

# ALLEN CONSOLIDATED SCHOOL HANDBOOK

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## **WELCOME**

We are most pleased to welcome all of you, both new and returning students, to Allen. As a student, you have an opportunity to become fully involved in our complete and varied curriculum and extra-curricular activities and programs. You also have the responsibility to maintain and help pass on our fine traditions of scholarship, citizenship and that particular kind of spirit and pride that has come to be a trademark of our school.

As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

**Be proud of your school!!!** Take good care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act and conduct yourself properly.

Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at our school.

Our best wishes for a successful and enjoyable year!!

## 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 Consolidated School District does not discriminate on the basis of sex, disability, race, color, religion, 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 the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Lana Oswald, 7 - 12 Principal, 126 E. 5<sup>th</sup> Street – PO Box 190, Allen NE 68710 (402) 635-2484; [laoswald@allenschools.org](mailto:laoswald@allenschools.org).

Employees and Others: Michael Pattee, P-6 Principal, Superintendent, Title IX Director: 126 E. 5<sup>th</sup> Street – PO Box 190, Allen NE 68710 (402) 635-2484; [mpattee@allenschools.org](mailto: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 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](mailto:ocr.kansascity@ed.gov).

## 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

One of the most important lessons education teaches is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning but develop the habit of self-restraint which will make you a better person.

Every effort is made to work with students and solve special or disciplinary problems. Assistance from teachers is solicited in an attempt to accomplish this end.

## **DRESS CODE**

Dress code violations over the past few years have revolved around tank tops, bare midriffs, and shirts with questionable references. We request parental support in seeing that students follow the code listed below.

The Allen Consolidated Schools subscribes to the premise that teaching principles of good grooming and cleanliness are desirable facets of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty, and decency. Administrators must weigh community standards, harassment, or standards of others, along with individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of the Allen Consolidated Schools will take pride in their appearance and their school. Hair needs to be out of the students' eyes.

### **Student Attire Guidelines:**

1. Two-piece outfits (e.g., jeans and blouse) must touch at the waist. Bare midriffs are not permitted. The judgment is at regular stance posture. (However, when seated if there are large gaps between tops and bottoms, or if undergarments are showing, the student would be considered in violation of this guideline.)
2. Shoes need to be worn at all times outside the classroom. Bare feet are a health hazard.
3. You may not wear hats or caps, headscarves, and other headwear inside the school building. Wearing or carrying bandanas or colored handkerchiefs are not permitted.
4. Printed wording or pictures on clothing advertising or promoting tobacco, alcohol, drugs, or which is vulgar or sexual in interpretation will not be permitted. CO-ED shirts and BAD BOYS shirts will not be permitted. So called "wife beater shirts" will not be allowed.
5. Clothing should be worn so that no undergarments are displayed.
6. Pants must not drag on the ground and be pulled up over the hip. Belts are a must if needed to hold jeans up.
7. Tattoos or jewelry with lettering or graphics, that are derogatory, offensive, or promote controlled substances are not appropriate for school or school activities.
8. Attire deemed to be unacceptable, inappropriate to other individuals or property will not be permitted. The school staff has the responsibility to help students develop an understanding of appropriate attire and good taste in matters of dress and appearance. Teachers have the right to require appropriate dress under the conditions of safety or school representation as dictated by School Board Policy.
9. Clothing usually worn as undergarments cannot be worn as outer garments: specifically, boxer shorts will not be permitted.

## **DISCIPLINE PROCEDURE**

First infraction: Teacher and the student will conference. Teacher will communicate with parents/guardians to involve them in this process.

Second infraction: Teacher and parents/guardians will conference with the student.

Third infraction: Principal will be included in conference between teacher, student, and parents/guardians.

All infractions can have consequences that are deemed appropriate by the school official.

\*The administration of the Allen Consolidated Schools takes any form of bullying very seriously. This bullying could be either physical or verbal and, in some cases, could be considered sexual harassment. There is "zero tolerance" for bullying and those involved will be disciplined and counseled.

## TARDINESS

**A LITTLE LATE IS TOO LATE!!!** If you arrive late at school, report to the office for a “late” slip. If you arrive late to any class, you must bring a completely filled out tardy slip from your previous classroom/teacher. Continued tardiness is poor planning. When a student accumulates a total of 8 tardies, this will result in the student having a full day absent.

## ABSENCE

Regular attendance is essential to successful performance. 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. This request to be excused 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. An admit slip will then be issued so that you can gain admittance to class and receive your assignments. The teacher will also give you a specified period of time to turn in this make-up work.

For an excused absence, a grade of “F” is given for work missed until it is made up, at which time credit is given according to how well the work is made up. For an unexcused absence, a grade of “0” may be given.

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.

Students absent for 8 days a semester may lose credit for that semester unless there is evidence of serious injury or illness. Days absent from class do not include school activities. Additional attendance days may be required of the student if the student has a long-term injury or illness. Students will be recorded as one day absent for each eight (8) tardies to school at 8:15 am. Proper attendance is an important reflection of student and parent responsibility.

## MAKEUP WORK POLICY

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 absent 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 is absent 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 absent from school that day, the project will be due the day the student returns to school.

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.

Sooner is always better than later. It is up to the student to speak to the teacher about making up work and setting up a time schedule. COMMUNICATION is the key, and success for all students is the goal!

### **Reporting Excessive Absenteeism to the County Attorney**

At any time if a student is absent the administration has the right to contact the county attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.

### **Reporting to the Commissioner**

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

## **LEAVING THE SCHOOL (During the school day)**

Allen Consolidated School is a closed campus school meaning students may not leave during the school day without properly checking out in the office. Upon arriving at school, students need to remain on the school grounds. If a student needs to leave early, they must sign out in the office and have a written note from a parent or have a parent contact the school. Students who live in town and regularly walk home to eat lunch may do so with a written parental note on file in the office.

## **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. Good taste and respect for others is the guideline for appropriate behavior.

### **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. BE QUIET when traveling in traffic and approaching railroad crossings.
3. DO NOT DISTRACT THE DRIVER at any time when he/she is driving. Unnecessary conversation with the driver is dangerous. Please remain quiet.
4. Drinking pop or eating on the school bus is at the discretion of the bus driver.
5. TREAT THE BUS with dignity and respect; it is your classroom away from school, not a garbage container.
6. NEVER place head, arms or any part of your body outside bus windows.
7. THERE IS TO BE ABSOLUTELY NO use of tobacco, alcohol, drugs or lighting of matches on the bus.
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. **No war ball or ball tag!!**
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. No PUSHING!!!!
7. No pulling on others' clothes.
8. One person seated on a swing and no running thru swings or twisting swings.
9. Play on the equipment not on top.
10. No electronics, books, notebooks, sleds, etc.
11. When K-3 are on the playground, 4-6 MUST be on the tennis court.
12. Once you are outside, you are not to go back inside of the building without first asking permission from the playground supervisor.
13. Hats, gloves, snow pants and boots are required during winter weather months. **(Revised July 2009)**



## **DROPPING CLASSES**

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

## **WITHDRAWAL FROM SCHOOL**

Students who wish to withdraw from school or transfer to another school should pick up the withdrawal or transfer form from the Administrator's Office. The student must bring a written note from home requesting the withdrawal form. The student then asks each teacher to sign the slip and indicate whether he/she has checked in all books and met all other obligations. Finally, he/she presents the withdrawal slip to the Administrator's Office.

## **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**

A student belongs in the classroom if he/she is to receive proper instruction. If a teacher feels it is necessary for a student to be out of class, he/she will be given written permission. Any student in the hallway without a signed pass will be subject to disciplinary action.

## **STUDY HALL RULES**

Permission to leave the study hall:

1. Only one person may be out of the study hall at a time.
2. A student may sign out only once during a study hall.
3. Student (s) must have a pass from the teacher he/she wishes to see before the study hall begins.
4. A student must verbally ask permission from the study hall teacher to leave.

## **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 yours to use. 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 not a student lounge and is not to be treated or regarded as such. 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 also notify the teacher of the class in which the textbook was issued. Students are required to pay for damaged or lost books. Textbooks should be covered at all times.

## **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. The student should take care of assignments, pencils, pens, and other personal items by putting these things in his/her assigned locker. 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 failing classes may be required to attend academic detention in order to offer help and encourage academic improvement. 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. The goal of the school is always academic success for all students, and therefore, the goal of academic detention is to provide students with both extra motivation as well as the help they need in order to be successful.

## **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. It is our goal for students to develop a respect for the dignity, feelings, values and self-worth of others.

### **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.

## **MODEL POLICY FOR STUDENT DISCIPLINE**

### **DISCIPLINARY PROCEDURES**

It shall be the policy of the Allen Consolidated Schools, Dixon County School District #70 in order to comply with Student Discipline Act of 1994, as amended, to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long-term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures.

### **DEFINITIONS AND STANDARDS**

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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.
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or which is a firearm as defined by 18 U.S.C. 921.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in Section 53-103 or being under the influence of a controlled substance or alcoholic liquor.
7. Public indecency as defined in Section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults, or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Section 28-319 and Section 28-320, as such sections now provide or may hereafter from time to time be amended.

9. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
10. A repeated violation of any rules and standards validly established pursuant to Section 79-4, 176 if such violations constitute a substantial interference with school purposes.

After a hearing requested pursuant to Section 79-4, 181 and Section 79-4, 182 R.R.S., a report shall be made by the hearing examiner of his/her findings and a recommendation of the action to be taken, which report shall explain, in terms of the needs of both students and the school board, the reasons for the particular action recommended. Such recommendation may range from no action through the entire field of counseling, to long term suspension, expulsion, mandatory re-assignment, or an alternative educational placement under Section 79-4, 197.01, provided, however, that nothing in this policy shall be construed to require the hearing officer to avoid making a finding recommending suspension or expulsion without an alternative educational placement.

Superintendent means Superintendent or his/her lawful designee.

Principal means Principal or his/her lawful designee.

## **RIGHT TO NOTICE**

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

## **INFORMAL CONFERENCES**

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

## **SHORT TERM SUSPENSION**

### **Informal Conference**

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

### **Development of Guidelines**

Such suspension may be either "in-school", wherein a student does not attend classes but reports for study under supervised conditions as the school administrator may direct, or "out-of-school", wherein a student is not permitted to attend any school class or activity during the period. Opportunity will be given students so

suspended to make up work missed. The penalty imposed will be reduction of one grade (i.e., B to C) for daily grades and no more than 10% of a major test or activity.

### **Written Notice**

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

## **LONG TERM SUSPENSION, EXPULSION, AND MANDATORY REASSIGNMENT**

### **Written Charge and Written Notice**

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

## **HEARING PROCEDURES FOR HEARING REQUESTED WITHIN 5 DAYS**

### **Scheduling of the Hearing**

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

### **Single Hearing for Multiple Students**

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

### **Hearing Procedures**

During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No long-term suspension, expulsion, or mandatory

reassignment hearing will be held unless it is attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and legal counsel as defined in 79-04, 187 R.R.S. 1943, if the Hearing Examiner or Superintendent deems it advisable. Witnesses shall be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and, in such case, shall not be threatened with punishment or be later punished for refusal to testify. During the hearing, the Administrator shall present to the hearing examiner the students' records, and statements, in affidavit form, of any person having information about the students conduct. However, such records and statement will not be accepted by the hearing examiner unless, they have made available to the student, or the student's parent, guardian, or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law or board policy. Such explanation and interpretation as desired by the hearing officer pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.

### **Long Term Suspension, Expulsion, Mandatory Reassignment**

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

### **Hearing Examiner's Report and Superintendent's Determination**

After the hearing is concluded, the hearing examiner shall within a reasonable time prepare a report of his or her findings with a recommendation of the action to be taken and the reasons for the recommendation. Such recommendations may range from no action, through the entire field of counseling, to long term suspension, expulsion, mandatory reassignment, or an alternative educational placement under Section 79-4, 197.01, as described in this policy. The Superintendent does not impose a sanction more severe than that recommended by the Hearing Examiner. Written notice of the findings and recommendations of the Hearing Examiner and the determination of the Superintendent shall be made by Certified or Registered mail or by personal delivery to the student or the student's parent or guardian. Upon receipt of such written notice, the determination of the Superintendent shall take effect immediately. Nothing in this policy shall require the hearing officer to place a student in an alternative placement unless required by the Nebraska Department of Education regulations.

### **Appeal of the Superintendent's Determination**

The student or the student's parent or guardian may appeal the Superintendent's determination to the Board of Education by a written request filed with the Secretary of the Board of Education or with the Superintendent within 7 days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of 10 school days after such request unless the time for hearing is changed by mutual agreement of the student and Superintendent. The appeal hearing may be held before a committee of the School Board or the complete Board of Education as long as at least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendents disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board of Education as prescribed by Section 79-4, 199 R.R.S., such committee shall make a recommendation to the Board of Education which shall at its first regular meeting next following the hearing before the committee consider the committee's recommendation and take such action as the Board of Education may elect, as provided. However, that action may not impose a more severe sanction than that recommended by the Superintendent. Nothing in this policy shall be construed to require a committee of the Board of Education or the entire Board of Education to receive any new evidence unless the failure to do so would in the judgment of the Board of Education or the committee as applicable cause substantial unfairness in the proceedings. Final action of the Board of Education shall be evidenced by

personally delivering or mailing by Certified Mail a copy of the deliberating bodies' decision to the student and the student's parent or guardian.

### **Hearing Procedures for Hearing Requested After 5 Days but Within 30 Days**

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

## **IMMEDIATE REMOVAL BY ADMINISTRATION**

The Administrator may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the Administrator determines that such immediate suspension is necessary to prevent or substantially reduce the risk of

- a) interference with an educational function or school purpose, or
- b) personal injury to the student, other students, school employees, or school volunteers.

Although the preferable practice is that the Administrator makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the Administrator has made a decision, the Administrator may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school. If the Administrator determines that such immediate suspension is necessary to prevent or substantially reduce the risk of interference within educational function or school purpose, or determination as above described.

### **Maximum Length of Expulsion**

#### **In General**

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester or the following year. No academic credit will be given to a student during the time of his/her expulsion.

#### **Expulsion for Causing Personal Injury or For Possessing a Dangerous Weapon**

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

#### **Expulsion for Circumstances Involving Firearms**

If a student is expelled for knowingly possessing, handling, using, or transmitting a firearm on school grounds, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event, the expulsion shall be for a period of not less than one calendar year. The term "firearm" is defined in 18 U.S.C., Section 921. The Allen Consolidated School Board of Education has the authority to modify the expulsion requirement on an individual basis.

### **Automatic Review of Expulsions Which Continue During the First Semester of the Following Year**

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

### **Suspension of the Enforcement of Expulsion**

Once a student has been expelled, the School District may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the School District may assign the student to a school, class, or program which it deems appropriate for rehabilitation of the student. This District is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This District may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program, if offered, may be a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, or as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit towards graduation. If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the District shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the District shall enforce the expulsion action. If the student is reinstated, the District by its Superintendent may also take action to expunge the record of the expulsion action. Nothing in this section shall be construed to require the District or the Administration to suspend the enforcement of any expulsion nor to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

## **REPORTS TO LAW ENFORCEMENT**

In the event the Administrator knows or suspects that a violation of the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in §79-4,180, the Administrator shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the Administrator shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the Administrator except if the criminal act to be reported occurred on the school grounds of the District or during an educational function or event in which the District is involved, but off school grounds.

### **To Peace Officer**

Consistent with any other lawful policy of the district, when a principal or other school official releases a minor student to a sheriff, coroner, jailer, marshal, police officer, state highway patrol officer, member of the national guard on active service by direction of the Governor during periods of emergency, or any other person with similar authority to make arrests, the Administrator 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 such officer. The



Administrator shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse in which case, the Administrator or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

### **Coordination with Other District Policies**

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

## **ALCOHOL, TOBACCO, DRUGS AND CRIME**

It shall be the policy of Allen Consolidated Schools, Dixon County School District No. 70, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation, that students of this District shall not use, have in their possession, be under the influence, or distribute in any manner illegal drugs, tobacco products or alcohol at any time anywhere.

### **Alcohol Offenses:**

1. Student is seen in possession or under the influence of alcohol by a certified staff member at school, or at a school function.
2. Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol by a certified staff.

### **First Offense - Self-Reported**

1. The self-report guideline can only be used on a student's first offense.
2. Student must report the violation to a teacher, coach, or administrator by the following school day, practice day, or game day (whichever comes first).
3. The student may be required to attend practice.
4. The student will be ineligible to publicly perform in any extra-curricular activity for 15 school days. Suspension includes weekend activities that occur during the 15-school day span.

### **First Offense– Non-Self-Reported**

1. The student may be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 30-school days. Suspension includes weekend activities that occur during the 30 school-day span.

### **Second Offense**

1. The student may be required to attend practice,
2. The student will be ineligible to publicly perform in any extracurricular activity for 60-School days. Suspension includes weekend activities that occur during the 60 school-day span.
3. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

### **Third and Subsequent Offenses**

1. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The date of the incident will be the first day for counting purposes.
2. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.
3. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parent's expense.

### **Tobacco Offenses:**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

#### **First Offense**

10-School Day suspension from activities, including weekend activities that occur during the 10 school-day span.

#### **Second Offense**

20-School Day suspension from activities, including weekend activities that occur during the 20 school-day span.

#### **Third and Subsequent Offenses**

40-School Day suspension from activities, including weekend activities that occur during the 40 school-day span.

### **Controlled Substance Offenses:**

Student is cited, or convicted of being in possession of, or under the influence of, or is found to have intent to sell or distribute any controlled substances or illicit drugs by school staff or law enforcement will result in suspension from any extra-curricular school activities for 180 school days. The date of the incident will be the first day for counting purposes. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

The coaches/sponsors and administrators will work together to determine the specific dates of sporting events or activities in which the students are deemed ineligible.

## **SEXUAL HARASSMENT / BULLYING**

It is the policy of the Allen Consolidated Schools to maintain a learning environment that is free from sexual harassment. It shall be a violation of Board policy for any student of the Allen Consolidated Schools to harass another student through conduct or communications of a sexual nature.

**DEFINITION:** Sexual harassment is a form of discrimination based on sex. It refers to behavior, which is not welcome, which is personally offensive, and which fails to respect the rights of others. Sexual harassment may take many forms, but not be limited to the following:

1. **Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.
2. **Non-Verbal:** Sexually suggestive objects or pictures, pornographic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
3. **Physical:** Unwanted physical contact, including touching, pinching, brushing against the body, coerced sexual contact, and assault.

Any student who believes he or she has been subject to sexual harassment should promptly notify an administrator. If that is not appropriate, the president or vice president of the Board of Education may be notified in writing. An investigation will be conducted, and action will be taken when necessary to ensure compliance with board policy. Confidentiality will, so far as possible, be maintained.

## 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 devise 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 2022. a copy of this policy can be viewed at**  
[https://www.allenschools.org/vnews/display.v/ART/64627dc8877bb?in\\_archive=1](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 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.

## 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 graduation 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 (American History, American Government + 20)  
30 credits of Science (to include Biology I)  
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

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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 Dual Credit 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 2023-2024**

Here are the anticipated test dates and score release dates for 2023-2024. The test dates are confirmed by ACT, Inc., the others are our projections based on historical data.

<b>Test Date</b>	<b>Deadline</b>
9-Sep-23	4-Aug-23
28-Oct-23	22-Sep-23
9-Dec-23	3-Nov-23
10-Feb-24	5-Jan-24
13-Apr-24	8-Mar-24
8-Jun-24	3-May-24
July 13, 2024*	7-Jun-24

**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.

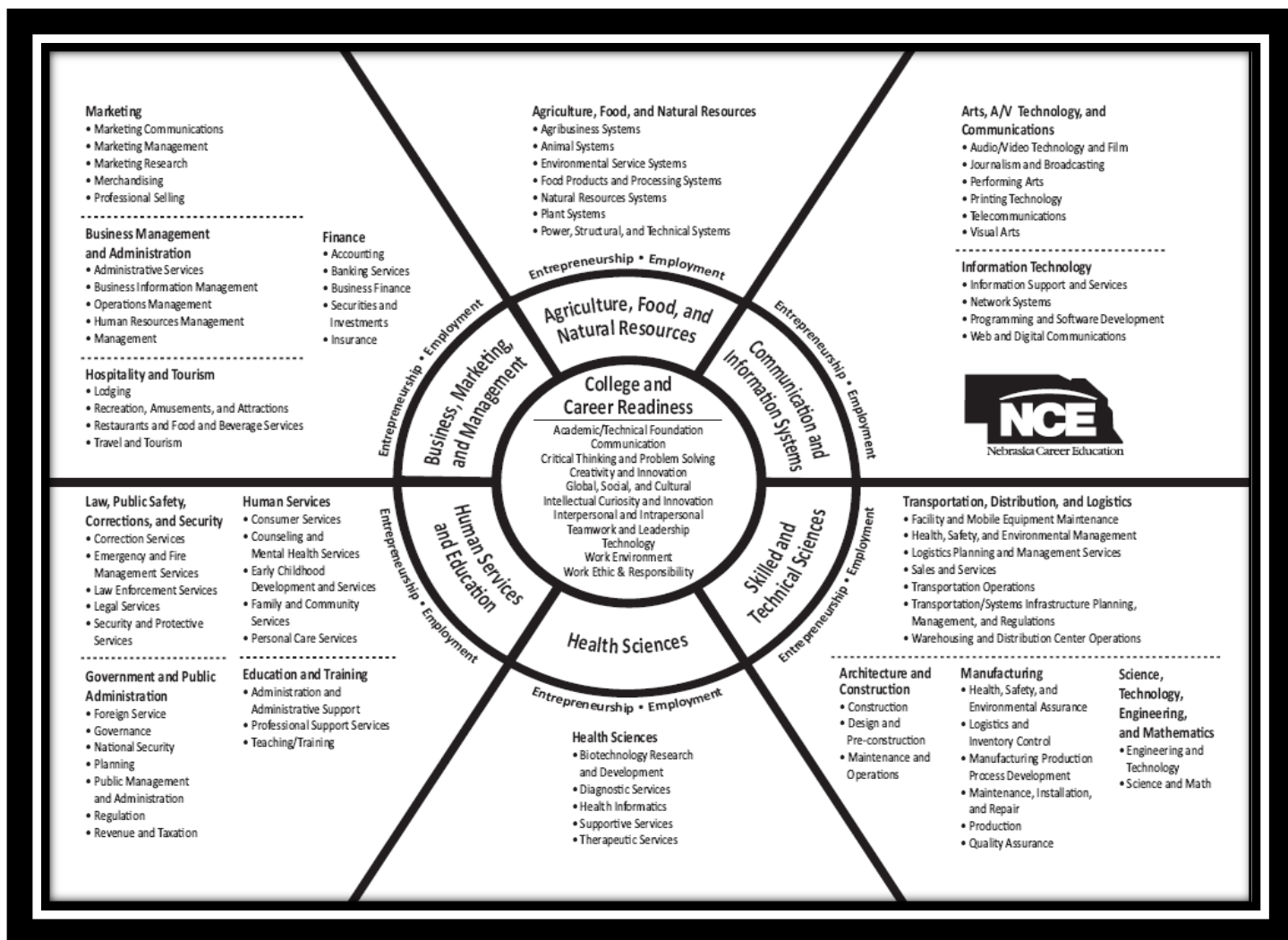
**NeSA TESTING**

Will be given to grades 4 & 8 in the spring which will include core areas of:  
Reading, Math, Science, and Writing: Dates TBA

**PERSONAL LEARNING PLANS**

7<sup>th</sup> 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 7-12<sup>th</sup> 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 7<sup>th</sup> grade, approving the use of this site for your child's PLP.

For additional information or questions please contact Mrs. Roeber or Mrs. Kneifl 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 9<sup>th</sup> 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 8<sup>th</sup> grade. 8<sup>th</sup> 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 9<sup>th</sup> 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  | Competitive Speech performances |
| Pep band performances  | One Act performances            |
| Music Performances including concerts  | Science Fair competitions       |
| Art Shows  | Dances                          |
| Field Trips not attended during school hours which are intended to be a reward activity. |                                 |

## **BAND AND MUSIC**

### **Band Tryout System**

For grades 5-7, there is no tryout system. The band director reserves the right to position players as he/she sees fit.

In High School Band (grades 8-12), the band director reserves the right to position students in their sections initially. However, the band director will inform the student who is being challenged. Each student will pick one piece of music to audition on and the entire audition will consist of excerpts from those two pieces. The band director will pick excerpts and will judge the audition.

Only one challenge is allowed per semester. This includes students who have been beaten and want to reclaim their old position: they will have to wait a semester.

### **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**

It shall be the policy of Allen Consolidated Schools, Dixon County School District No. 70, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation, that students of this District shall not use, have in their possession, be under the influence, or distribute in any manner illegal drugs, tobacco products or alcohol at any time anywhere.

### **Alcohol Offenses:**

1. Student is seen in possession or under the influence of alcohol by a certified staff member at school, or at a school function.
2. Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol by a certified staff.

### **First Offense - Self-Reported**

1. The self-report guideline can only be used on a student's first offense.
2. Student must report the violation to a teacher, coach, or administrator by the following school day, practice day, or game day (whichever comes first).
3. The student may be required to attend practice.
4. The student will be ineligible to publicly perform in any extra-curricular activity for 15 school days. Suspension includes weekend activities that occur during the 15-school day span.

### **First Offense– Non-Self-Reported**

1. The student may be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 30-school days. Suspension includes weekend activities that occur during the 30 school-day span.

### **Second Offense**

1. The student may be required to attend practice,
2. The student will be ineligible to publicly perform in any extracurricular activity for 60-School days. Suspension includes weekend activities that occur during the 60 school-day span.
3. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

### **Third and Subsequent Offenses**

1. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The date of the incident will be the first day for counting purposes.
2. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.
3. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parent's expense.



### **Tobacco Offenses:**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

#### **First Offense**

10-School Day suspension from activities, including weekend activities that occur during the 10 school-day span.

#### **Second Offense**

20-School Day suspension from activities, including weekend activities that occur during the 20 school-day span.

#### **Third and Subsequent Offenses**

40-School Day suspension from activities, including weekend activities that occur during the 40 school-day span.

### **Controlled Substance Offenses:**

Student is cited, or convicted of being in possession of, or under the influence of, or is found to have intent to sell or distribute any controlled substances or illicit drugs by school staff or law enforcement will result in suspension from any extra-curricular school activities for 180 school days. The date of the incident will be the first day for counting purposes. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

The coaches/sponsors and administrators will work together to determine the specific dates of sporting events or activities in which the students are deemed ineligible.

## **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 2023)

Breakfast		\$ 2.30
	Adult	\$ 2.70
(Milk & Juice included)		
Lunch	K-6	\$ 2.90
(Milk included)	7-12	\$ 3.15
	Adult	\$ 4.60
Doubles	7-12	\$1.60
Juice/Milk (extra)		\$ .40

### **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](mailto: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.*

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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.**

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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**

Carrying a cell phone/telecommunications device in the school building is a privilege, not a right. Students who comply with the cell phone/telecommunications device policy shall be allowed to bring a cell phone/telecommunications 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.

Classroom Usage:

- Teachers are encouraged to join students in placing all phones in a provided storage unit on the wall or front desk during instructional or activity time.
- Teachers may allow students to use cell phones/telecommunications devices in the classroom for educational purposes and will instruct students on when and how that occurs.
- Teachers may allow students to use phones during study or homework time. (This includes study hall.)
- Any time a staff member directs a student to surrender a cell phone/telecommunications device, the student will be expected to do so immediately and without complaint. Failure to surrender a cell phone immediately is an act of defiance and will result in the loss of the cell phone privileges and/or other consequence. If a student feels the staff member is taking up the phone due to a misunderstanding, the student must still surrender the phone immediately as directed. The student will be able to discuss the matter with an administrator at a later time, but the student is expected to fully cooperate with the staff member requesting the phone.

Violations of the cell phone policy may result in loss of privileges for a given amount of time, detention, suspension, or other consequence. If repeated violations occur, phones may be kept in the office during class time, to be returned at the end of the school day.

### **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. **(Revised July 2009)**

### **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.

### **3. 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: 10/10/2016)**

## 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  
Lana Oswald – Principal

### **Elementary Teachers**

Kristin Smith – Guidance Counselor  
Carla Dickens – Pre-School  
Kayla Pritchard – Kindergarten  
Bailey Munter – First Grade  
Shannon Ridenour – Second Grade  
Kyna Gotch – Third Grade  
Casey Brentlinger – Fourth Grade  
Desiree Kneifl – Fifth Grade  
Alissa Hendrix – Sixth Grade  
Alex Stephens – Title 1  
Stacie Knight – Special Education K-6  
Evan Colfack – Physical Education (PK-6)  
Lori Koester – K-4 Music  
Denise Hingst – Art  
Callie Anderson – Library & Computers

### **Secondary Teachers**

Evan Colfack - Physical Education (7-12)  
DJ Smith - Band, Vocal Music  
Marlene Levine – Math  
Kristin Moeller - English (Gr. 9-12)  
Callie Anderson – Library & JH English  
Nick Curnyn – Business  
Vonsinh Sayaloune – Math  
Kristin Smith – Guidance Counselor  
Marc Bathke – Science  
David Uldrich – Social Studies, History, Activities Director  
– Vocational Agriculture/Industrial Tech  
Amber Horton – Ag / FFA  
Denise Hingst – Art  
Kami Murphy – 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  
Candi Strivens

### **Nurse**

Marybeth Graber

### **Cooks**

Julie Sullivan  
Diane Sullivan

### **Route Driver**

Jack Warner  
Rhonda Warner  
Charlie Curnyn  
Kevin Hill  
Callie Anderson

### **Paraprofessionals**

Holli Jackson  
Shelly Jones  
Karen Milander  
Ana Biederman

**ACTIVITIES ASSIGNMENTS  
2023-2024**

Activities Director	C	David Uldrich
A-Club Sponsor	C	David Uldrich
<b>Junior High Sports - Coop with Emerson-Hubbard</b>		
JH Head Volleyball		Traci Millard
JH Asst Volleyball		Haley Stapleton
JH Head Football		Doug Mackling
JH Asst Football		TBD
JH Asst Football		TBD
JH Head Boys Basketball		Nick Cumyn
JH Asst Boys Basketball		TBD
JH Head Girls Basketball	C	Alissa Hendrix
JH Asst Girls Basketball		Chaney Konopasek
JH Head Wrestling		TBD
JH Asst Wrestling	C	Kurtis Eisenhauer
JH Head Track		Tessa Braun
JH Asst Track	C	Chaney Konopasek
JH Asst Track	C	TBD
JH Asst Track	C	TBD
<b>Volleyball - Coop with Emerson-Hubbard</b>		
Head Volleyball	C	Cheryl Greve
Asst Volleyball	C	Carly Dickens
Asst Volleyball	C	Kayla Crogrove
Asst Volleyball		Haley Stapleton
<b>Football - Coop with Emerson-Hubbard</b>		
Head Football	C	Evan Colfack
Asst Football	C	Marc Bathke
Asst Football		Jake Kneiff
Asst Football		Jason Olesen
<b>Cross Country - Coop with Emerson-Hubbard</b>		
Head Cross Country	C	Dave Uldrich
Asst Cross Country		Joe Kvidera
<b>Girls Basketball - Coop with Emerson-Hubbard</b>		
Head Girls Basketball		Doug Mackling
Asst Girls Basketball		Haley Stapleton
<b>Boys Basketball - Coop with Emerson-Hubbard</b>		
Head Boys Basketball		Jake Kneiff
Assistant Boys Basketball		Blake Erickson
<b>Boys Wrestling - Coop with Emerson-Hubbard</b>		
Head Wrestling	C	Jacob Sebade
Asst Wrestling	C	Scout Ashburn
Asst Wrestling		Dylan Huber
<b>Girls Wrestling - Coop with Emerson-Hubbard</b>		
Head Wrestling	C	Jacob Sebade
Asst Wrestling		Scout Ashburn
Asst Wrestling		Dylan Huber
<b>Track - Coop with Emerson-Hubbard</b>		
Head Track	C	Dave Uldrich
Asst Track	C	Marc Bathke
Asst Track	C	Evan Colfack
Asst Track		Joe Kvidera
Asst Track		Tessa Braun
<b>Boys Golf - Coop with Emerson-Hubbard</b>		
Head Golf		Scott Hansen
Asst Golf	C	DJ Smith
<b>Girls Golf - Coop with Emerson-Hubbard</b>		
Head Golf	C	Alissa Hendrix
<b>Weight Coach</b>		
	C	Evan Colfack
		Jake Kneiff
<b>Dance / Cheer - Coop with Emerson-Hubbard</b>		
		Jeanine Figueroa
		Michelle Kuhlman
Concessions	C	Callie Anderson
Annual Staff	C	TBD
National Honors Society	C	Lana Oswald
Student Council	C	Desiree Kneiff
SAT / RTI Coordinator	C	Alex Stephens
Assessment Coordinator	C	Michael Pattee
F.F.A	C	Amber Horton
One Act	C	Kami Murphy / Kristin Moeller
Speech	C	Kami Murphy
Vocal Music	C	D.J. Smith
Instrumental Music	C	D.J. Smith
Quiz Bowl	C	TBD
<b>Class Sponsors</b>		
		12th Grade - Dave Uldrich
		11th Grade - Bailey Munter
		10th Grade - Kristen Moeller
		9th Grade - Nick Cumyn
		8th Grade - Evan Colfack
		7th Grade - Marc Bathke

\*\* Subject to Change\*\*

## ROOM NUMBERS AND NAMES

<u>Room #</u>	<u>Name</u>
1	Distance Learning
2	Teachers Work Room
3	Teacher Lounge
4	Mr. Bathke – Science
5	Speech
6	Ms. Knight – SPED room K-6
7	Ms. Stephens– Title 1
8	Psychologist Room
9	Ms. Pritchard – Kindergarten
10	Mrs. Munter – 1 <sup>st</sup> Grade
11	Mrs. Ridenour – 2 <sup>nd</sup> Grade
12	Ms. Gotch – 3 <sup>rd</sup> Grade
13	Mr. Brentlinger– 4 <sup>th</sup> Grade
14	Mrs. Kneifl – 5 <sup>th</sup> Grade
15	Mrs. Hendrix – 6 <sup>th</sup> Grade
16	Library
17	Custodial Staff
18	Mrs. Graber – Nurse
19	Reading Resource Room
20	Mrs. Smith – Counselor
21	Mrs. Anderson – Library / 7 <sup>th</sup> English
22	Mrs. Hingst – Art
23	Mr. Uldrich – Social Studies
24	Mr. Sayaloune – Math
25	Mrs. Murphy – 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
33	Mrs. Dickens - Preschool
Gym	Mr. Colfack – Physical Education
Multi-Purpose	Mrs. Koester – Elementary Music

**ALLEN CONSOLIDATED SCHOOLS  
TELEPHONE EXTENSIONS**

Michael Pattee	Superintendent	mpattee@allenschools.org	400
Lana Oswald	Principal	laoswald@allenschools.org	401
Stephanie Sullivan	Administrative Assistant	ssullivan1@allenschools.org	402
Becky Stapleton	Principal Secretary	bstapleton@allenschools.org	403
Kristin Smith	Guidance	ksmith@allenschools.org	404
<hr/>			
Anderson, Callie	Library/7th Gr. English	canderson@allenschools.org	208
Bathke, Marc	High School Science	mbathke@allenschools.org	204
Biederman, Ana	Elem Para	abiederman@allenschools.org	107
Blohm, Linda	Custodian	allencustodian@allenschools.org	307
Brentlinger, Casey	Fourth Grade	cbrentlinger@allenschools.org	104
Cafeteria			306
Colfack, Evan	Physical Education	ecolfack@allenschools.org	200
Curnyn, Nick	Business Room	ncurnyn@allenschools.org	209
Dickens, Carla	Pre-School	cdickens1@allenschools.org	310
Gotch, Kyna	Third Grade	kgotch@allenschools.org	103
Graber, Marybeth	School Nurse	mbgraber@allenschools.org	304
Hingst, Denise	Art Room	dhingst@allenschools.org	202
Hendrix, Alissa	Sixth Grade	ahendrix@allenschools.org	106
Horton, Amber	Ag. Classroom / Shop / FFA	ahorton@allenschools.org	215 / 216
Jackson, Holli	HS SPED Para	hjackson@allenschools.org	107
Jones, Shelly	Para / Study halls	sjones@allenschools.org	107
Kingsbury, Stacie	Elementary Special Education	skingsbury@allenschools.org	301
Kneifl, Desiree	Fifth Grade	dkneifl@allenschools.org	105
Koester, Lori	Elementary Music	lkoester@allenschools.org	107
Levine, Marlene	JH Math Room	mlevine@allenschools.org	206
Library Work Room	Work Room		213
Reading Room	Reading Room		212
Milander, Karen	Elem Para	kmilander@allenschools.org	107
Moeller, Kristin	HS English (Gr 8 - 12)	kmoeller@allenschools.org	207
Multi Purpose Room	IEP Meetings		311
Munter, Bailey	First Grade	bmunter@allenschools.org	101
Murphy, Kami	JH/HS Special Education	kmurphy@allenschools.org	203
Paquette, Julie	Speech - ESU #1	jpaquette@esu1.org	302
Para Professional Room (Corner Room)			107
Pritchard, Kayla	Kindergarten	kcrosgrove@allenschools.org	100
Psychologist - ESU #1			303
Ridenour, Shannon	Second Grade	sridenour@allenschools.org	102
Sayaloune, Vonsinh	HS Math Room	vsayaloune@allenschools.org	211
Smith, DJ	Instrumental / Vocal Music	dsmith@allenschools.org	205
Spanish Room			214
Stephens, Alex	Title I - Reading Coach	astephens@allenschools.org	300
Strivens, Candy	Custodian	allencustodian@allenschools.org	307
Sullivan, Julie	Head Cook	jusullivan@allenschools.org	305
Sullivan, Diane	Kitchen		305
Teacher Lounge	Teacher/Staff Break Area		309
Teacher Workroom	Storage / Office, etc.		308
Uldrich, Dave	Government/Social Studies	duldrich@allenschools.org	210

# ALLEN CONSOLIDATED SCHOOL 2023-2024

T S  
18 16

**August 2023**

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		

**August 2023**

Aug. 8-9 Teacher Meetings and Workday  
 Aug. 10 - 1st Day of classes (Kg - 12) Early Dismissal 1:30 PM  
 Aug 14 - 1st Day of Distance Learning Classes  
 Aug 14 - 1st Day of Preschool classes

T S  
20 20

**January 2024**

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			

20.5 19

**September 2023**

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

**September 2023**

Sept. 4 - NO SCHOOL - LABOR DAY  
 Sept. 18 - No School / Teacher In-Service  
 Sept. 21 - P/T conferences Early Out 1:50 PM

**February 2024**

SU	M	T	W	TH	F	SA
					1	2
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		

20.5 19

**October 2023**

Oct. 13 - End of 1st Quarter  
 Oct. 20 - No School Fall Break

21 21

**October 2023**

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				

**November 2023**

Nov. 22-24 NO SCHOOL THANKSGIVING

**March 2024**

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

**December 2023**

Dec. 20-21 - HS Semester Tests Early Dismissal 1PM  
 Dec 21 - No Elementary  
 Dec. 21 - End of 1st Semester  
 Dec 22 - Jan 3 - Christmas Break  
 Dec. 23-27 - NSAA Practice Moratorium

**April 2024**

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

19 19

**November 2023**

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		

**January 2024**

Jan. 4 - 1st Day of Classes

**May 2024**

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	

91.5 90

**February 2024**

Feb. 8 - P/T Conferences Early Out 1:50 PM  
 Feb. 9 - No School  
 Feb. 12 - No School / Teacher In-Service

15 15

**December 2023**

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						

**March 2024**

March 7 - End of Quarter  
 March 8 - No School  
 March 28 - Early Out - 1:50 PM  
 March 29 - NO SCHOOL / SPRING BREAK

93.5 90

**April 2024**

April 1- NO SCHOOL / SPRING BREAK

<b>Qtr 3</b>	=	<b>44</b>	<b>Instructional Days</b>
<b>Qtr 4</b>	=	<b>46</b>	<b>Instructional Days</b>

**90 total 2nd Semester Days**

<b>Qtr 1</b>	=	<b>45.0</b>	<b>Instructional Days</b>
<b>Qtr 2</b>	=	<b>45</b>	<b>Instructional Days</b>

**90.0 total 1st Semester Days**

No School
Teacher Workdays
Early Out/Late Start

May 3 - Senior Release  
 May 11 - Graduation  
 May 13 - Last Day of School for Elementary  
 May 13-14 HS Semester Tests - Early Dismissal 1pm  
 May 14 - End of Second Semester  
 May 15 Teacher Workday / Student Makeup Day

**\*\* Could be future date changes\*\***

<b>185.0</b>	Teacher Days
<b>180</b>	Student Days

8/7/2023 Start of fall practices  
 11/13/2023 Start of winter practices  
 Dec 23 - 27 Moratorium  
 2/26/2024 Start of Spring practices

## **BELL SCHEDULE FIRST DAY OF SCHOOL**

The bells will ring at the times indicated below

Hall Duty 8:00 AM

Warning Bell 8:10 AM

8:15-8:45 – Students Meet in Gym

8:15-8:35 - Mrs. Lana Oswald

8:35-8:40 – Mr. Dave Uldrich

8:40-8:40 – Mrs. Kristin Smith

8:40-8:45 – Announcements/Closing Remarks

8:50 - 9:21 STUDENTS GO TO THE FOLLOWING ROOMS:

7<sup>th</sup> – Marc Bathke (Science Room)

8<sup>th</sup> – Evan Colfack (Gym)

9<sup>th</sup> – Marlene Levine (Math Room)

10<sup>th</sup> – Kristin Moeller (English Room)

11<sup>th</sup> – Callie Anderson (Library)

12<sup>th</sup> – Dave Uldrich (History Room)

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9:23-9:53	1 <sup>ST</sup> PERIOD
9:55-10:20	2 <sup>ND</sup> PERIOD
10:22-10:47	3 <sup>RD</sup> PERIOD
10:49-11:14	4 <sup>TH</sup> PERIOD
11:16-11:41	5 <sup>TH</sup> PERIOD
11:43-12:08	6 <sup>TH</sup> PERIOD
(11:40 – 12:30	Elementary Lunch)
12:10-12:35	7 <sup>TH</sup> PERIOD
12:37-1:03	LUNCH
1:05-1:30	8 <sup>TH</sup> PERIOD

BUSES RUN AT 1:35

## **ALLEN JR. SR. HIGH SCHOOL BELL SCHEDULE**

HALL DUTY	7:45 AM
1 <sup>ST</sup> BELL	8:00 AM
WARNING BELL	8:10 AM
1 <sup>ST</sup> PERIOD	8:15-9:06
2 <sup>ND</sup> PERIOD	9:08-9:58
3 <sup>RD</sup> PERIOD	10:00-10:50
4 <sup>TH</sup> PERIOD	10:52-11:42
5 <sup>TH</sup> PERIOD	11:44-12:34
LUNCH	12:34-1:01
6 <sup>TH</sup> PERIOD	1:01-1:51
7 <sup>TH</sup> PERIOD	1:53-2:43
8 <sup>TH</sup> PERIOD	2:45-3:35



LUNCH

11:55 - 12:15

**BELL SCHEDULE PARENT/TEACHER CONFERENCES OR EARLY OUT**

The bells will ring at the times indicated below.

HALL DUTY	7:45 AM
1 <sup>ST</sup> BELL	8:00 AM
WARNING BELL	8:10 AM
1 <sup>ST</sup> PERIOD	8:15-8:52
2 <sup>ND</sup> PERIOD	8:54-9:31
3 <sup>RD</sup> PERIOD	9:33-10:10
4 <sup>TH</sup> PERIOD	10:12-10:49
5 <sup>TH</sup> PERIOD	10:51-11:28
6 <sup>TH</sup> PERIOD	11:30-12:07
7 <sup>TH</sup> PERIOD	12:09-12:46
LUNCH	12:46-1:11
8 <sup>TH</sup> PERIOD	1:13-1:50

Lunches for grades K-6 as usual

Buses run at 1:55 PM

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

**BELL SCHEDULE FOR LATE START**

The bells will ring at the times indicated below.

HALL DUTY	9:45 AM
1 <sup>ST</sup> BELL	10:00 AM
WARNING BELL	10:10 AM
1 <sup>ST</sup> PERIOD	10:15-10:50
2 <sup>ND</sup> PERIOD	10:52-11:27
3 <sup>RD</sup> PERIOD	11:29-12:04
4 <sup>TH</sup> PERIOD	12:06-12:41
LUNCH	12:41-1:08
5 <sup>TH</sup> PERIOD	1:10-1:45
6 <sup>TH</sup> PERIOD	1:47-2:22
7 <sup>TH</sup> PERIOD	2:24-2:59
8 <sup>TH</sup> PERIOD	3:01-3:35

Lunches for grades K-6 as usual

Buses run as usual at the end of the day.