ALLEN HIGH 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!!

Subject: Philosophy & Goals
Policy No. 0100 – 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.

Adopted: __1996____
Reorganized: ___2002____
Last Reviewd:___2005____

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of Allen Consolidated Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973, and the Nebraska Equal Educational opportunity Act.

Any Person who believes he or she has been discriminated against, denied a benefit, or been excluded from participation in a district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, title VI, or the Nebraska Equal Opportunity in Education Act may be directed to Paul Heller, P.O. Box 340. 212 South 3rd Street, Homer, Nebraska 68030, (402) 698-2377 or in case of Title IX and the Section 504 Rehabilitation Act to the District of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri, 64153, or call (816) 891-8026.

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.

Actions of students, which block or hinder traffic, will not be tolerated.

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 weight 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. Soiled, torn and frayed clothing is not conducive to learning and student will be sent home to change.
5. 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.
6. Clothing should be worn so that no undergarments are displayed.
7. Pants must not drag on the ground and be pulled up over the hip. Belts are a must if needed to hold jeans up.
8. Tattoos or jewelry with lettering or graphics, that are derogatory, offensive, or promote controlled substances are not appropriate for school or school activities.
9. 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.
10. Clothing usually worn as undergarments cannot be worn as outer garments: specifically boxer shorts will not be permitted.

DISCIPLINE POLICY

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.

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" will 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 will automatically 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.

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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

DROPPING A CLASS

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 1st semester after the end of the first week of school will be given a failing grade. Students who drop a class 2nd semester after the end of the first week of the new semester will be given a failing grade.

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. All Sioux City television stations.
2. SnowCap
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 in their planner. Any student in the hallway without a signed pass in their planner 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. The teacher will sign the pass book if approved
5. **Students on the down list may not leave study hall.**

Permission to speak to other students during the study hall:

1. Depending on the number of students in the study hall, only one (maximum of two) student may be speaking to another student at a time.
2. Students are to raise their hands as an indication they want to speak. The teacher will nod yes or no as granting or denying permission. This method will eliminate verbal communication and disturbing other students.
3. The student will speak to another student only about a classroom assignment.
4. The last ten minutes of a study hall may be used by students to quietly visit among themselves. This privilege will be granted or denied depending on the behavior of the students during the study time of the study hall.

*There will be no electronic devices in use during a study hall, unless used to complete homework and permitted by the study hall monitor.
*There will be no parties (birthday, going-away, etc.) of any kind during a study hall.

Study activities during study hall:

1. Students should bring along books with them to keep them busy during the entire study hall.
2. Teachers must be aware of students who are failing and need to be encouraged to use their study hall time efficiently.
3. Students, who are doing satisfactory schoolwork, may bring books and magazines with them to read when they are finished with their schoolwork.
4. Students who are doing satisfactory schoolwork, and are finished with their studies may lay their head on the desk to rest the last 5 minutes of study hall. Sleeping should be discouraged.

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 that has not been checked out. The following rules are to be followed:

1. Reference books (including encyclopedias) must be used in the library.
2. One set of designated encyclopedias may be checked out overnight.
3. Magazines, except current issues may be checked out for one week.
4. Lost and/or non-returned books 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 lockers at this time are without locks. 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 school work

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 a 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 THE ADMINISTRATOR

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 AND DRUGS

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 any manner of illegal drugs, tobacco products or alcohol at any time anywhere.

It shall further be the policy of the District that violation of any drug will result in the following disciplinary sanctions being taken:

1st offense: Student will not be allowed to participate in any school activity for 10 school days. This shall include any school activities that fall on a non-school day within the 10 day period.
2nd offense: Student will not be allowed to participate in any school activity for 20 school days. This shall include any school activities that fall on a non-school day within the 20 day period.
Or
The student will have the option of entering an alcohol/drug/tobacco treatment program in lieu of the 20 school days or activity day suspension. This portion will involve a 10 school days or activity day suspension from public participation in all activities. The student must show successful involvement in a approved treatment program to the Administration prior to the re-instatement to activities. The administration (Superintendent, Principal, and Athletic Director) will approve the program and monitor the student's progress hopefully leading the student to completion of the program.

3rd offense: Student will not be allowed to participate in or attend any school activity for the rest of the school year. This shall include any school activities that fall on a non-school day.
(Revised August 2002)

The Administrator will make an independent investigation into any matters, which result in a student being charged with a violation, and if the circumstances call for a student to be suspended from participation, the Administrator will determine the dates involved. The following are some situations that will result in suspensions:

1. Any witnessing of a student involving the use, possession or distribution of tobacco, alcohol, or drugs by any employee of the Allen Consolidated Schools.
2. Any information provided by a law enforcement officer as to the violation of these policies.
3. Any conviction involving the use, possession or distribution of drugs, alcoholic beverages or tobacco products.
4. Any confession by a student of a violation to a sponsor, activity director, or school administrator.

5. A determination that the student is a delinquent child under Juvenile Statues of the State of Nebraska, as a result of the use of drugs, alcoholic beverages, or tobacco.
6. If a student is charged or convicted of any criminal charges or determined to be a delinquent child under any other circumstances, which is indicative of behavior not representative of a good citizen.
7. If "turned in" by a student's parent or guardian for violation of any of the above.
8. If "turned in" by persons other than those mentioned above will be considered if the "apprehender" signs an affidavit affirming his accusation. The rules involving the use, possession, or distribution of tobacco, alcoholic beverages, drugs and criminal activities are to be in effect from the first practice date or meeting throughout the entire season.

Suspensions will carry over between activities but will NOT carry over between school years.

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. <u>Definitions</u>

   A. <u>Physical Restraint</u>. 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. <u>Seclusion</u>. 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. <u>Physical Restraint</u>

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 restrain 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 restrain 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

A mission of Allen Consolidated Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board of Education adopts the following School Wellness Policy.

1. GOALS TO PROMOTE STUDENT WELLNESS

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
c. Other School Activities. To offer other suitable opportunities for students to engage in heath-promoting activities.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. NUTRITION GUIDELINES

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after serving breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. ASSURANCE FOR REIMBURSABLE SCHOOL MEALS

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrict than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(l) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(f), 1766 9a), as those regulations and guidance apply to the District.

4. PLAN FOR MEASURING IMPLEMETATION AND DESIGNATION OF RESPONSIBLE PERSONS
The Superintendent or the Superintendent's designee is charged with operational responsibility for ensuring that the school meets the Wellness Policy. The Superintendent or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

5. DEVELOPMENT OF POLICY
The District assures that development of the Wellness Policy will involve parents, students, representative of the District's nutrition services department, the Board of Education, school administrators, and the public.

Legal Reference: The Child Nutrition and WIC Reauthorization Act of 2004, 42 USC 1751; Regulations and Procedures for Accreditation of Schools, NDE Rule 10; National School Lunch Program, 42 U.S.C. 1751-1760, 1770; 7 CFR 210

Date of Adoption: June, 12, 2006

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 December 16th of the current school year. Please have your pictures taken at least 3 to 4 month 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 ¼ 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 8th period classes will be considered on an individual basis.

CRISIS MANAGEMENT
RE: LOCKDOWNS

EXTERNAL LOCKDOWN: If we get a direct threat or are contacted by the authorities that we are at risk we will verbally announce an exterior lock down and all exterior doors will be locked. Those wishing to enter or leave the building will use only the front main entrance. That entrance will be supervised by either school personnel or the authorities.

INTERNAL LOCKDOWN: If we would have an intruder in the building you need to lock your door, shut off your lights, and gather together away from the door in your room. Anyone in the guidance room or library should get to an exterior room.

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
10 credits of Foreign Language

Total of 250 credits required for graduation

GRADING SYSTEM

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

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 will 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 tests where students have the opportunity to demonstrate that they have learned the minimum skills necessary for mastery of this class. The weighted average of the semester test will be no more than 20% 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 also 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 AIDES

Qualifications:

1. Any Junior or Senior in the upper one-half of the class with an average of 80 or above.
2. Committee of staff members will decide if students qualify and will place the student.
3. 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. Aid certain areas.
4. Assist students during study periods.
5. Help with A-V materials.
6. The aide has authority to assist with discipline if necessary.

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. Don't turn class over to the aide and leave the room.
3. Don't 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 2016-2017

Test Date	**Registration Deadline**	**(Late Fee Required)**
September 10, 2016	August 5, 2016	August 6–19, 2016
October 22, 2016	September 16, 2016	September 17–September 30, 2016
December 10, 2016	November 4, 2016	November 5–18, 2016
February 11, 2017	January 13, 2017	January 14–20, 2017
April 8, 2017	March 3, 2017	March 4–17, 2017
June 10, 2017	May 5, 2017	May 6–19, 2017

ASVAB & PLAN TESTS

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

MAPS TESTING

Will be given to grades 3-10 in the fall, winter and spring: Dates TBA

NeSA TESTING

Will be given to grades 4-8, 11 in the spring which will include core areas of:
Reading, Math, Science, and Writing: Dates TBA

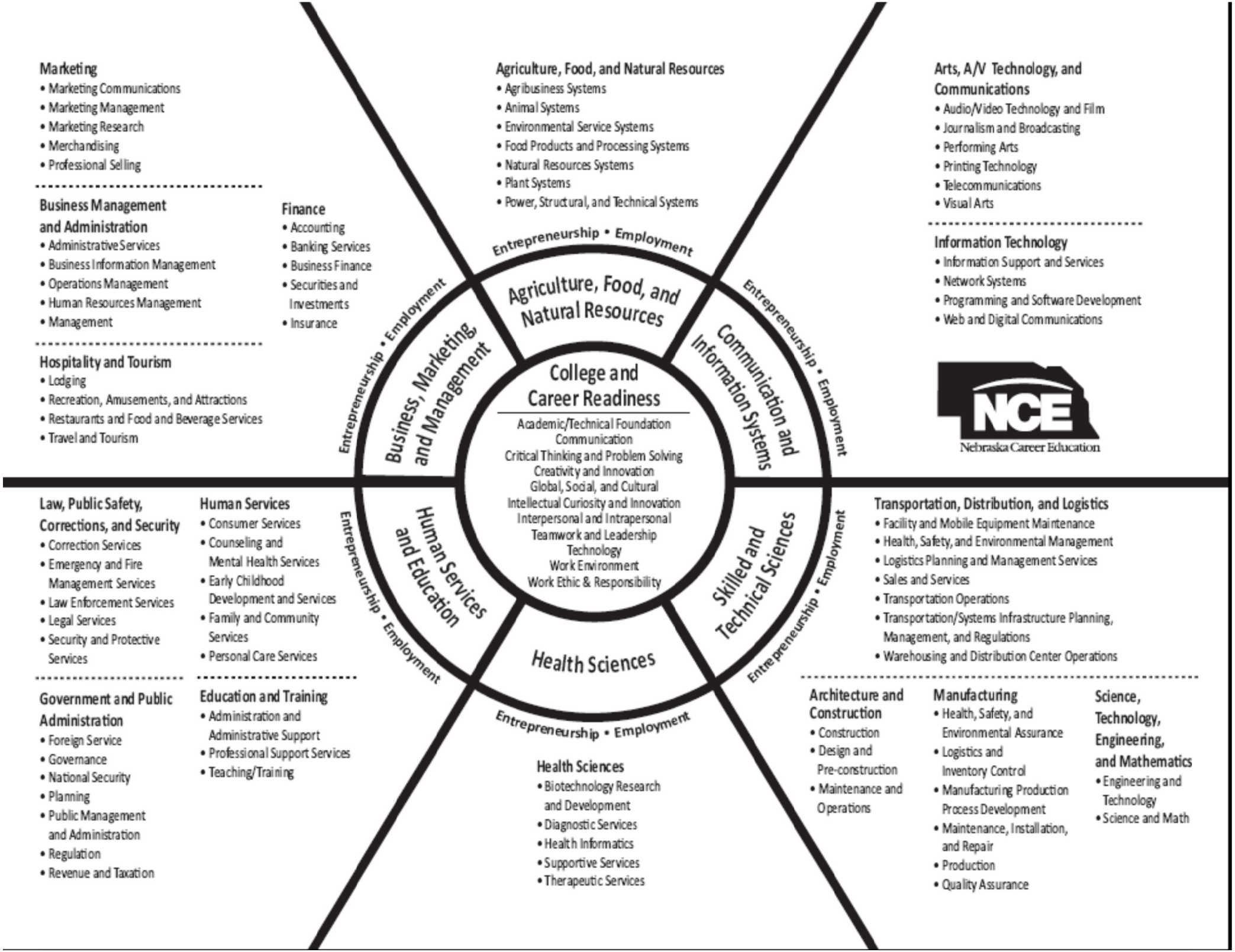
PERSONAL LEARNING PLANS

7th Grade and New Students and Parents:

According to the new Rule 10 requirements, career education curriculum must include exploration of career fields. Included in this handbook are a Nebraska Department of Education Career Fields and Cluster Model. This model will be posted in each 7-12th grade classroom this year and teachers will be using this terminology in their teaching. The Foundation Knowledge and Skills at the center of the model are the knowledge and skills required in all career fields. In addition the guidance program now includes individual student plans to assist every student in grades 7-12 in developing a career and education plan. These plans will be referred to as Personal Learning Plans or PLP's.

The student's PLP will be done online within the NCC (Nebraska Career Connections) site. We would like to have on file a signed permission form from each parent with a student entering the 7th grade, approving the use of this site for your child's PLP.

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


Marketing
• Marketing Communications
• Marketing Management
• Marketing Research
• Merchandising
• Professional Selling
Business Management and Administration
• Administrative Services
• Business Information Management
• Operations Management
• Human Resources Management
• Management
Hospitality and Tourism
• Lodging
• Recreation, Amusements, and Attractions
• Restaurants and Food and Beverage Services
• Travel and Tourism
Finance
• Accounting
• Banking Services
• Business Finance
• Securities and Investments
• Insurance
Agriculture, Food, and Natural Resources
• Agribusiness Systems
• Animal Systems
• Environmental Service Systems
• Food Products and Processing Systems
• Natural Resources Systems
• Plant Systems
• Power, Structural, and Technical Systems
Arts, A/V Technology, and Communications
• Audio/Video Technology and Film
• Journalism and Broadcasting
• Performing Arts
• Printing Technology
• Telecommunications
• Visual Arts
Information Technology
• Information Support and Services
• Network Systems
• Programming and Software Development
• Web and Digital Communications
Entrepreneurship • Employment
Business, Marketing, and Management
Agriculture, Food, and Natural Resources
Communication and Information Systems
College and Career Readiness
Academic/Technical Foundation
Communication
Critical Thinking and Problem Solving
Creativity and Innovation
Global, Social, and Cultural
Intellectual Curiosity and Innovation
Interpersonal and Intrapersonal
Teamwork and Leadership
Technology
Work Environment
Work Ethic & Responsibility
Human Services and Education
Health Sciences
Skilled and Technical Sciences
NCE
Nebraska Career Education
Law, Public Safety, Corrections, and Security
• Correction Services
• Emergency and Fire Management Services
• Law Enforcement Services
• Legal Services
• Security and Protective Services
Government and Public Administration
• Foreign Service
• Governance
• National Security
• Planning
• Public Management and Administration
• Regulation
• Revenue and Taxation
Human Services
• Consumer Services
• Counseling and Mental Health Services
• Early Childhood Development and Services
• Family and Community Services
• Personal Care Services
Education and Training
• Administration and Administrative Support
• Professional Support Services
• Teaching/Training
Health Sciences
• Biotechnology Research and Development
• Diagnostic Services
• Health Informatics
• Supportive Services
• Therapeutic Services
Transportation, Distribution, and Logistics
• Facility and Mobile Equipment Maintenance
• Health, Safety, and Environmental Management
• Logistics Planning and Management Services
• Sales and Services
• Transportation Operations
• Transportation/Systems Infrastructure Planning, Management, and Regulations
• Warehousing and Distribution Center Operations
Architecture and Construction
• Construction
• Design and Pre-construction
• Maintenance and Operations
Manufacturing
• Health, Safety, and Environmental Assurance
• Logistics and Inventory Control
• Manufacturing Production Process Development
• Maintenance, Installation, and Repair
• Production
• Quality Assurance
Science, Technology, Engineering, and Mathematics
• Engineering and Technology
• Science and Math

EXTRACURRICULAR ACTIVITIES GUIDELINES

(Revised July, 1992)

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).

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

Students need to be in school at least one-half of the day in order to participate in extracurricular activities that night. The Administration or Activities Director can make exceptions to this rule. Examples of exceptions would be students absent due to a funeral, college day, Dr. appointments, and other school activities and so forth. The primary focus of this policy deals with absentees due to sickness and unexcused absences. **(Revised 6/2007)**

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. An Activity Excuse Slip will be signed by the appropriate teachers and must be turned into the principal's office prior to the student leaving for the activity.

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 core hours the previous semester are ineligible for NSAA sponsored activities.)

B. Incoming 9th grade students will be required to pass the equivalent of twenty hours of academic credit (this would be 4 out of 5 classes including math, English, science, social studies, and quarter elective classes) in the immediate preceding semester of 8th grade. 8th grade students not passing twenty hours of academic classes in their second semester of study will be given the opportunity to attend summer school in order to remain eligible for the fall semester of their 9th grade year.

C. The down list will be run weekly for any students having Ds or Fs in any classes for the quarter or the semester, and down letters will be mailed home, with the exception of the first and last week of each quarter.

D. When that down list is run, students not passing twenty hours of credit in the current quarter and/or semester will be ineligible for participation the following week, running from the following Monday through Saturday.

E. Students who do not fall under the criteria in B above, but who have any failing grades in either the quarter or the semester when that down list is run, will be in danger of being ineligible, but will be allowed to earn back their eligibility based on the following requirements. Students must report to Academic Assistance the following week, for a total of _#_ hours (one hour per failing class up to 3 hours) or until the grade is improved to passing.

- Students may pick from the following times:
  - Monday – Friday: 7:15 – 8:00 am
  - Monday – Friday: 12:35 – 1:05 pm
  - Monday – Friday: After School (Only by appointment and in the event of a conflict such as One Act practice.)

- At the end of the week, a student may fall under the following circumstances:
  - Time served and/or the grade is improved; student is released from Academic Assistance for the following week. Student is ELIGIBLE for all activities the following week.
  - Time served but the grade is NOT improved; student is held over for Academic Assistance for the following week, but student is ELIGIBLE for all activities the following week as long as they continue to attend Academic Assistance.
  - Time **NOT** Served and the grade is not improved; student is held over for Academic Assistance **AND** student will be ineligible for **ALL** Activities the next week.

F. 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

Music students will receive a schedule of performances in the first week of the school year. Students will have until one week after receipt of the schedule to inform the director of any conflicts. After that time, it is understood that the student can and will attend all 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 will include severe lowering of grade, reduction of credit hours (for that course) or both. Each student will be handled on a case-by-case basis. Decision of the director is final.

Music/Drop/Add

Band and choir are unique classes in that the groups consistently perform and compete. They are based and rely on a rising level of ability, commitment and contributions by higher level students.

Students' who drop and/or wander in and out of band and choir hurt the group considerably. If a student drops band or choir (or is asked to leave for disciplinary reasons), re-entry into either group will be at the discretion of the band/choir director. In most cases, re-entry will be denied.

ALCOHOL, TOBACCO AND DRUGS

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.

It shall further be the policy of the District that violation of any drug will result in the following disciplinary sanctions being taken:

1st offense: Student will not be allowed to participate in any school activity for 10 school days. This shall include any school activities that fall on a non-school day within the 10-day period.
2nd offense: Student will not be allowed to participate in any school activity for 20 school days. This shall include any school activities that fall on a non-school day within the 20-day period.

Or

The student will have an option of entering an alcohol/drug/tobacco treatment program in lieu of the 20 school days or activity day suspension. This option will involve a 10 school days or activity day suspension from public participation in all activities. The student must show successful involvement in an approved treatment program to the Administration prior to the re-instatement to activities. The administration (Superintendent, Principal, and Athletic Director) will approve the program and monitor the student's progress hopefully leading the student to completion of the program

3rd offense: Student will not be allowed to participate in or attend any school activity for the rest of the school year. This shall include any school activities that fall on a non-school day.
(Revised August 2005)

The Administrator will make an independent investigation into any matters, which result in a student being charged with a violation, and if the circumstances call for a student to be suspended from participation, the Administrator will determine the dates involved.
The following are some situations that will result in suspensions:

1. Any witnessing of a student involving the use, possession or distribution of tobacco, alcohol, or drugs by any employee of the Allen Consolidated Schools.
2. Any information provided by a law enforcement officer as to the violation of these policies.
3. Any conviction involving the use, possession or distribution of drugs, alcoholic beverages or tobacco products.
4. Any confession by the student of a violation to a sponsor, activity director, or school administrator.
5. A determination that the student is a delinquent child under the Juvenile Statutes of the State of Nebraska, as a result of the use of drugs, alcoholic beverages, or tobacco.
6. If a student is charged or convicted of any criminal charge or determined to be a delinquent child under any other circumstances, which is indicative of behavior not representative of a good citizen.
7. If "turned in" by a student's parent or guardian for violation of any of the above.

8. If "turned in" by persons other than those mentioned above will be considered if the "apprehender" signs an affidavit affirming his accusation. The rules involving the use, possession, or distribution of tobacco, alcoholic beverages, drugs and criminal activities are to be in effect from the first practice date or meeting throughout the entire season.

Suspensions will carry over between activities but will NOT carry over between school years.

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 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 Practices

Allen 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 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 principal'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 the 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

(Revised June 2016)

Breakfast (Milk & Juice included)		$ 1.60
Lunch (Milk included)	K-6 7-12 Adult	$ 2.20 $ 2.45 $ 3.50
Juice/Milk (extra)		$ .40
Extra Entrée		$ .80

NONDISCRIMINATION STATEMENT

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

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex,gender identity, religion, reprisal, and where applicable, political beliefs, marital status,familial or parental status, sexual orientation, or all or part of an individual's income isderived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

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

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

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

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

USDA is an equal opportunity provider and employer.

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

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 enroot 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 CELLUALAR PHONES AND OTHER COMMUNICATION DEVICES

Allen Consolidated Schools acknowledges that students possess and frequently utilize cellular phones and other personal communications devices on a regular basis. If a student has a need to bring a communications device (voice, text, and photograph) onto school grounds during the school day, it shall be ***turned off*** and stored in the students locker at all times during the school day. Use of all such communications devices shall be limited to a period of time before 8:00 am in the mornings and after 3:45 pm in the afternoons, ***unless the student has received administrative approval.***

Use of communications devices during all school activities (practices/competition) will be prohibited. Students must keep communications devices stored away during activities until they are no longer under school supervision. Use of any communication device where there is an expectation of privacy is prohibited. That shall include locker rooms and/or any other changing room. Any student found to be in violation of this policy might be subject to disciplinary action as deemed appropriate by the administration and confiscation of the communications device.

Allen Consolidated Schools and its coaches/sponsors/administrators reserve the right to not allow students to bring cell phones to activities that require an overnight stay or to collect cell phones for a certain periods of time during the activity. In case of emergencies where contact is required the coaches/sponsors/administrators will have personal and/or school cell phones readily available.

USE OF PHONES
(Revised July 2009)

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

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

INTERNET/COMPUTER USE POLICY

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

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

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

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

In Addition, students will not violate copyright or software licensing agreements. Students will not download or exchange audio and video files including MP3 files and other similar files.

Students will not copy, download, design, or create any software or component intended to damage, alter, or degrade software applications or network architectures.

SCHOOL FEE POLICY

1. Board must specify the maximum dollar amount of all student fees. The maximum dollar will be the actual cost of the fee or item to be purchased. The Allen Consolidated Schools will not be taking a mark-up on any required item to be purchased by students.
2. The Allen Consolidated Schools will collect only student fees authorized by this act.
3. The District may not require students to supply minor personal or consumable items for courses. However this does not prohibit a school from requesting donations of materials, equipment, or attire as to defray costs nor does it prohibit a school from permitting students to supply materials for course projects provided that it is clear that the request is not a requirement.
4. District shall not require students to purchase materials for projects. The student shall have the option of buying the project from the District upon completion. A cost estimator shall be reviewed with the student before beginning the project.

5. The Summer School reading program is offered free of any charges.
6. All teachers will at the beginning of school year turn in to the central office all proposed student fees or materials lists that will be reviewed against our existing policy list and added if necessary.
7. The District's waiver deadline meets requirements. The waiver must be re-applied for on an annual basis. A waiver request applies to all related fees, projects, material, or supply cost.
8. Eligibility depends upon meeting the guidelines established by the Child Nutrition Program.
9. The Student Fee Policy will be in our student handbooks and sent home to all families within the District on an annual basis.
10. Other items to add that may come under the fee income policy are the following:

    Band Instruments rental fee of school supplied instrument.

    Field Trip meal cost if not supplied by lunch program.

Field Trip admission expense if applicable or requested.

11. Admission fees and students as spectators at activities are no longer covered under Fee-exempt program. **(Revised August 2005)**

PEOPLE YOU SHOULD KNOW

Administration
Michael Pattee – Superintendent
Lana Oswald – Principal

Elementary Teachers
Desiree Kneifl – Guidance Counselor
Joy Bock - Kindergarten
Carla Dickens - First Grade
Joy Smith - Second Grade
Christopher Blohm - Third Grade
Chris Erickson - Fourth Grade
Jessica Walsh - Fifth Grade
Nick Curnyn - Sixth Grade
Ryan Miller - Title 1
Stacie Kingsbury-Special Education K-6
Zach Wemhoff – PE K-6
Lori Koester – K-4 Music

Secondary Teachers
Zach Wemhoff - Physical Education (7-12)
Richard Lacy - Band, Vocal Music
Marlene Levine - Math, Computers
Sarah Beckwith - English (7-12)
Jennifer Lundahl - English (7-12)
Callie Anderson - Library
Marcella Roeber - Business
Ali Ferris - Math
Desiree Kneifl - Guidance Counselor
Marc Bathke - Science
David Uldrich - Social Studies, History, Activities Director
Bill Chase - Vocational Agriculture/Industrial Tech
Denise Hingst - Art
Kami Murphy - Special Education 7-12

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

Secretary
Deb McGrath – Principal's Secretary, Activities Secretary

Custodians
Gloria Dowling
Linda Blohm

Nurse
Angie Borg

Cooks
Julie Sullivan
Diane Sullivan

Route Drivers
Jack Warner
Rhonda Warner
Rayme Dowling
Kevin Hill
Micky Sachau
Tammy Thelan

Subs
Gloria Dowling
Dan Nice

Paraprofessionals
Sharon Boysen
Bailey Diediker
Shelly Jones
Karen Milander

Extra Duty Schedule:

Athletic Director	Dave Uldrich
Football, Head	Dave Uldrich
Assistant Coach FB	Marc Bathke
Assistant Coach FB	Zach Wemhoff
A-Club Sponsor	Dave Uldrich
Volleyball Head	Cheryl Greve
Assistant Coach VB	Callie Anderson
Girls Basketball, Head	Christopher Blohm
Assistant GBB Coach	Paige Green
Boys Basketball, Head	Nick Curnyn
Assistant BBB Coach	Drew Diediker
Head Track	Dave Uldrich
Assistant Track	Jessica Walsh
Assistant Track	Zach Wemhoff
Assistant Track	Marc Bathke
JH Boys FB	Zach Wemhoff
JH Boys BB, Track	Nick Curnyn
JH Girls TR	Zach Wemhoff
JH Girls VB	Cheryl Greve
JH Girls BB	Co-op with Wakefield
Concessions	Shelly Jones
Instrumental Music	Richard Lacy
Vocal Music	Richard Lacy
One-Act Play	Kami Murphy / Marcy Roeber
Speech	Kami Murphy/Marcy Roeber
Yearbook	Marcy Roeber
FFA	Bill Chase
National Honor Society	Mike Pattee
Student Council Sponsor	Desiree Kneifl
Assessment Coordinator	Mike Pattee
SAT/RTI Coordinator	Ryan Miller
Senior Class Sponsor	Dave Uldrich
Junior Class Sponsor	Carla Dickens/Callie Anderson
Sophomore Class Sponsor	Zach Wemhoff
Freshman Class Sponsor	Marlene Levine
8th grade Sponsor	Jennifer Lundahl
7th grade Sponsor	Marc Bathke

Allen is a member of the ***"Lewis & Clark" Conference.*** All conference passes will be honored for regular season games. School phone is 402-635-2484 Fax is 402-635-2331. Parking for visiting team buses is allowed on the **SOUTH** side of the building. All others park on the east & north sides of the school.
***all sponsors email addresses are in the NSAA MANUAL**

ROOM NUMBERS AND NAMES

Room #	***Name***
1	Distance Learning
2	Work Room
3	Teacher Lounge
4	Mr. Bathke – Science
5	Speech
6	Ms. Kingsbury – SPED room K-6
7	Mr. Miller – Title 1
8	Consulting Room
9	Mrs. Bock – Kindergarten
10	Mrs. Dickens – 1st Grade
11	Mrs. Smith – 2nd Grade
12	Mr. Blohm – 3rd Grade
13	Mr. Erickson – 4th Grade
14	Mrs. Walsh – 5th Grade
15	Mr. Curnyn – 6th Grade
16	Library Magazine Room
17	Mrs. Dowling / Mrs. Blohm – Custodial Staff
18	Mrs. Borg – Nurse
19	Mrs. Kneifl – Counselor
20	Computer Lab
21	Library
22	Mrs. Hingst – Art
23	Mr. Uldrich – Social Studies
24	Mrs. Ferris – Math
25	Ms. Lundahl – English
26	Mrs. Roeber – Business
27	Mrs. Murphy – SPED
28	Mrs. Murphy – SPED
29	Mrs. Beckwith – English
30	Mrs. Levine – Math/Computers
31	Mr. Chase – Industrial Tech
32	Mr. Lacy – Band/Choir
33	Preschool
Gym	Mr. Wemhoff – Physical Education
Multi-Purpose	Mrs. Koester – Elementary Music

ALLEN CONSOLIDATED SCHOOLS
TELEPHONE EXTENSIONS

website address:
http://allenschools.org

Michael Pattee	Superintendent	mpattee@esu1.org	400
Lana Oswald	Principal	loswald@esu1.org	401
Stephanie Sullivan	Administrative Assistant	ssullivan@esu1.org	402
Deb McGrath	Principal Secretary	dmcgrath@esu1.org	403
Desiree Kneifl	Guidance	dkneifl@esu1.org	404

Anderson, Callie	Library	canderson@esu1.org	208
Bathke, Marc	High School Science	mbathke@esu1.org	204
Beckwith, Sarah	Eighth Grade	sbeckwith@esu1.org	207
Blohm, Christopher	Third Grade	cblohm@esu1.org	103
Blohm, Linda	Custodian	custodian@esu1.org	307
Bock, Joy	Kindergarten	jbock@esu1.org	100
Borg, Angie - RN	School Nurse	aborg@esu1.org	304
Boysen, Sharon	Elementary Para		
Cafeteria	For Public Use		306
Chase, Bill	Ag. Classroom / Shop	bchase@esu1.org	215/216
Curnyn, Nick	Sixth Grade	ncurnyn@esu1.org	106
Dean, Nancy	Speech	ndean@esu1.org	302
Dickens, Carla	First Grade	cdickens@esu1.org	101
Diediker, Bailey	HS SPED Para	bbdiediker@esu1.org	310
Distance Learning	Distance Learning		214
Dowling, Gloria	Custodian	custodian@esu1.org	307
Erickson, Chris	Fourth Grade	cerickson@esu1.org	104
Ferris, Ali	Math	aferris@esu1.org	211
Sorensen, Alexa	School Psychologist	asorensen@esu1.org	303
Hingst, Denise	Art Room	dhingst@esu1.org	202
Jones, Shelly	Para - DL / Study halls	sjones@esu1.org	214
Kingsbury, Stacie	Elementary Special Education	skingsbury@esu1.org	301
Koester, Lori	Elementary Music	lkoester@esu1.org	107
Lacy, Richard	Instrumental/Vocal Music	rlacy@esu1.org	205
Levine, Marlene	Seventh Grade	mlevine@esu1.org	206
Library Work Room	Work Room		213
Lundahl, Jennifer	English Room	jlundahl@esu1.org	203
Reading Room	Reading Room		212
Milander, Karen	HS SPED Para	kmilander@esu1.org	
Miller, Ryan	Title I - Reading Coach	rymiller@esu1.org	300
Multi Purpose Room	IEP's Meetings		311
Murphy, Kami	JH/HS Special Education	kmurphy@esu1.org	310
Roeber, Marcy	Business Room	mroeber@esu1.org	209
Ruwe, Sara	Pre-School	sruwe@esu1.org	310
Sachau, Micky	Reading First Para		100
Smith, Joy	Third Grade	joysmith@esu1.org	102
Sullivan, Julie	Head Cook	jusullivan@esu1.org	305
Sullivan, Diane	Kitchen		305
Teacher Lounge	Teacher/Staff Break Area		309
Thelen, Tamra	Para - SPED HS		
Uldrich, Dave	Government/Social Studies	duldrich@esu1.org	210
Walsh, Jessica	Fifth Grade	jegatzem@esu1.org	105
Wemhoff, Zach	Physical Education	zwemhoff@esu1.org	200
Workroom/Storage	Storage / Office, etc.		308

ALLEN CONSOLIDATED SCHOOL
2016-2017

T S

13 11

August 2016

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			

September 2016

21.5 20

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	

October 2016

20 20

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					

45

20 20

November 2016

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			

14 14

December 2016

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

88.5 85

40

Qtr 1	=	45 Instructional Days
Qtr 2	=	40 Instructional Days

85 total 1st Semester Days

No School
Teacher Workdays
Early Out / Late Start

August 2016

Aug. 15-16 Teacher Meetings and Workdays
Aug. 17 - 1st Day of classess Early Dismissal 1:30 PM
Aug ? - 1st Day of Distance Learning Classes

September 2016

Sept. 5 - NO SCHOOL - LABOR DAY
Sept. 19 - No School / Teacher In-Service
Sept. 22 - P/T conferences Early Out 1:50 PM

October 2016

Oct. 21 - End of 1st Quarter
Oct. 21 - NO SCHOOL FALL BREAK

November 2016

Nov. 23 - Early Dismissal
Nov. 24-25 NO SCHOOL THANKSGIVING

December 2016

Dec 2 - NO SCHOOL / LSE Competition
Dec. 20-21 - HS Semester Tests Early Dismissmal 1PM
Dec 21 - No Elementary
Dec. 21 - End of 1st Semester
Dec. 22-Jan. 2 Christmas Break
Dec. 23-27 - NSAA Practice Moratorium

January 2017

Jan. 2 - No School
Jan. 3 - 1st Day of Classes
Jan. 30-No School / Teacher In-Service

February 2017

Feb. 23 - P/T Conferences Early Out 1:50 PM
Feb. 24 - No School

March 2017

March 10 - End of 3rd Quarter

April 2017

April 13 - Early Dismissal - 1:50 PM
April 14 - NO SCHOOL / SPRING BREAK
April 17 - NO SCHOOL / SPRING BREAK

May 2017

May 5 - Senior Release
May 13 - Graduation
May 17 - Last Day of School for Elementary
May 17-18 HS Semester Tests - Early Dismissal 1 PM
May 19 - End of 2nd Semester
May 19- Teacher Workday / Makeup Day

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

T S

21 20

January 2017

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				

February 2017

19.5 19

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				

March 2017

23 23

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	

47

April 2017

18 18

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

May 2017

15 15

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			

48

96.5 95

Qtr 3	=	47 Instructional Days
Qtr 4	=	48 Instructional Days

95 total 2nd Semester Days

185.0	Teacher Days
180	Student Days

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
8:40-8:45 – Mrs. Desiree Kneifl

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

7th – Marc Bathke (Science Room)
8th – Jennifer Lundahl (English Room)
9th – Marlene Levine (Computer Room)
10th – Zach Wemhoff (Gym)
11th – Callie Anderson (Library)
12th – Dave Uldrich (History Room)

1ST PERIOD	9:23-9:53
2ND PERIOD	9:55-10:20
3RD PERIOD	10:22-10:47
4TH PERIOD	10:49-11:14
5TH PERIOD	11:16-11:41
6TH PERIOD	11:43-12:08
LUNCH	12:10-12:36
7TH PERIOD	12:38-1:03
8TH PERIOD	1:05-1:30

BUSES RUN AT 1:35

ALLEN JR. SR. HIGH SCHOOL BELL SCHEDULE

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

ELEMENTARY SCHEDULE 8:15-3:30

LUNCH	11:25-12:20

BELL SCHEDULE PARENT/TEACHER CONFERENCES OR EARLY OUT

The bells will ring at the times indicated below.

HALL DUTY	7:45 AM
1ST BELL	8:00 AM
WARNING BELL	8:10 AM
1ST PERIOD	8:15-8:52
2ND PERIOD	8:54-9:31
3RD PERIOD	9:33-10:10
4TH PERIOD	10:12-10:49
5TH PERIOD	10:51-11:28
6TH PERIOD	11:30-12:07
7TH PERIOD	12:09-12:46
LUNCH	12:46-1:11
8TH 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
1ST BELL	10:00 AM
WARNING BELL	10:10 AM
1ST PERIOD	10:15-10:50
2ND PERIOD	10:52-11:27
3RD PERIOD	11:29-12:04
4TH PERIOD	12:06-12:41
LUNCH	12:41-1:08
5TH PERIOD	1:10-1:45
6TH PERIOD	1:47-2:22
7TH PERIOD	2:24-2:59
8TH PERIOD	3:01-3:35

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

2016 Allen Eagle Football

August 26	**Friday**	**O'Neill St. Mary's**	**7:00**
September 09	**Friday**	**Cedar Bluffs**	**7:00**
September 16	Friday	@ Elkhorn Valley (Tilden)	7:00
September 23	**Friday**	**Wynot ****	**7:00**
September 30	Friday	@Randolph **	7:00
October 07	Friday	@ Winside **	7:00
October 14	**Friday**	**Emerson-Hubbard **** ***HOMECOMING-Sr. Night***	**7:00**
October 20	Thursday	@Wausa **	7:00
October 27	Thursday	STATE PLAYOFFS BEGIN	TBA

** ***Donates District Game*** **All times are tentative and are subject to change.**

Junior Varsity

September 12	Monday	@Pender	5:30
September 19	**Monday**	**Homer**	**5:45**
September 26	**Monday**	**Wynot**	**6:45**
October 10	**Monday**	**Emerson-Hubbard**	**6:00**

All game times are tentative and subject to change.

Junior High Football

September 6	Tuesday	@Niobrara-Verdigre	4:00
September 12	Monday	@Osmond	4:00
September 19	**Monday**	**Homer**	**4:00**
September 26	**Monday**	**Wynot-Hartington**	**4:00**
October 03	Monday	@Bloomfield-Wausa (Bloomfield)	4:00
October 10	**Monday**	**Emerson-Hubbard**	**4:00**

All game times are tentative and subject to change.

ALLEN LADY EAGLE VOLLEYBALL
2016

September 1	Thursday	@ Wisner-Pilger / Pender Tournament	(A)	5:00
September 3	Saturday	@ Wisner-Pilger / Pender Tournament	(A)	TBA
September 6	Tuesday	@Wynot **	(C-B-A)	5:30
September 8	Thursday	@ Wausa Triangular	(A)	5:30
September 10	Saturday	@ Wisner-Pilger Tournament	(B)	8:00
September 13	Tuesday	@ Ponca Triangular	(A)	5:15
September 15	Thursday	@Emerson-Hubbard	(C-B-A)	5:30
September 20	Tuesday	@ Wakefield Triangular	(A)	5:30
September 27	Tuesday	@ Ponca Tournament	(A)	5:00
September 29	**Thursday**	**Walthill ****	**(B-A)**	**6:00**
October 4	Tuesday	@ Winnebago Triangular	(A)	5:30
October 6	Thursday	@Hartington **	(C-B-A)	5:30
October 8	Saturday	@ Wisner-Pilger Tournament	(A)	10:00
October 11	Tuesday	@Whiting, IA	(C-B-A)	5:30
October 13	Thursday	@Winside **	(C-B-A)	5:30
October 15	Saturday	@ Wakefield Triangular	(C)	8:30
October 18	**Tuesday**	**Homer Senior Night**	**(C-B-A)**	**5:30**
October 22	Saturday	@ Lewis & Clark Tournament ***@TBA***	(A)	2:00
October 24	Monday	@ Lewis & Clark Tournament ***@Hartington***	(A)	5:30
October 25	Tuesday	LEWIS & CLARK Consolation/ FINAL ***@L-C-C***	(A)	5:30
October 31	Monday	@ Subdistrict Volleyball	(A)	TBA
November 1	Tuesday	@ Subdistrict Volleyball Final	(A)	TBA
November 3	Thursday	@ District Final	(A)	TBA
November 10-12	Thurs.-Sat.	@ State Volleyball Lincoln	(A)	TBA

***Designates Divisional Conference Match* *All game times are tentative.*
HOME GAMES IN BOLD PRINT.

Junior High Volleyball

September 6	Tuesday	@Niobrara-Verdigre	A	3:00
September 10	Saturday	@ Cedar Catholic Invitational Tournament	A	9:00
September 12	Monday	@Osmond	A	2:45
September 24	Saturday	@ Ponca Tournament	A	9:00
September 26	**Monday**	**Wynot-Hartington**	**A**	**3:00**
September 29	Thursday	@ Ponca	A	3:00
October 18	**Tuesday**	**Homer**	**A**	**3:00**
October 25	Tuesday	@Wakefield	A	3:00

All game times are tentative and subject to change.
HOME GAMES IN BOLD PRINT.

Eagle Basketball
2016 – 2017

November 28	Monday	@Emerson-Hubbard Jamboree	VG/VB	6:00
December 2	**Friday**	**Wakefield**	**JVG/JVB/VG/VB**	**4:00**
December 3	Saturday	@Cedar Bluffs	VG/VB	1:00
December 6	**Tuesday**	**Omaha Nation**	**JVG/VG**	**6:15**
December 8	**Thursday**	**Ewing**	**VG/VB**	**6:00**
December 9	Friday	@Homer	JVG/JVB/VG/VB	5:00
December 12	Monday	@Pender	JVG/JVB/VG/VB	5:00
December 13	Tuesday	@Hartington **	JVG/JVB/VG/VB	4:00
December 28/29	Wed./Thurs.	@ Verdigre Holiday Tournament	VG/VB	TBA
January 6	Friday	@Ponca	JVG/JVB/VG	4:45
January 7	**Saturday**	**A Club Tournament**	**(9-10 Boys)**	**8:00**
January 9	**Monday**	**Randolph**	**JVG/JVB/VG/VB**	**4:00**
January 12	**Thursday**	**Santee**	**VG/VB**	**6:15**
January 13	Friday	@Whiting, IA	VG/VB	6:15
January 14	**Saturday**	**A Club Tournament**	**(9-10 Boys)**	**9:00**
January 17	**Tuesday**	**Wynot ** **	**JVG/JVB/VG/VB**	**4:00**
January 19	Thursday	@Wausa	JVG/JVB/VG/VB	4:00
January 23	Monday	@Walthill **	VG/VB	6:00
January 26	**Thursday**	**Emerson-Hubbard** *Senior Night*	**JVG/JVB/VG/VB**	**4:00**
January 27	Friday	Play In Round Lewis & Clark Tournament ***@ TBA***	VG/VB	6:00
January 28	Saturday	1st Round Girls Lewis & Clark Tournament ***@TBA***	VG	6:00
January 30	Monday	Round Boys Lewis & Clark Tournament ***@TBA***	VB	6:00
January 31	Tuesday	Consolation/2nd Round Girls L&C Tournament	VG	6:00
February 2	Thursday	Consolation/ 2nd Round Boys L&C Tournament	VB	6:00
February 3	Friday	Semifinals- Girls Lewis & Clark Tournament	VG	6:00
February 4	Saturday	Semifinals- Boys Lewis & Clark Tournament	VB	6:00
February 6	Monday	Lewis & Clark Championships ***@L-C-C***	VG/VB	6:00
February 7	Tuesday	@Winside **	VG/VB	6:15
February 9	**Thursday**	**Bloomfield**	**VG/VB**	**6:15**
February 13	Monday	Girls Subdistricts 1st Round	VG	TBA
February 14	Tuesday	Girls Subdistricts 2nd Round	VG	TBA
February 16	Thursday	Girls Subdistrict Final	VG	TBA
February 17	Friday	@Omaha Nation	JVB/VB	6:15
February 20	Monday	Boys Subdistricts 1st Round	VB	TBA
February 21	Tuesday	Boys Subdistricts 2nd Round	VB	TBA
February 23	Thursday	Boys Subdistrict Final	VB	TBA
February 24	Friday	Girls District Final	VG	TBA
February 28	Tuesday	Boys District Final	VB	TBA
March 2-4	Thurs.-Sat.	Girls State Basketball @ Lincoln	VG	TBA
March 9-11	Thurs.-Sat.	Boys State Basketball @ Lincoln	VB	TBA

** Designates Divisional Conference Game
Game times are tentative and subject to change.
Home games in BOLD PRINT.

Lewis & Clark Conf: 2nd Round Girls @ Wakefield/Winside
Lewis & Clark Conf: 2nd Round Boys @ Hartington/Homer
Lewis & Clark Conf: Semifinal Girls @ Winnebago
Consolation Girls @ Homer/Creighton
Consolation Boys @ L-C-C/Allen
Semifinal Boys @ Ponca

Varsity Wrestling
Wakefield/Allen

December 1	Thursday	@Pender Dual	7:00 pm
December 3	Saturday	@ Howells Tournament	9:00 am
December 10	Saturday	@ Stanton Tournament	9:30 am
December 17	Saturday	@ Osmond Tournament	10:00 am
January 7	Saturday	@ Wisner Tournament	10:15 am
January 12	**Thursday**	**@ Wakefield Triangular Parent's Night**	**6:00 pm**
January 14	Saturday	@ Battle Creek Tournament	9:00 am
January 19	Thursday	@ Lewis & Clark Tourney – Winside	1:00 pm
January 20	Friday	@ Madison Tournament	11:30 am
January 26	Thursday	@Cedar Catholic Triangular	6:00 pm
January 28	Saturday	@ Elkhorn South Tournament	9:00 am
February 4	**Saturday**	**Wakefield Tournament**	**9:00 am**
February 10 & 11	Fri/Sat	@ District Meet TBA	TBA
February 16-18	Thur/Sat	@ State Wrestling Omaha	TBA

Home events in BOLD PRINT @ Wakefield.
Meet times are subject to change.

Junior High Wrestling
Wakefield/Allen

November 5	Saturday	@ Wayne Invitational	10:00 am
November 7	Monday	@ Howells-Dodge Dual	7:00 pm
November 10	Thursday	@ Ponca Invitational	4:00 pm
November 12	Saturday	@ Winside Invitational	9:30 am
November 14	Monday	@ Randolph Invitational	4:00 pm
November 19	Saturday	@ Howells-Dodge Tournament	10:00 am
November 21	Monday	@ Pierce Quadrangular	3:30 pm

HOME EVENTS are in **BOLD PRINT @ Wakefield.**
All times are tentative and subject to change.

Junior High Boys Basketball
Allen Eagle Boys

December 15	**Thursday**	**E-H-P**	**A/B**	**2:45**
January 14	Saturday	@ Homer Tournament	A	TBA
January 16	Monday	@Ponca	A/B	2:45
January 23	**Monday**	**Homer**	**A/B**	**3:00**
February 4	**Saturday**	**Wynot**	**A/B**	**9:00**
February 6	**Monday**	**Wausa**	**A/B**	**1:30**
February 7	Tuesday	@Winside	A/B	3:00
February 11	Saturday	@Wakefield	A/B	9:00

Game times are tentative and subject to change.
Home games in BOLD & are held in Allen.
B games at Winside/Wausa are tentative.

Girls Cooperative Junior High Basketball
Allen/Wakefield

January 10	Tuesday	@Cedar Catholic	A/B	3:00 pm
January 12	Thursday	E-H-P @Emerson	A/B	3:00 pm
January 21	**Saturday**	**L-C-C**	**A/B**	**9:00 am**
January 28	Saturday	@Winside	A/B	9:00 am
January 31	**Tuesday**	**Ponca**	**A/B**	**3:00 pm**
February 4	Saturday	@ Clough Tourney @Homer	A	9:00 am
February 6	**Thursday**	**Homer**	**A/B**	**3:00 pm**

Game times are tentative and subject to change. **Home games are in BOLD & are held in Wakefield.**

Allen Track & Field
2017

March 17	**Friday**	**Wayne State Indoor**	**Noon**
March 28	**Tuesday**	**Cedar Catholic Invite**	**1:00**
April 3	Monday	Cedar Catholic Invite-JH	1:00
April 4	**Tuesday**	**Hartington Invite**	**3:00**
April 10	Monday	Plainview Quad – JH	3:00
April 13	**Thursday**	**Homer Invite**	**1:00**
April 18	**Tuesday**	**L-C-C Invite**	**2:00**
April 25	**Tuesday**	**Ponca Invite**	**3:00**
April 27	**Thursday**	**Norfolk Classic**	**TBA**
April 28	Friday	L-C-C- Invite - JH	12:00
April 29	**Saturday**	**Lewis & Clark Conference @Laurel**	**9:30**
May 2	Tuesday	Winside Invitational – JH	10:00
May 4	**Thursday**	**Winside Invitational**	**10:00**
May 5	Friday	Hartington Invitational-JH	2:30
May 8	Monday	Homer Invitational - JH	4:00
May 10	**Wednesday**	**District Meet @TBA**	**TBA**
May 19/20	**Fri/Sat**	**State Meet @ Omaha**	**TBA**

High School Meets are in Bold Print.
Junior High Meets are in light print, Underlined & Designated with JH.
All meet times are tentative and subject to change.