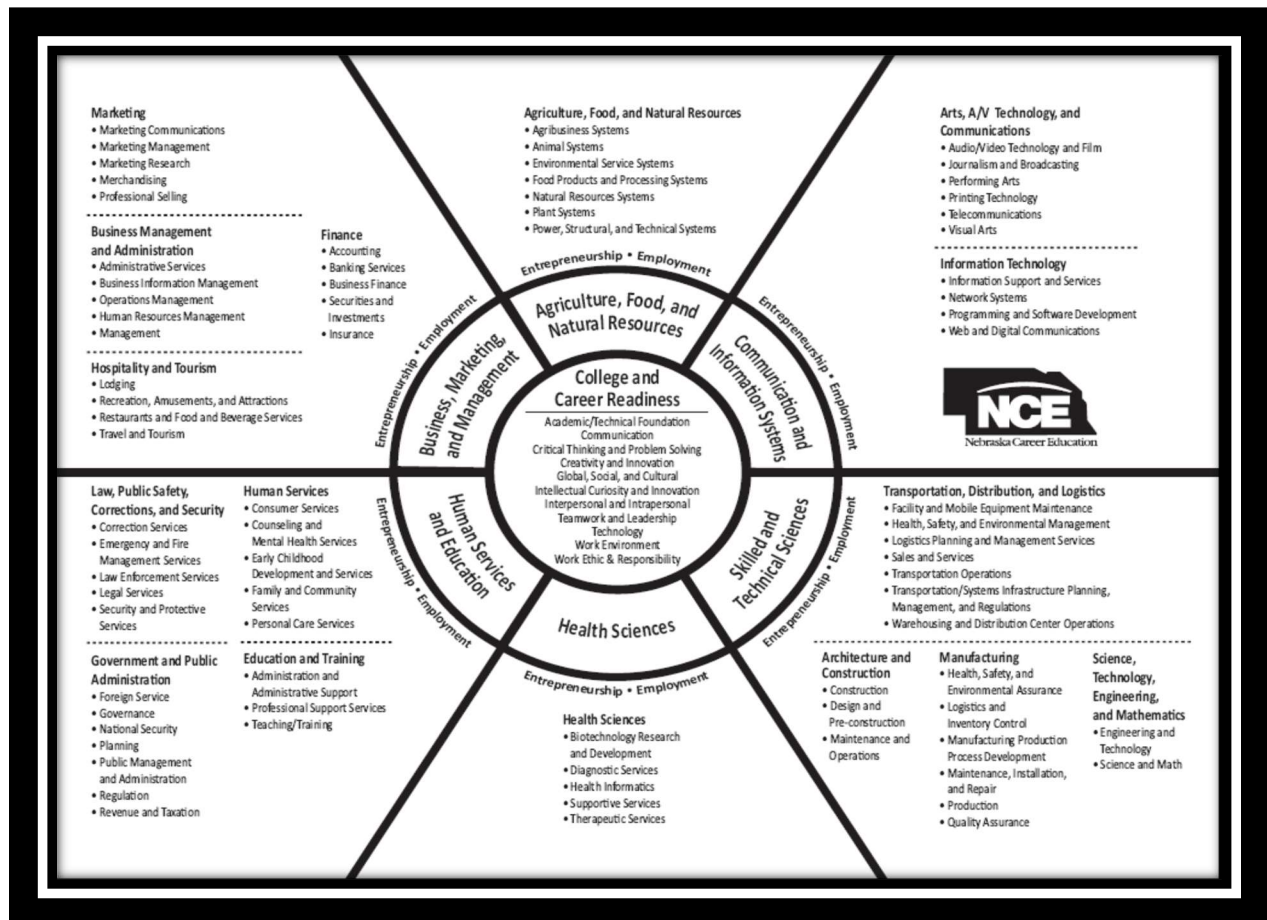
7th Grade and New Students and Parents:

According to the new Rule 10 requirements, career education curriculum must include exploration of career fields. Included in this handbook are a Nebraska Department of Education Career Fields and Cluster Model. This model will be posted in each 7-12th grade classroom this year and teachers will be using this terminology in their teaching. The Foundation Knowledge

and Skills at the center of the model are the knowledge and skills required in all career fields. In addition, the guidance program now includes individual student plans to assist

every student in grades 7-12 in developing a career and education plan. These plans will be referred to as Personal Learning Plans or PLP's. The student's PLP will be done online within the NCC (Nebraska Career Connections) site. We would like to have on file a signed permission form from each parent with a student entering the 7th grade, approving the use of this site for your child's PLP.

For additional information or questions please contact Mrs. Smith at 402-635-2484.



EXTRACURRICULAR ACTIVITIES GUIDELINES

PHILOSOPHY AND PURPOSE

The purpose of all activities is to provide students opportunities outside of the regular classroom that cannot be duplicated in the classroom situation. In this way, students have the opportunity to develop themselves into the best possible person they are capable of becoming.

Students are encouraged to participate in extracurricular activities. They are an integral part of school life. In athletics and other activities, students make lasting friendships, gain valuable social experiences, learn to work and cooperate for a common goal, as well as gain physical and mental disciplines directly related to the activity involved.

It should be noted, however, that participation in these activities is a privilege accorded only those students who are willing to abide by state law, school regulations as well as reasonable rules set forth by the coaches or sponsors that are applicable and directly related to the activity involved. Students and parents are reminded that the joy of participation is and should be the sole reason for the participation in an extracurricular activity.

School activities shall be defined as all activities in which students participate except those that are a direct extension of a regularly scheduled class (normally included within the course requirements and/or expectations). (Revised July 1992)

REGULATIONS

Transportation

Transportation to and from school events is provided in a school bus or other school vehicle. Students will use the transportation provided by the school. Parents wanting their student to ride with them, must personally approach the coach following the contest, and provide them with a signed release. Students will be released to parents other than their own, ONLY when they have provided the coach AND the Administrator with a signed release at least one day prior to the activity. Any other exceptions to the rule would be dependent on coach's judgment because of sickness, injury, etc. at the time.

Clothing and Conduct

Students will wear appropriate clothing when representing the school at public events. Coaches and sponsors will discuss this within their respective groups. Other rules or conduct may be imposed or required by the various coaches or sponsors, as they deem necessary.

School Attendance

School Attendance on Days of Scheduled Activities Students must attend all regularly scheduled classes on the day they participate in any student activity. Exceptions may be given by the school administration for pre-approved absences due to but not limited to funerals, verified medical appointments, and college visits.

Schoolwork

Schoolwork assigned in the regular classroom is considered to be the student's first priority. Students are expected to complete all classroom responsibilities if they wish to participate in activities. Students may be asked to stay after school to complete assignments before being allowed to participate in activities practices. 9-12 students must also pass at least 20 hours of core subjects the previous semester to be eligible under NSAA and Allen Consolidated Schools policies.

Students will make up all work in advance of any activities which necessitates participation during the school day unless excused by the Teacher.

ACTIVITY ELIGIBILITY

All 7-12 students are expected to have on file each year an NSAA student/parent consent form that spells out the expectations that students must abide by in order to maintain their eligibility to participate in NSAA activities. The specific activities are identified on the consent form.

Specific activity eligibility guidelines are discussed in the Student Handbook. Students and parents agree to follow and abide by these eligibility rules to maintain their activity eligibility. Student and parents' signatures on the acknowledgement form indicate their understanding and agreement to abide by these activity guidelines. **(Revised July 2005)**

- A. NSAA eligibility rules from semester to semester shall be followed. (NSAA states that students who have not passed 20 credit hours the previous semester are ineligible for NSAA sponsored activities.)
- B. Incoming 9th grade students will be required to pass the equivalent of twenty hours of academic credit (this would be 4 out of 5 classes including math, English, science, social studies, and quarter elective classes) in the immediate preceding semester of 8th grade. 8th grade students not passing twenty hours of academic classes in their second semester of study will be given the opportunity to attend summer school in order to remain eligible for the fall semester of their 9th grade year.
- C. The down list will be run weekly for any students having Ds or Fs in any classes for the quarter or the semester, and down letters will be mailed home, with the exception of the first and last week of each quarter.
- D. If any student in grades 7-12 is failing one or more classes on the first day of the school week he/she will be placed on academic probation for that week. This probation period will be determined AFTER the first two full weeks of each quarter in classes meeting every day, and the first full 3 weeks in classes meeting every other day, and every week of the quarter thereafter. If the student fails to raise that grade to a passing level (70% or better), the student will be declared ineligible for participation in extracurricular activities for the ensuing calendar week. The ineligible student will remain on the ineligible list, on

a weekly basis, until such time the student's grades are considered passing (70% or better). Conversely, if the student does raise his grades to 70% or better during the probationary week, the student will be declared eligible for participation.

The principal will have the authority to develop specific educational plans for students, in order to help students who appear on the probation/ineligible list.

- E. School activities in which a student will be considered ineligible during the ineligibility period under any of the criteria above include but are not limited to the following:

Sports competitions	Science Fair competitions
Pep band performances	Honor Band/Choir
Competitive Speech performances	Dances
Field Trips not attended during school hours which are intended to be a reward activity.	

- F. Academic eligibility requirements do not apply to:

Instructional field trips which are part of the scheduled course learning experience. Examples include but are not limited to college visit field trips, field trips students enrolled in a specific course are taking, etc.

Activities or events which are considered in determining the student's grade. Examples include but are not limited to: One-Act performances, music concerts/performances, etc.

BAND AND MUSIC

Music Performances

A performance with a music group is a "team" event. An absent band or choir member is devastating. If a student is absent from a performance the director must be contacted by the parent/guardian (written or oral) regarding the reason. If absent because of illness or family emergency, the student will be excused. All other excuses will be dealt with on an individual basis, and director's decision will be final as to whether or not the absence will be excused.

Penalties for unexcused performance absence may include lowering of grade or the completion of an alternative assignment. Each student will be handled on a case-by-case basis.

ALCOHOL, TOBACCO, DRUGS AND CRIME

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be

reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 60 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

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

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack

of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will notify the student and the student's parents or guardian. The student and parents or guardian will be informed of the opportunity to request an informal hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent by sending a written request to the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. The request for a hearing must be received by the Superintendent within five days of the Principal notifying the student of the discipline.
 - b. If a hearing is requested:

- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session).
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

MISCONDUCT AND RESPECT

The following is a partial list of actions that constitute misconduct:

1. Unsportsmanlike conduct involving visiting school teams or their representatives.
2. Causing or attempting to cause physical injury to another student. Physical injury caused by accident, self-defense or other action undertaken on a reasonable belief that it was necessary to protect some other person shall not constitute misconduct.
3. Insubordination of any staff member.
4. Stealing or attempting to steal private or school property.
5. Engaging in any other conduct which may not be prescribed above but which constitutes a substantial interference with the extracurricular activities of the school.

Allen's athletes shall treat the coaching staff, team members, its fans, and officials with respect.

Each offense: punishment for a display of disrespect shall be handled by the coaching staff of the respective sport.

REGULARLY SCHEDULED CONTESTS AND PRACTICE

Allen's athletes shall deter from missing regularly scheduled contests except in the case of illness or emergency.

All offenses: for each game missed by the participant, he or she shall be excluded from participation in one more game. All athletes shall deter from missing scheduled practices during the sport season except in the case of illness or emergency.

1. **Excused:** each player shall make up a set of practice drills prepared by the coaching staff.
2. **Unexcused:** non-participation in one game and make up a set of drills prepared by the coaching staff.

QUITTING

Allen's athletes shall deter from quitting after joining the team. Quitting shall be determined by the player notifying the coaching staff of his or her intentions during, before, or after a practice or game.

DUE PROCESS

All students are afforded the right of Due Process (LB503).

All offenses of violation or misconduct by a student participating in an activity will be reviewed by a building administrator and the appropriate punishment, if any, will be administered to the student. Any punishment by the administrator and sponsor will result in a letter being sent to the parents/guardians stating what action was taken. The parents/guardians shall have three (3) calendar days, if they have any questions, to request a meeting to further discuss the matter.

EQUIPMENT AND USE OF EQUIPMENT

Any equipment that belongs to the Allen Consolidated School and is checked out to the student for use becomes the responsibility of that student. When it is time to return the equipment and the student does not have it or it is damaged or abused more than normal use prescribes, the student is financially liable for the replacement costs of said equipment.

SIGNED AGREEMENT

Each student shall have on file in the Administrator's office a signed agreement by the student and parent/guardian that he/she has reviewed and will abide by the Activities Guidelines. A student will not be allowed to participate in any activity until the signed agreement has been submitted to the office.

OTHER EXTRACURRICULAR ACTIVITIES

FUND RAISING PROJECTS

It is imperative that the administration be made aware of and approves all fund-raising projects connected with any organization representing the school. Do not begin such a project until such approval has been given.

FIELD TRIPS

Field trips must be sponsored by the school and accompanied by the teacher or assigned faculty sponsor.

- ALL trips are to be approved by the administration and placed on the school calendar.
- As a general guideline, one trip per semester is allowed.
- The school WILL NOT sponsor any type of a "Senior Sneak Day".
- All field trips should be completed before the last two weeks of school.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information and specific instructions for the day will be read during the **first period** classes each morning. The announcements will also be posted on the T.V. in the commons area.

Anyone who wishes to put notices in the daily announcements must have the notice approved by the office or their advisor. All of the announcements for the following day's announcements are due at 4:00 p.m. to the Principal's office.

POSTERS, SIGNS, POSTING OF ANNOUNCEMENTS

All signs, posters, etc. which are placed in the school building must be initialed by the administrator, teacher, office personnel or advisor for the activity showing approval of the sign being displayed. Signs or posters without such approval may be removed.

ACTIVITIES CALENDAR

Any organized meeting, which is held in the school building, must be placed on the activities calendar kept by the Activities Director and Superintendent's secretary. All events on the calendar must be placed on a Request for Event form, which is available in the office. It must be approved by an Administrator before being placed on the calendar.

Any event which is to be listed on the published monthly calendar is to be confirmed at least 15 days before the new month in order to guarantee being listed. Whenever possible, the monthly calendar will be published at least 7 days before the new month.

MEAL PRICES

(updated June 2026)

Breakfast		\$ 2.60
	Adult	\$ 3.00
(Milk & Juice included)		
Lunch	K-6	\$ 3.20
(Milk included)	7-12	\$ 3.45
	Adult	\$ 4.90
Doubles	7-12	\$1.90
Juice/Milk (extra)		\$.50

NONDISCRIMINATION STATEMENT

The United States Department of Agriculture's required nondiscrimination statement must be printed as follows:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of

the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

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

School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include this statement in full, on all program materials used for public information, public education or public distribution.

*Nebraska SFAs must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site **if** school meal information is available.*

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text:

USDA is an equal opportunity provider and employer.

The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.

Nebraska Department of Education, Nutrition Services 07-13

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the Administrator by telephoning the school office.

Parent/Teacher conferences will be scheduled in the middle of the first and third quarters.

GUIDANCE SERVICES

Counseling service is available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor or your teachers will be happy to try to help you with these problems. Appointments can be made by requesting a pass from your teacher, the office personnel, or the counselor.

A cumulative and confidential folder is maintained for each student. The folder contains records of school progress and adjustments, grades and credits earned, test results, attendance, health records and vocational plans.

It is the policy of the district to provide information to all students concerning drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of Allen, or if no such services are found, within the state of Nebraska. Information concerning such resources is available from the Guidance Office.

ACCIDENT INSURANCE

All students will be given the opportunity to enroll in a school accident benefit plan issued at the beginning of the school year. Accidents occurring enroute to and from school, on school grounds, or sponsored activities will be covered for those who enroll. Coverage varies with the policy. Students (parents) must pay for the coverage they wish.

The district covers all students under a catastrophic accident insurance plan.

CLASS RINGS

The freshman class orders rings during the year with delivery before the end of the school year if possible. (Specific dates will be announced.) Several styles are available to choose from so that each person has an individualized ring. A student need not purchase through the representative that calls at the school.

USE OF CELLULAR PHONES AND OTHER COMMUNICATION DEVICES

Personal electronic devices must be used in accordance with district expectations. Unauthorized use during instructional time may result in disciplinary action. Students who comply with the electronic device policy shall be allowed to bring a device into the building so long as it is not handled and it does not emit a noise (including vibration); students who are either unwilling or unable to comply with the policy, shall have the privilege of carrying a phone within the school building revoked.

Electronic devices include but are not limited to cell phones, smart watches, Bluetooth headphones (i.e. air pods), Bluetooth speakers, iPads/tablets, personal laptops, etc.

Students will be asked to leave their device in the pocket chart or similar location in each teacher's classroom. Exceptions to this policy will be limited to medical needs or a student IEP that requires a student to access their device but only for medical or educational reasons.

The expectation is that there will be no use of non-school issued electronic devices during instructional periods unless directed by the classroom teacher to be used for a curriculum related purpose, no use of non-school issued electronic devices during study hall or aiding periods and no use of non-school issued electronic devices between the hours of 8:15AM to 3:35PM with the exclusion of the lunch period and passing periods. Electronic devices shall never be utilized in locations such as locker rooms, restrooms, and other areas where the right to privacy is expected.

- First offense: The electronic device will be confiscated by the classroom teacher and locked away until the end of the school day at 3:35PM. For this offense, classroom teachers can issue a consequence to be served with them as they see fit. Students will call parents or guardians to let them know they have received a first offense and what will happen if they receive a second.
- Second offense: The electronic device will be confiscated to the office to be locked away until the end of the school day at 3:35PM. Students will call parents or guardians to let them know they have received a second offense and what will happen if they receive a third.

- Third offense: The electronic device will be confiscated to the office to be locked away until the parent or guardian of the students can pick it up from the office. Students will call parents or guardians to let them know they have received a third offense, and what will happen if they receive further offenses.
- Further offenses will result in all the consequences determined under a 3rd offense as well as consequences determined by the principal for insubordination to the policy. A meeting with parents may be utilized to help students be successful with this policy in the future.

Any time a staff member directs a student to surrender an electronic device, the student will be expected to do so immediately and without complaint. Failure to surrender a device immediately is an act of defiance and will result in the loss of the electronic device privileges and/or other consequences. Violations of the electronic device policy may result in loss of privileges for a given amount of time, detention, suspension, or other consequence.

USE OF SCHOOL PHONES

The school phone is a business phone and should not be used by the students. The phone in the lunchroom is for student use for personal phone calls.

Calls are not to be placed or received by the student, which are personal in nature. A student will be called from class to receive a phone call ONLY if it is an emergency. For any non-emergency calls a message will be delivered to the student by the end of the school day.

INTERNET/COMPUTER USE POLICY

It shall be the policy of the Allen Consolidated Schools to provide educational opportunities to the students of the district by providing tele-computing services via the Internet. The district by adopting this policy recognizes that access to the Internet, data available through the Internet, and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educational benefits of the Internet, be the policy of this District to revoke the privilege of any user who misuses the Internet by engaging in activities not related to the educational purposes of the District.

User access will be prohibited and revoked as to any person who is logged onto an inappropriate site including, but not limited to: receiving or inputting pornographic materials; promoting violence; engaging in racial, gender, or other slurs; receiving or transmitting information pertaining to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weapons, or explosive attacks; and for engaging in non-educational conversations, including chat rooms; and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educational purposes of this District.

User access may also be revoked for using the Internet without permission of a teacher or sponsor.

Additionally, to the extent that it can be reasonably determined by the administration what fees if any have been incurred by a person for unauthorized purposes, it shall be the policy of this School District to seek reimbursement and full restitution from the student or their parent or guardian, for use of the Internet in a manner inconsistent with this policy.

In Addition, students will not violate copyright or software licensing agreements. Students will not copy, download, design, or create any software or component intended to damage, alter, or degrade software applications or network architectures.

STUDENT FEE POLICY

Introduction: The Board of Allen Consolidated Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. That 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. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and similar items), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, class materials for projects which the student may keep, and college tuition or fees for college credit or for classes taken off campus), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and similar items), and assisting with special programs, such as field trips, summer school, school dances, and plays. The district's general policy is to continue to encourage and to require, to the extent permitted by law, 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. Parents, guardian, and students are encouraged to contact their building administration for their teachers or activity sponsors for further specifics.

1. Guidelines for Clothing Required for Specialized 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, course, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire that may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physics 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 processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or Consumable Items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable

items including, but not limited to, pencils, pens, paper, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, calculators and protractors for math classes) may be available to the students by the District, but students may also be encouraged to purchase their own such equipment or supplies of their own use after school hours or for use during the school day due to the limited number of District items available to the students. Such materials are subject to the District's fee waiver policy.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents/guardians will be held responsible for damages to school property 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.

Materials Required for Course Projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

4. Extracurricular Activities—Specialized Equipment or Attire

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.

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 music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable use cost for such equipment or attire.

5. Extracurricular Activities—Fees for Participation

The District does not generally charge fees for participation in extracurricular activities.

6. Postsecondary Education Cost

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" mean tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary educational education credit or a course being taken as part of approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition or fees associated with obtaining credits from a postsecondary educational institution.

7. Transportation Costs

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

8. 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 costs 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.

9. Participation in Before/After School or Pre-Kindergarten Services

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

10. Participation in Summer School or Night School

Students are responsible for fees required for participation in summer school (Driver’s Education) or night school. No fee is required for the Summer Reading Program. Students are also responsible for off-campus or correspondence courses.

11. Breakfasts and/or Lunch Programs

Students shall be responsible for items which students purchase from the District’s breakfast and/or lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

12. 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 and reduced priced 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, (2) materials for course projects, and (3) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch program or reduced lunch program is not required to qualify for this waiver.

13. 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. The Student Handbook or its equivalent shall be provided to students of the District at no cost.

14. 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.

15. Fee Schedule/Timeline for Application of Waiver

The following have been established based on the fees of the previous school year:

- Class Dues: For grades 7, 8, 9, 10, 11, and 12
- Choir: No fees at this time
- Swing Choir: Not active at this time, would be under waiver policy
- Jazz Band: Shoe Expense
- Football: Only if Jersey fee required
- Basketball: Only if shooting shirt required
- Graduation: No fees are charged for graduation. However, fund raisers are conducted by the senior class for expenses associated with graduation. Students who do not participate in the fund-raising campaigns will need to pay for these expenses. Student’s purchase of graduation robes would come under this policy.
- Industrial Technology/Art Classes Materials charge may be assessed to students. The finished projects become the property of the student(s).

A waiver form will be provided for every household that qualifies for free and reduced lunches. Forms will be available in the Superintendent's office for other individuals who are interested in applying. Forms must be returned to the Superintendent's office within thirty (30) calendar days after the beginning of the school year. Individuals who experience changes in income, family status, or other qualifying conditions, may contact the Superintendent's office for a waiver form at any time during the school year. Students who enroll at Allen Consolidated Schools during the school year will have thirty (30) calendar days from their enrollment date to complete and submit the waiver form.

(Last Review: 5/20/2025)

NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Allen Consolidated Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, Allen Consolidated Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

PEOPLE YOU SHOULD KNOW

Administration

Michael Pattee – Superintendent

Chris Blohm – Principal

Elementary Teachers

Kristin Smith – School Counselor

Carla Dickens – Pre-School & Elementary
School Counselor

Samantha Schumer – Kindergarten

Carly Dickens – First Grade

Shannon Ridenour – Second Grade

Alex Stephens – Third Grade

Callie Anderson – Fourth Grade

Desiree Kneifl – Fifth Grade

Haley Belt – Sixth Grade

Alissa Hendrix – Title 1

Stacie Knight – Special Education K-12

Jake Kneifl – Physical Education (PK-6)

DJ Smith – K-4 Music

Denise Hingst – Art

Bailey Munter – Library & Computers

Secondary Teachers

Jake Kneifl - Physical Education (7-12)

DJ Smith - Band, Vocal Music

Marlene Levine – Math & JH English

Kristin Moeller - English (Gr. 9-12)

Bailey Munter – Library

Nick Curnyn – Business

Casey Brentlinger – Math, Athletic Director

Kristin Smith – School Counselor

– Science

Caleb Lindgren – Social Studies, History

Amber Horton – Voc Agriculture/Industrial Tech/FFA

Denise Hingst – Art

Briana Ostrand – Special Education 7-12

District Bookkeeper

Stephanie Sullivan - Superintendent's Secretary, District Bookkeeper, School Board Secretary

Secretary

Becky Stapleton – Principal's Secretary, Activities Secretary

Custodians

Linda Blohm

Candy Strivens

Nurse

Julie Lauck

Cooks

Becky Stapleton

Wendy McNear

Route Driver

Jack Warner

Rhonda Warner

Charlie Curnyn

Paraprofessionals

Shelly Jones

Karen Milander

Ana Biderman

ACTIVITIES ASSIGNMENTS 2026-2027

Activities Director	C	Casey Brentlinger
A-Club Sponsor	C	Casey Brentlinger
Junior High Sports - Coop with Emerson-Hubbard		
JH Head Volleyball		Jasmin Johme
JH Asst Volleyball		Alyssa Crosgrove
JH Head Football		Doug Mackling
JH Asst Football	C	Caleb Lindgren
JH Head Boys Basketball		Blake Erickson
JH Asst Boys Basketball	C	Jake Kneifl
JH Head Girls Basketball	C	Caleb Lindgren
JH Asst Girls Basketball		Jasmin Johme
JH Head Boys Wrestling	C	TBD
JH Asst Boys Wrestling	C	TBD
JH Head Girls Wrestling	C	Kristin Smith
JH Head Track	C	Sam Schumer
JH Asst Track		Jasmin Johme
JH Asst Track	C	Caleb Lindgren
Volleyball - Coop with Emerson-Hubbard		
Head Volleyball	C	Carly Dickens
Asst Volleyball	C	Haley Stapleton
Asst Volleyball	C	Callie Anderson
Football - Coop with Emerson-Hubbard		
Head Football	C	Jake Kneifl
Asst Football		Austin Coffman
Asst Football	C	Blake Erickson
Asst Football	C	Jason Olesen
Cross Country - Coop with Emerson-Hubbard		
Head Cross Country	C	Casey Brentlinger
Asst Cross Country		Truman Wood
Girls Basketball - Coop with Emerson-Hubbard		
Co-Head Girls Basketball	C	Briana Ostrand
Co-Head Girls Basketball		Payton Blanke
Boys Basketball - Coop with Emerson-Hubbard		
Head Boys Basketball		Austin Coffman
Assistant Boys Basketball	C	Gil Ridenour
Assistant Boys Basketball	C	Lukas Oswald
Boys Wrestling - Coop with Emerson-Hubbard		
Head Wrestling		Truman Wood
Asst Wrestling		Janelle Nielsen
Asst Wrestling	C	Bryan Isom
Girls Wrestling - Coop with Emerson-Hubbard		
Head Wrestling		Truman Wood
Asst Wrestling		Janelle Nielsen
Asst Wrestling	C	Bryan Isom
Track - Coop with Emerson-Hubbard		
Head Track	C	Briana Ostrand
Asst Track		Austin Coffman
Asst Track	C	Casey Brentlinger
Asst Track		Austin Coffman
Asst Track		Jackson Belt
Boys Golf - Coop with Emerson-Hubbard		
Head Golf	C	DJ Smith
Asst Golf		Doug Mackling
Girls Golf - Coop with Laurel-Concord-Coleridge		
Head Golf		Christiana Patefield
Weight Coach		
	C	TBD
	C	TBD
Dance / Cheer - Coop with Emerson-Hubbard		
Head Cheer		TBD
Asst Cheer		TBD
Concessions	C	Alissa Hendrix
Annual Staff	C	Denise Hingst
National Honors Society	C	Michael Pattee
Student Council	C	Desiree Kneifl
SAT / RTI Coordinator	C	Alissa Hendrix
Assessment Coordinator	C	Michael Pattee
F.F.A	C	Amber Horton
One Act	C	Marlene Levine
Speech	C	Kristin Moeller
Vocal Music	C	D.J. Smith
Instrumental Music	C	D.J. Smith
Quiz Bowl	C	Bailey Munter
Class Sponsors		
		12th Grade - Callie Anderson
		11th Grade - Bailey Munter / Alex Stephens
		10th Grade - Kristen Moeller
		9th Grade - Jake Kneifl
		8th Grade - Marlene Levine
		7th Grade - Caleb Lindgren

** Subject to Change**

ROOM NUMBERS AND NAMES

<u><i>Room #</i></u>	<u><i>Name</i></u>
1	Distance Learning
2	Teachers Work Room
3	Teacher Lounge
4	– Science
5	Speech
6	Mrs. Knight – SPED room K-6
7	Mrs. Hendrix– Title 1
8	Psychologist Room
9	Mrs. Schumer – Kindergarten
10	Ms. Dickens – 1 st Grade
11	Mrs. Ridenour – 2 nd Grade
12	Mrs. Stephens– 3 rd Grade
13	Mrs. Anderson– 4 th Grade
14	Mrs. Kneifl – 5 th Grade
15	Mrs. Belt– 6 th Grade
16	Library
17	Custodial Staff
18	Mrs. Lauck – Nurse
19	Reading Resource Room
20	Mrs. Smith – Counselor
21	Mrs. Munter – Library
22	Mrs. Hingst – Art
23	Mr. Uldrich – Social Studies
24	Mr. Brentlinger – Math
25	Mrs. Ostrand – SPED
26	Mr. Curnyn– Business
27	Para Room / Study Halls
28	Para Room / Study Halls
29	Mrs. Moeller – English
30	Mrs. Levine – Math
31	Mrs. Horton– Ag / FFA
32	Mr. Smith – Band/Choir/Elementary Music
33	Mrs. Dickens - Preschool
Gym	Mr. Kneifl – Physical Education

			HOME #	CELL #
Michael Pattee	mpattee@allenschools.org	400	----	(402) 841-3567
Chris Blohm	cblohm@allenschools.org	401	-----	(712) 389-2001
Stephanie Sullivan	ssullivan1@allenschools.org	402	----	(402) 640-0968
Becky Stapleton	bstapleton@allenschools.org	403	----	(402) 367-8646
Kristin Smith	ksmith@allenschools.org	404	----	(402) 917-7468
Anderson, Callie	canderson@allenschools.org	104	(402) 584-0728	(402) 518-0728
Band Room	dsmith@allenschools.org	205	----	(712) 389-8703
Belt, Haley	hbelt@allenschools.org	106	-----	(402) 518-0444
Biederman, Ana	abiederman@allenschools.org	107	(402) 945-2004	(712) 898-5067
Blohm, Linda	allencustodian@allenschools.org	307	(402) 945-2003	(712) 251-8873
Brentlinger, Casey	cbrentlinger@allenschools.org	211	----	(712) 899-1378
Cafeteria		306	----	-----
Curnyn, Nick	ncurnyn@allenschools.org	209	----	(402) 369-3563
Dickens, Carla	cdickens1@allenschools.org	310	(402) 635-2717	(402) 640-0415
Dickens, Carly	carlydickens@allenschools.org	101	----	(402) 640-5713
Distance Learning Room		214	----	-----
Hendrix, Alissa	ahendrix@allenschools.org	300	----	(712) 389-5283
Hingst, Denise	dhingst@allenschools.org	202	(402) 635-2709	(402) 833-8188
Horton, Amber	ahorton@allenschools.org	216	----	(402) 841-2720
Jones, Shelly	sjones@allenschools.org	107	(402) 635-2340	(712) 898-0357
Kneifl, Desiree	dkneifl@allenschools.org	105	(402) 635-2480	(712) 223-4523
Kneifl, Jake	jkneifl@allenschools.org	200	----	(712) 898-1258
Knight, Stacie	sknight@allenschools.org	301	(402) 755-2416	(712) 898-9059
Lauck, Julie	jlauck@allenschools.org	304	----	(402) 613-5155
Levine, Marlene	mlevine@allenschools.org	206	(402) 494-3498	(712) 259-8752
Library Work Room		213	----	-----
Lindgren, Caleb	clindgren@allenschools.org	210		(402) 851-0746
McNear, Wendy	wmcnear@allenschools.org	305		(712) 635-8455
Milander, Karen	kmilander@allenschools.org	107	----	(402) 369-6966
Moeller, Kristin	kmoeller@allenschools.org	207	----	(402) 750-4479
Multi Purpose Room		311		
Munter, Bailey	bmunter@allenschools.org	208	(402) 635-2275	(402) 469-4863
Ostrand, Briana	bostrand@allenschools.org	203	----	(402) 833-8801
Oswald, Brittany	boswald@allenschools.org	212	----	(402) 929-0701
Oswald, Lukas	lukasoswald@allenschools.org	204		(712) 490-8898
Para Room / Study Hall Room		107	----	
Reading Resource Room		212	----	-----
Ridenour, Shannon	sridenour@allenschools.org	102	----	(402) 290-6083
Psychologist - Nicki Swatek	nswatek@esu1.org	303	----	(605) 638-0906
Schumer, Samantha	sschumer@allenschools.org	100	----	(712) 898-9266
Speech - Paquette, Julie	jpaquette@esu1.org	302	----	(605) 659-1871
Smith, DJ	dsmith@allenschools.org	205	----	(712) 389-8703
Stephens, Alex	astephens@allenschools.org	103	----	(712) 420-5588
Strivens, Candy	strivens-6@hotmail.com	307	(402) 635-2112	(712) 259-6904
Teacher Lounge		309	----	-----
Workroom/Storage		308	----	-----
Curnyn, Charlie	Bus Driver / Activity Driver			(402) 369-0044
Warner, Jack	Bus Driver / Activity Driver		(402) 853-2746	J (402) 640-2242
Warner, Rhonda	Bus Driver / Activity Driver		(402) 518-0820	R (402) 640-2252
Blanke, Payton (E-H)	Co-Head Girls BB			(712) 898-6589
Coffman, Austin (E-H)	Head Boys BB			(308) 880-1710
Eriksen, Blake (E-H)	Assistant Boys BB			(712) 635-1313
Huber, Dylan (E-H)				
Mackling, Doug (E-H)	Assistant Boys Golf			(712) 574-3901
Olesen, Jason	Assistant FB			(712) 259-0695
Ridenour, Gil	Assistant Boys BB			(712) 326-9310

ALLEN CONSOLIDATED SCHOOL

2026-2027

T S
15 13

August 2026

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

21.5 20

Sep-26

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

21 21

Oct-26

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

19 19

Nov-26

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

14 14

Dec-26

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

Qtr 1	=	45 Instructional Days
Qtr 2	=	42 Instructional Days
87.0 total 1st Semester Days		

No School

Aug-26
 Aug. 11-12 Teacher Meetings and Workday
 Aug. 13- 1st Day of classes (Kg - 12) Early Dismissal 1:30 PM
 Aug 17- 1st Day of Preschool classes

Sep-26
 Sept. 7 - NO SCHOOL - LABOR DAY
 Sept. 21 - No School / Teacher In-Service
 Sept. 22 - P/T conferences Early Out 1:50 PM

Oct-26
 Oct. 16 - End of the First Quarter
 Oct. 23 - No School Fall Break

Nov-26
 Nov. 25-27 NO SCHOOL THANKSGIVING

Dec-26
 Dec. 17-18 - HS Semester Tests Early Dismissal 1PM
 Dec 18 - No Elementary
 Dec. 18 - End of 1st Semester
 Dec 21 - Jan 4 - Christmas Break
 Dec. 24-28 - NSAA Practice Moratorium

Jan-27
 Jan. 4 - 1st Day of Classes

Feb-27
 Feb. 11 - P/T Conferences Early Out 1:50 PM
 Feb. 12 - No School
 Feb. 15 - No School / Teacher In-Service

Mar-27
 March 12 - End of Quarter
 March 25 - Early Out - 1:50 PM
 March 26 - NO SCHOOL / SPRING BREAK
 March 29 - NO SCHOOL / SPRING BREAK

Apr-27
 April 16 - No School
 April 30 - Senior Release

May-27
 May 8 - Graduation
 May 17 - Last Day of School for Elementary
 May 17-18 HS Semester Tests - Early Dismissal 1pm
 May 18 - End of Second Semester
 May 19 Teacher Workday / Student Makeup Day

** Could be future date changes**

Jan-27

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

Feb-27

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

Mar-27

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

Apr-27

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

May-27

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

Qtr 3	=	48 Instructional Days
Qtr 4	=	45 Instructional Days
93 total 2nd Semester Days		

185.0 Teacher Days

ALLEN JR. SR. HIGH SCHOOL BELL SCHEDULE

7:45	Hall Duty
8:04	Warning Bell
1st Period	8:09-9:00
2nd Period	9:03-9:53
3rd Period	9:56-10:46
4th Period	10:49-11:39
5th Period	11:42-12:32
Lunch	12:32-12:59
6th Period	12:59-1:49
7th Period	1:52-2:42
8th Period	2:45-3:35

ELEMENTARY SCHEDULE

8:15 - 3:30

LUNCH	11:55 - 12:15
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BELL SCHEDULE PARENT/TEACHER CONFERENCES OR EARLY OUT

The bells will ring at the times indicated below.

Hall Duty	7:45
Warning Bell	8:04
1st Period	8:09-8:44
2nd Period	8:47 - 9:22
3rd Period	9:25 - 10:00
4th Period	10:03 - 10:38
5th Period	10:41 - 11:15
6th Period	11:18 - 11:52
7th Period	11:55 - 12:30
Lunch	12:30 - 12:52
8th Period	12:55 - 1:30

Lunches for grades K-6 as usual

Buses run at 1:35 PM

All teachers need to be at conferences at 3:00 PM

2 Hour Late Start

Hall Duty	9:45
Warning Bell	10:04
1st Period	10:09-10:44
2 nd Period	10:47-11:22
3rd Period	11:25-12:00
4th Period	12:03-12:38
Lunch	12:38-1:03
5th Period	1:06-1:41
6th Period	1:44-2:19
7th Period	2:22-2:57
8th Period	3:00-3:35

Lunches for grades K-6 as usual
Buses run as usual at the end of the day.