

## Board of Education Regular Meeting

Monday, July 11, 2016 8:20 PM

Elm Creek Public Schools Media Center /Board of Education meeting room  
230 Calkins Avenue  
Elm Creek, NE 68836

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda
6. Citizen's Comments
7. Consent Agenda
  - 7.1. Approval of Minutes of Previous Meeting(s)
  - 7.2. Payment of Invoices for \$90,509.10
  - 7.3. Financial Reports
8. Old Business
  - 8.1. Consider, discuss, and approve revised Mission Statement and Guiding Principles
  - 8.2. Approval of PreSchool, K-6, and 7-12, 2016-2017 Handbooks
9. Executive Session
10. New Business
  - 10.1. Consider reaffirmation of the district's parental involvement policy.
  - 10.2. Consider approval of the district's student fees policy.
  - 10.3. Consideration of pay rates for non-certified employees.
  - 10.4. Consideration of pay rate for Activities Director
  - 10.5. Employment Agreement for 12 month, non-certified employees.
  - 10.6. Consider, discuss, and approve suspending the two reading policy and to adopt updated Board policies and bylaws.
11. Reports
  - 11.1. Transportation Committee Report
  - 11.2. Buildings and Ground Committee Report
  - 11.3. Curriculum, Finance and Technology Committee Report
  - 11.4. Principal's Report
  - 11.5. Superintendent Report
12. Next Regular Meeting, August 8, 2016 at 8:00pm
13. Adjournment

**Board of Education Special Meeting**

June 13, 2016 9:00 AM

Elm Creek Public Schools Media Center /Board of Education meeting room

**Attendance Taken at 9:01 AM:**

Present Board Members:

Jeff Meads  
Morgan Meier  
Lynette Mitchell  
Denise Ourada  
JC Ourada  
John Worthing

**I. Call to Order**

**II. Flag Salute**

**III. Open Meetings Act**

**IV. Roll Call**

**V. Interviews of Interim Superintendent Candidates**

**VI. Adjournment**

**Motion Passed:** Motion to adjourn meeting at 12:33pm passed with a motion by Jeff Meads and a second by Denise Ourada.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

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Chairperson

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Superintendent

**Board of Education Regular Meeting**

June 13, 2016 1:30 PM

Elm Creek Public Schools Media Center /Board of Education meeting room

**Attendance Taken at 1:32 PM:**

Present Board Members:

Jeff Meads  
Morgan Meier  
Lynette Mitchell  
Denise Ourada  
JC Ourada  
John Worthing

**I. Call to Order**

**II. Flag Salute**

**III. Open Meetings Act**

**IV. Roll Call**

**V. Review of Agenda**

**Motion Passed:** Motion to approve the agenda as presented passed with a motion by John Worthing and a second by Denise Ourada.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

**VI. Citizen's Comments**

**VII. Consent Agenda**

**Motion Passed:** Motion to approve the Consent Agenda as presented passed with a motion by John Worthing and a second by JC Ourada.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

**VII.A. Approval of Minutes of Previous Meeting(s)**

**VII.B. Payment of Invoices for \$60,547.62**

**VII.C. Financial Reports**

**VII.D. Personnel**

**VII.D.1. Resignations**

**VII.D.1.a. Dean Tickle**

**VII.D.2. Recommendation to Hire**

**VII.D.2.a. Teresa Osmanski**

**VIII. Executive Session**

**Motion Passed:** Motion to enter into Executive Session at 1:40pm passed with a motion by Denise Ourada and a second by Morgan Meier.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

**Motion Passed:** Motion to exit from Executive Session 3:02pm passed with a motion by Denise Ourada and a second by Morgan Meier.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

**IX. New Business**

**IX.A. Review of Policies 4014-4260**

**Motion Passed:** Having been reviewed by the board, I move that the 4014-4260 policy series be approved as is. passed with a motion by Lynette Mitchell and a second by John Worthing.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

**IX.B. Recommendation to hire Interim superintendent**

**Motion Passed:** I move that Board President Denise Ourada negotiate with the candidate of choice, or the second candidate if negotiations with the first candidate are not successful, passed with a motion by John Worthing and a second by JC Ourada.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

**X. Reports**

**X.A. Principal's Report**

**X.B. Superintendent Report**

**XI. Next Regular Meeting on July 11, 2016 at 8:00pm**

**XII. Adjournment**

**Motion Passed:** Motion to adjourn meeting at 3:45pm passed with a motion by JC

Ourada and a second by Jeff Meads.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

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Chairperson

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Superintendent

**Board of Education Regular Meeting**

June 16, 2016 8:00 AM

Elm Creek Public Schools Media Center /Board of Education meeting room

**Attendance Taken at 8:01 AM:**

Present Board Members:

Morgan Meier  
Lynette Mitchell  
Denise Ourada  
John Worthing

Absent Board Members:

Jeff Meads  
JC Ourada

**I. Call to Order**

**II. Flag Salute**

**III. Open Meetings Act**

**IV. Roll Call**

**V. Approval of JC Ourada and Jeff Meads absences**

**Motion Passed:** I move to approve the absences of JC Ourada and Jeff Meads, passed with a motion by Lynette Mitchell and a second by Morgan Meier.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Absent
John Worthing	Yes

**VI. Approval of Interim Superintendent Contract for 2016-2017**

**Motion Passed:** I approve the 2016-2017 interim superintendent contract for Tom Reeser, passed with a motion by John Worthing and a second by Denise Ourada.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Absent
John Worthing	Yes

**VII. Adjournment**

**Motion Passed:** Motion to adjourn meeting at 8:07am passed with a motion by Denise Ourada and a second by Morgan Meier.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Absent

John Worthing

Yes

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Chairperson

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Superintendent

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR JULY 11, 2016

**GENERAL FUND - ACCT NO. 137766 (Reconciled 7-7-16)**

BANK BALANCE JUNE 1, 2016		\$	1,719,307.49
JUNE 2016 RECEIPTS			
	BUFFALO COUNTY	\$	180,517.07
	DAWSON COUNTY	\$	8,698.21
	HHS	\$	962.76
	NASB - GOSOLUTIONS	\$	2,191.99
	PHELPS COUNTY	\$	94,103.80
	STATE- AID	\$	80,524.82
	STATE-SCHOOL AGE	\$	36,137.00
TOTAL RECEIPTS		\$	403,135.65
AVAILABLE BALANCE		\$	2,122,443.14
DISBURSEMENTS:			
	Bills Paid JUNE 13, 2016	\$	60,547.62
	JUNE PAYROLL	\$	253,201.78
	TOTAL DISBURSEMENTS	\$	313,749.40
BOOK BALANCE JULY 1, 2016		\$	1,808,693.74

**DEPRECIATION FUND - ACCT NO 14832**

BALANCE JUNE 1, 2016		\$	71,486.60
INTEREST		\$	17.72
RECEIVED		\$	-
BOOK BALANCE JULY 1, 2016		\$	71,504.32

**CERTIFICATES OF DEPOSIT THRU JUNE 30, 2016**

#6692 Bus Depreciation		\$	11,569.29
#6233 Track Maintenance - Issued 8/31/09		\$	16,312.52
#6013 Track Maintenance		\$	55,341.50
#6235 Unknown Capital Outlays - Issued 8/31/09		\$	16,263.90
#2232 Unemployment		\$	10,758.83
#6482 Track Maintenance - Issued 8/31/2011		\$	10,179.94
#6701 ECPS-(Issued 3-12-15)		\$	24,181.37
CERTIFICATE TOTALS		\$	144,607.35

**LEASE PURCHASE PROGRAM**

Balance JULY 1, 2016		\$	-
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ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR JULY 11, 2016

**BUILDING FUND**

Balance JUNE 1, 2016	\$	69,423.43
INTEREST	\$	8.56
EXPENSES	\$	-
BUILDING FUND BOOK BALANCE JULY 1, 2016	\$	69,431.99

**CONSTRUCTION FUND**

Balance JUNE 1, 2016	\$	-
RECEIPTS	\$	-
DISTRIBUTIONS	\$	-
CONSTRUCTION FUND BALANCE JULY 1, 2016	\$	-

**BOND FUND (OPENED 11-12-09)**

Balance JUNE 1, 2016	\$	6,438.96
RECEIPTS	\$	-
DISBURSEMENTS	\$	-
JULY 1, 2016 BALANCE	\$	6,438.96

**SAM/DUNS ACCOUNT (REAP-1173)**

Balance JUNE 1, 2016	\$	10,193.40
DISBURSEMENTS	\$	-
JULY 1, 2016 BALANCE	\$	10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR JULY 11, 2016

**LUNCH FUND**

BANK BALANCE JUNE 1, 2016 (RECONCILED 7-7-16) \$ 84,905.04

**JUNE RECEIPTS**

LUNCH SALES	\$	-
Federal Reimbursement Lunch	\$	2,740.70
Federal Reimbursement Breakfast	\$	815.44
EFUND PAYMENTS	\$	-
State Reimbursement	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>3,556.14</b>
<b>AVAILABLE BALANCE</b>	<b>\$</b>	<b>88,461.18</b>

**JUNE DISBURSEMENTS**

Returned Checks.	\$	-
General Expenses	\$	37.64
Food/Groceries/Milk Etc.	\$	3,992.38
<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>	<b>4,030.02</b>
<b>BANK BALANCE JULY 1, 2016</b>	<b>\$</b>	<b>84,431.16</b>

**JULY BILLS**

BERNARD FOODS	\$	-
CASH-WA	\$	-
DOUBLE D	\$	-
FOSTERS	\$	-
HEARTLAND REFRIGERATION (Milk case)	\$	-
HILAND DAIRY	\$	-
HOBART (REPAIRS)	\$	-
NE FOOD DISTR PROGRAM	\$	-
THOMPSON	\$	58.34
	<b>\$</b>	<b>58.34</b>

ACTIVITY FUND  
TREASURER'S REPORT  
FOR 7-11-16  
RECONCILED 7-6-16

Account Description	BEG JUNE	EXPENSES	INCOME	END JUNE
ACCELERATED READER	\$ 3,262.53	\$ -	\$ -	\$ 3,262.53
ALUMNI	\$ 54.28	\$ -	\$ -	\$ 54.28
ANNUAL	\$ (5,222.59)	\$ -	\$ 220.00	\$ (5,002.59)
ATTEND/VAL SCHOL (tea conc)	\$ 1,355.65	\$ -	\$ -	\$ 1,355.65
BAND	\$ (6,785.17)	\$ 171.65	\$ -	\$ (6,956.82)
BAND CLUB	\$ -	\$ -	\$ -	\$ -
BAND INSTR RENTAL	\$ 535.00	\$ -	\$ -	\$ 535.00
BBALL	\$ (3,968.39)	\$ -	\$ -	\$ (3,968.39)
BOARD SCHOLARSHIP FUND	\$ 252.54	\$ -	\$ -	\$ 252.54
BOYS BBALL CLUB	\$ 1,037.71	\$ 1,571.71	\$ 880.00	\$ 346.00
CHEER	\$ 975.13	\$ -	\$ -	\$ 975.13
CHOIR	\$ (5,422.72)	\$ -	\$ -	\$ (5,422.72)
CHOIR CLUB	\$ 1,606.67	\$ -	\$ -	\$ 1,606.67
CLASS OF 2009	\$ (54.64)	\$ -	\$ -	\$ (54.64)
CLASS OF 2010	\$ 78.45	\$ -	\$ -	\$ 78.45
CLASS OF 2013	\$ 292.21	\$ -	\$ -	\$ 292.21
CLASS OF 2014	\$ 116.95	\$ -	\$ -	\$ 116.95
CLASS OF 2015	\$ 29.30	\$ -	\$ -	\$ 29.30
CLASS OF 2016	\$ (1,365.49)	\$ 280.00	\$ -	\$ (1,645.49)
CLASS OF 2017	\$ 2,104.28	\$ 1,018.18	\$ -	\$ 1,086.10
CLASS OF 2018	\$ 3,962.85	\$ -	\$ -	\$ 3,962.85
CLASS OF 2019	\$ 4,779.61	\$ -	\$ -	\$ 4,779.61
CLASS OF 2020	\$ 3,489.20	\$ -	\$ -	\$ 3,489.20
CLASS OF 2021	\$ -	\$ -	\$ -	\$ -
COMP PURCHASE	\$ (151.23)	\$ -	\$ -	\$ (151.23)
CONCESSIONS	\$ (10,904.09)	\$ 944.92	\$ 206.80	\$ (11,642.21)
COURTESY COMMITTEE	\$ 267.82	\$ 54.80	\$ -	\$ 213.02
CROSS COUNTRY	\$ (1,480.13)	\$ -	\$ -	\$ (1,480.13)
CROSS COUNTRY CLUB	\$ 622.40	\$ -	\$ -	\$ 622.40
DANCE CLUB	\$ (476.35)	\$ -	\$ -	\$ (476.35)
DRAMA	\$ (272.99)	\$ -	\$ -	\$ (272.99)
ELEM PLAYGROUND	\$ -	\$ -	\$ -	\$ -
FCCLA	\$ (1,212.52)	\$ 4,100.53	\$ 2,224.37	\$ (3,088.68)
FCS - PATTERNS	\$ 440.46	\$ -	\$ -	\$ 440.46
FFA	\$ 338.27	\$ 1,073.10	\$ 487.70	\$ (247.13)
FINE ARTS	\$ 14,111.83	\$ -	\$ -	\$ 14,111.83
FOB CHECKOUT	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00
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ACTIVITY FUND  
TREASURER'S REPORT  
FOR 7-11-16  
RECONCILED 7-6-16

Account Description	BEG JUNE	EXPENSES	INCOME	END JUNE
FOOTBALL	\$ (23,583.14)	\$ -	\$ -	\$ (23,583.14)
FOOTBALL CLUB	\$ 3,414.63	\$ 604.81	\$ -	\$ 2,809.82
GENERAL DONATION FUND	\$ 539.10	\$ -	\$ -	\$ 539.10
GENERAL EXPENSES/INCOME	\$ (186.00)	\$ 2,746.77	\$ 1,145.74	\$ (1,787.03)
GENERAL POSTAGE	\$ (247.45)	\$ -	\$ -	\$ (247.45)
GIRLS BBALL CLUB	\$ 469.77	\$ 231.71	\$ 690.00	\$ 928.06
GOLF	\$ (3,613.80)	\$ 254.83	\$ -	\$ (3,868.63)
GOLF CLUB	\$ 538.81	\$ -	\$ -	\$ 538.81
GYM RENT	\$ 5,989.50	\$ -	\$ -	\$ 5,989.50
IND TECH SPECIAL FUND	\$ 1,894.79	\$ -	\$ -	\$ 1,894.79
INSURANCE	\$ 605.95	\$ 6,854.34	\$ 4,191.87	\$ (2,056.52)
IPADs	\$ 11,389.92	\$ 11.25	\$ 29.65	\$ 11,408.32
IRS 125	\$ (437.78)	\$ 150.00	\$ -	\$ (587.78)
LASER	\$ 10.41	\$ -	\$ -	\$ 10.41
MISCELLANEOUS	\$ 8,062.91	\$ -	\$ -	\$ 8,062.91
MOTOR CLUB	\$ 849.57	\$ -	\$ -	\$ 849.57
MUSIC TRIP	\$ 1,824.12	\$ -	\$ -	\$ 1,824.12
NHS	\$ 1,832.54	\$ 216.00	\$ -	\$ 1,616.54
ONE ACT	\$ (392.10)	\$ -	\$ -	\$ (392.10)
PRES FREE SCHOL	\$ (166.36)	\$ -	\$ -	\$ (166.36)
PRESCHOOL	\$ 29,314.75	\$ -	\$ -	\$ 29,314.75
PROM	\$ 871.04	\$ -	\$ -	\$ 871.04
RETIREMENT	\$ 44.91	\$ -	\$ -	\$ 44.91
SCHOOL PLAY	\$ 383.80	\$ -	\$ -	\$ 383.80
SIGN ADVERTISING	\$ 9,610.58	\$ -	\$ -	\$ 9,610.58
SPECIAL ED	\$ 1,009.06	\$ 801.28	\$ -	\$ 207.78
SRS GIFTS	\$ (268.25)	\$ 337.49	\$ 330.00	\$ (275.74)
STU COUNCIL	\$ 1,184.47	\$ -	\$ -	\$ 1,184.47
SUPERMERCADO	\$ 176.68	\$ -	\$ -	\$ 176.68
SURPLUS PRO	\$ 93.00	\$ -	\$ -	\$ 93.00
TRACK	\$ (7,001.30)	\$ 2,087.23	\$ 847.00	\$ (8,241.53)
TRACK CLUB	\$ 2,249.56	\$ -	\$ 277.00	\$ 2,526.56
VOLLEYBALL	\$ (16,917.89)	\$ 140.49	\$ -	\$ (17,058.38)
VOLLEYBALL CLUB	\$ 3,405.36	\$ 882.50	\$ 810.00	\$ 3,332.86
WRESTLING (incl voided ck)	\$ (16,624.40)	\$ -	\$ 300.00	\$ (16,324.40)
WRESTLING CLUB	\$ 1,950.72	\$ 2,400.00	\$ -	\$ (449.28)
	\$ 23,074.31	\$ 26,933.59	\$ 12,640.13	\$ 8,780.85
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**CHECK REGISTER FOR ACTIVITY ACCOUNT: JUNE 2016**

Check Number	Date	Paid To	Description	Amount
<b>Bank ID: C</b>	<b>Activity Fund</b>			
12471	6/1/2016	ALLISON KREIFELS	LODGING - FCCLA	\$ 336.08
12472	6/1/2016	NPERS	RETIREMENT	\$ 39.17
12473	6/1/2016	USBANK	BAND, SPED, FFA, FCCLA	\$ 4,062.87
12474	6/1/2016	FOSTERS FAMILY FOODS	CONCESSIONS	\$ 68.96
12475	6/1/2016	SPORT DECALS	MINI FOOTBALL HELMETS	\$ 604.81
12476	6/3/2016	VOIDED	VOID	\$ -
12477	6/3/2016	JAMES BATES	WRESTLING CAMP	\$ 2,400.00
12478	6/3/2016	AXTELL	VOLLEYBALL CAMP	\$ 100.00
12479	6/3/2016	MINDEN	VOLLEYBALL CAMP	\$ 75.00
12480	6/3/2016	ADAMS CENTRAL	BASKETBALL CAMP	\$ 200.00
12481	6/3/2016	GICC	BASKETBALL CAMP	\$ 400.00
12482	6/3/2016	KCHS	BASKETBALL CAMP	\$ 260.00
12483	6/1/2016	PROTEAM	YOUTH CAMP SHIRTS	\$ 463.42
12484	6/1/2016	CASHWA	CONCESSIONS	\$ 584.36
12485	6/8/2016	EILEEN'S COOKIES	SR GIFTS FROM STAFF	\$ 82.50
12486	6/8/2016	MISKO SPORTS	VOLLEYBALLS & SHIRTS	\$ 707.50
12487	6/10/2016	CHESTERMAN	POP	\$ 507.60
12488	6/10/2016	BEST WESTERN	LODGING - STATE TRACK	\$ 1,985.34
12489	6/10/2016	NEBRASKA FCCLA	SET SAILS EVENT	\$ 2,129.45
12490	6/10/2016	LOU'S SPORTING GOODS	JERSEYS	\$ 140.49
12491	6/10/2016	NE SCHOOL NUTRITION	CONFERENCE	\$ 350.00
12492	6/10/2016	LAUREN IBACH	REIMBURSEMENT	\$ 133.92
12493	6/10/2016	FRED PRYOR SEMINARS	PAYROLL LAW SEMINAR	\$ 149.00
12494	6/14/2016	FCCLA	NATIONALS REGISTRATION	\$ 1,435.00
12495	6/14/2016	JULIE STAUFFER	REIMBURSEMENT	\$ 11.25
12496	6/14/2016	FCCLA	WARNER REGISTRATION	\$ 200.00
12497	6/21/2016	GARY COOPER	REIMBURSEMENT	\$ 334.82
12498	6/21/2016	WALMART	CLASS OF 2017	\$ 502.92
12499	6/21/2016	SUPER 8 NP	LODGING - STATE GOLF	\$ 180.00
12500	6/21/2016	JESSICA GUY	REIMBURSEMENT	\$ 19.99
12501	6/21/2016	NSAA	DUES	\$ 930.00
12502	6/21/2016	BLUE CROSS	BOARD PREMIUMS	\$ 6,854.34
12503	6/21/2016	PAYFLEX	FLEX PLAN FEES	\$ 150.00
12504	6/22/2016	LINDA KILLION	REIMBURSEMENT	\$ 54.80
12505	6/28/2016	SANDYCREEK	BASKETBALL CAMP	\$ 480.00
				<b>\$ 26,933.59</b>

# Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

**Checks Printed**

**1 - GENERAL FUND**

Bank Account :A - General Fund

00014196	07/11/2016	ACTIFUND	Activity Fund		
12423	05/09/2016		07/08/2016	LUNCH WORKSHOP	125.00
12428	05/10/2016		07/08/2016	DIST SPEECH	232.20
12438	05/12/2016		07/08/2016	BUS PERMIT	7.50
12452	05/19/2016		07/08/2016	COUNSELING CONFERENCE	235.00
12459	05/25/2016		07/08/2016	MILEAGE	15.12
12461	05/25/2016		07/08/2016	MAKE-UP PAY	107.25
12470	05/25/2016		07/08/2016	NURSE SUPPLIES	82.89
12473	06/01/2016		07/08/2016	LIBRARY SUPPLIES	53.94
12473A	06/01/2016		07/08/2016	BAND SUPPLIES	171.65
12473B	06/01/2016		07/08/2016	FCS	67.36
12473C	06/01/2016		07/08/2016	SUPT SUPPLIES	181.73
12473D	06/01/2016		07/08/2016	PRESCHOOL FIELD TRIP	162.64
12491	06/10/2016		07/08/2016	SCHOOL NUTRITION ASSN	350.00
12493	06/10/2016		07/08/2016	JOHNS - PAYROLL LAW	149.00
12497	06/21/2016		07/08/2016	INTERVIEW EXPENSES	334.82
12498	06/21/2016		07/08/2016	SONY BOOMBOX	59.88
12498A	06/21/2016		07/08/2016	FCS	41.07
12503	06/21/2016		07/08/2016	FLEX PLAN FEES	450.00
12508	06/30/2016		07/08/2016	SURVEY MONKEY	48.00
12508A	06/30/2016		07/08/2016	MEMORY CARD	59.00
12508B	06/30/2016		07/08/2016	FCS - BOOKS	216.00
12508C	06/30/2016		07/08/2016	AED BATTERY	395.00
12508E	06/30/2016		07/08/2016	ENGLISH BOOKS	273.30
FCCLA2016	06/30/2016		07/08/2016	SCHOOL SHARE NATIONALS	3,000.00

Check Total 6,818.35

00014197	07/11/2016	AGRICOOP	CHS AGRI SERVICE CENTER		
063016	06/30/2016		07/08/2016	JUNE INVOICES	815.04

Check Total 815.04

00014198	07/11/2016	ALPHAREH	ALPHA REHABILITATION P.C.		
1244	06/30/2016		07/08/2016	OT/PT, SPEECH	415.64

Check Total 415.64

00014199	07/11/2016	ARNOLDM	ARNOLD MOTOR SUPPLY		
76-120317	06/23/2016		07/08/2016	BATTERIES	34.97

Check Total 34.97

00014200	07/11/2016	BAUERRI	RICK BAUER		
063016	06/30/2016		07/08/2016		45.00

Check Total 45.00

00014201	07/11/2016	BUFFALOELE	BUFFALO CO ELECTION COMMISSION		
060616	06/06/2016		07/08/2016	SUPLIES FOR ELECTION	215.52

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	215.52
	00014202	07/11/2016	CASHWA		Cash Wa Distributing	
	10586986	06/24/2016		07/08/2016	SNACKS	211.35
					Check Total	211.35
	00014203	07/11/2016	CENTRALFIR		CENTRAL FIRE & SAFETY, INC	
	51798	06/20/2016		07/08/2016	EXTINGUISHER MAINTENANCE	971.50
					Check Total	971.50
	00014204	07/11/2016	CENTURY		CENTURYLINK	
	063016	06/30/2016		07/08/2016	TELEPHONE	309.96
					Check Total	309.96
	00014205	07/11/2016	CHARTERC		CHARTER COMMUNICATIONS.	
	062416	06/24/2016		07/08/2016		550.00
					Check Total	550.00
	00014206	07/11/2016	CHEMSEARCH		CHEMSEARCH	
	2342691	06/09/2016		07/08/2016	RESCUE DRAIN, CLEANERS	684.80
					Check Total	684.80
	00014207	07/11/2016	CIRCLESP		CIRCLE S PLUMBING	
	54473	05/31/2016		07/08/2016	REPAIRS	150.00
					Check Total	150.00
	00014208	07/11/2016	CUMMINSCE		CUMMINS CENTRAL POWER, LLC	
	050-17324	06/01/2016		07/08/2016	MAINTENANCE RENEWAL	412.27
					Check Total	412.27
	00014209	07/11/2016	EAKESOFF		EAKES OFFICE PRODUCTS	
	S126934	06/10/2016		07/08/2016	COPIERS	2,713.53
					Check Total	2,713.53
	00014210	07/11/2016	ECOLABPR		Ecolab Professional Products	
	060716	06/07/2016		07/08/2016	PEST ELIMINATION	66.29
					Check Total	66.29
	00014211	07/11/2016	ECOWATER		ECOWATER SYSTEMS	
	1036515	06/14/2016		07/08/2016	SOFT SALT	30.00
					Check Total	30.00
	00014212	07/11/2016	ESU10		Educational Service Unit 10	
	063016	06/30/2016		07/08/2016	SPED SERVIES	12,394.61
					Check Total	12,394.61
	00014213	07/11/2016	FIRSTC		FIRST CARE MEDICAL	
	060716KOTTICH	07/11/2016		07/08/2016	DAVE KOTTICH	175.00

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	175.00
	00014214	07/11/2016	GRACZYKS		GRACZYK SPRINKLER & HANDYMAN	
	2744	06/14/2016		07/08/2016	REPAIRS	183.50
					Check Total	183.50
	00014215	07/11/2016	HATCH		HATCH	
	0267041	06/30/2016		07/08/2016	SMART TABLE	8,536.72
					Check Total	8,536.72
	00014216	07/11/2016	HIRE		HIRERIGHT, LLC	
	P0570840	06/30/2016		07/08/2016	BACKGROUND CHECKS	250.00
					Check Total	250.00
	00014217	07/11/2016	HOBSONS		NAVIANCE, INC	
	INV00018216	06/25/2016		07/08/2016	NAVIANCE	6,492.16
					Check Total	6,492.16
	00014218	07/11/2016	HOMETOWN		Hometown Leasing	
	063016	06/30/2016		07/08/2016	COPIERS	1,539.64
					Check Total	1,539.64
	00014219	07/11/2016	ISLANDSU		Island Supply Welding	
	153026	06/30/2016		07/08/2016		58.80
					Check Total	58.80
	00014220	07/11/2016	JOSTENS		Jostens	
	18945108	06/06/2016		07/08/2016	DIPLOMA	13.14
					Check Total	13.14
	00014221	07/11/2016	KEARNEYRE		KEARNEY RENTAL PROS	
	2296	06/24/2016	KEARNRE	07/08/2016	JULY-DEC RENT	949.98
					Check Total	949.98
	00014222	07/11/2016	KEARNQUAL		Kearney Quality Sew & Vac	
	33326	06/01/2016		07/08/2016	SEWING MACHINES-SERV	596.83
					Check Total	596.83
	00014223	07/11/2016	KELLYSA		KELLY'S SALES & SERVICE	
	14409	06/28/2016		07/08/2016	1988 GMC	505.15
					Check Total	505.15
	00014224	07/11/2016	LAKESHOR		LAKESHORE LEARNING MATERIALS	
	3160550616	06/20/2016		07/08/2016	TABLE	797.95
					Check Total	797.95
	00014225	07/11/2016	LINWELD		MATHESON TRI GAS	
	13590085	06/27/2016		07/08/2016	WELDER	2,612.00
	51025129	06/30/2016		07/08/2016		120.40

# Check Register

Direct

Dep. Invoice	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
Check Total					2,732.40
00014226		07/11/2016	LOCKMOB	Lockmobile	
	L58935	06/23/2016		07/08/2016 KEYS	6.60
	L62997	05/27/2016		07/08/2016 KEYS ETC	77.10
Check Total					83.70
00014227		07/11/2016	MENARD	MENARDS - KEARNEY	
	10122	06/13/2016		07/08/2016 SLEEVE ANCHORS	6.12
	10181	06/14/2016		07/08/2016 INSULATION	17.35
	10471	06/17/2016		07/08/2016 FAN, TOOLS, BAGS	71.95
	10957	06/23/2016		07/08/2016 PAINT, SHIMS, SPRING SNAPS	27.63
Check Total					123.05
00014228		07/11/2016	MIDSTATEI	MID-STATES INSURANCE AGENCY	
	062716	06/27/2016		07/08/2016 BOND	170.00
Check Total					170.00
00014229		07/11/2016	MOSAIC	MOSAIC	
	AXT0216-2	06/22/2016		07/08/2016 FEB OT SERVICES	45.85
	AXT0616	06/30/2016		07/08/2016 JUNE 2016	3,509.35
Check Total					3,555.20
00014230		07/11/2016	NASB	NEBRASKA ASSN OF SCHOOL BOARDS	
	40131	06/27/2016		07/08/2016 SUPT SEARCH FEE	500.00
Check Total					500.00
00014231		07/11/2016	NATIONALA	NATIONAL ART & SCHOOL SUPPLIES, INC	
	61186	06/17/2016		07/08/2016 SHARPIE PENS	29.04
Check Total					29.04
00014232		07/11/2016	NEBRASKAL	NEBRASKALAND TIRE TRUCK STOP	
	102018	06/22/2016		07/08/2016 TIRES	253.62
	102019	06/22/2016		07/08/2016 TIRES	253.62
	102020	06/22/2016		07/08/2016 TIRES	471.36
	102021	06/22/2016		07/08/2016 TIRES	329.88
Check Total					1,308.48
00014233		07/11/2016	NECOUNADM	NEBRASKA COUNCIL OF SCHOOL ADM	
	062216	06/22/2016		07/08/2016 ADMIN DAYS	185.00
	44192	05/16/2016		07/08/2016 IBACH - NCE CONF	80.00
	44193	05/16/2016		07/08/2016 DUELAND - NCE CONF	80.00
	44194	05/16/2016		07/08/2016 IBACH - 2-DAY CONFERENCE	200.00
	44196	05/16/2016		07/08/2016 IBACH CONF MEAL	39.00
	44615	06/10/2016		07/08/2016 DUELAND JUNE CONF	200.00
Check Total					784.00
00014234		07/11/2016	NMCEXCH	NMC EXCHANGE LLC	
	INV125840	04/29/2016		07/08/2016 '05	206.13

# Check Register

Direct

Dep. Invoice	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
				Check Total	206.13
00014235		07/11/2016	NPPD	NEBRASKA PUBLIC POWER DISTRICT	
	211010056740-0	06/15/2016		07/08/2016 BUS BARN	27.37
	6152016				
	211010056744-0	06/15/2016		07/08/2016 BALLFIELD	30.03
	6152016				
	211010056748-0	06/15/2016		07/08/2016 230 EAST CALKINS AVE	3,473.18
	6152016				
				Check Total	3,530.58
00014236		07/11/2016	NRCSA	NE RURAL COMMUNITY SCHOOLS ASSN	
	2016-17	06/21/2016		07/08/2016 16-17 MEMBERSHIP DUES	850.00
				Check Total	850.00
00014237		07/11/2016	OZANAM	OZANAM/BIST	
	062316	06/23/2016		07/08/2016 BIST SERVICES	7,000.00
				Check Total	7,000.00
00014238		07/11/2016	PEARSON	NCS PEARSON INC.	
	10740470	06/08/2016		07/08/2016 CARLTON SUPPLIES	87.00
				Check Total	87.00
00014239		07/11/2016	PEARSONAIM	PEARSON - AIMSWEB	
	AIMSWEB	06/30/2016		07/08/2016 AIMS WEB RENEWAL	1,274.00
				Check Total	1,274.00
00014240		07/11/2016	PEPPERJW	JW PEPPER	
	03481485	06/15/2016		07/08/2016 CHOIR MUSIC	21.49
	03481810	06/19/2016		07/08/2016 CHOIR MUSIC	4.60
				Check Total	26.09
00014241		07/11/2016	PERMA	PERMA-BOUND	
	1685920-01	06/20/2016		07/08/2016 BOOKS	408.35
				Check Total	408.35
00014242		07/11/2016	PERRY	Perry, Guthery, Haase & Gessford, PC, LLO	
	062316	06/23/2016		07/08/2016 LEGAL FEES	525.00
				Check Total	525.00
00014243		07/11/2016	PIONEERPU	PIONEER PUBLISHING	
	46269	07/01/2016		07/08/2016 OFFICE	276.94
				Check Total	276.94
00014244		07/11/2016	PIONEERTE	PIONEER TELEPHONE	
	070116	07/01/2016		07/08/2016 LONG DISTANCE	69.50
				Check Total	69.50
00014245		07/11/2016	RENALEAN	RENAISSANCE LEARNING	

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	INV4250680	06/13/2016		STAR READ, MATH; ACC READ	4,012.00
				Check Total	4,012.00
00014246		07/11/2016	RUTTSH	RUTT'S HEATING AND AIR CONDITIONING	
	32923	06/27/2016		REPAIRS	60.00
				Check Total	60.00
00014247		07/11/2016	SCHOOLM	SCHOOLMATE	
	IN000443940	06/30/2016		PLANNERS	246.00
	IN000443946	06/30/2016		ELEM PLANNERS	315.00
				Check Total	561.00
00014248		07/11/2016	SCHOLOGY	SCHOLOGY INC	
	14598	06/15/2016		16-17 SUBSCRIPTION	3,300.00
				Check Total	3,300.00
00014249		07/11/2016	SERVICE	SERVICEMASTER OF MID NE	
	12802	06/30/2016		2010 FACILITY	3,466.00
	12803	06/30/2016		ELEM FACILITY	3,719.00
				Check Total	7,185.00
00014250		07/11/2016	SOCS	FES	
	INV007269	07/01/2016		WEB HOSTING	2,000.00
				Check Total	2,000.00
00014251		07/11/2016	SOURCE	SOURCEGAS LLC	
	201092593481	06/22/2016		NORTH CHURCH	40.38
	201181518072	06/22/2016		230 EAST CALKINS	223.07
	201448389609	06/22/2016		GYM	145.45
				Check Total	408.90
00014252		07/11/2016	STATENE	STATE OF NEBRASKA	
	1013932	06/01/2016		NETWORK SERVICE	227.47
				Check Total	227.47
00014253		07/11/2016	THOMPSON	THE THOMPSON CO.	
	1759625	06/09/2016		CAN LINERS, TP, PT	215.05
	1762034	06/16/2016		CAN LINERS	46.80
	1767127	06/30/2016		PT, DISINFECTANT	132.06
				Check Total	393.91
00014254		07/11/2016	VERIZON	VERIZON WIRELESS	
	9766560012	06/06/2016		CELL PHONE	46.19
				Check Total	46.19
00014255		07/11/2016	VILLAGEE	Village Of Elm Creek	
	063016	06/30/2016			595.00
				Check Total	595.00

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	00014256 677201	07/11/2016 06/24/2016	WEISS	STEVE WEISS MUSIC DRUMS, STICKS, MALLETS	381.20
				Check Total	381.20
	00014257 A266016	07/11/2016 06/17/2016	WILKE	WILKE'S TRUE VALUE LIGHT BULBS	115.13
				Check Total	115.13
	00014258 NO8679-654	07/11/2016 06/27/2016	WOODWARDS	WOODWARDS DISPOSAL SERVICE	25.00
				Check Total	25.00
	00014259 070116	07/11/2016 07/01/2016	YANDA'S	YANDA'S MUSIC SPEAKER ETC	721.14
				Check Total	721.14
				<b>1 - GENERAL FUND Totals:</b>	<b>90,509.10</b>
				<b>Total of Checks Printed:</b>	<b>90,509.10</b>
				<b>Report Total:</b>	<b>90,509.10</b>

General Fund Summary Report\_JULY\_2016.xlsx

General Fund	Expenditures	15/16 Budget	Expended During Month	Spent YTD 15/16	Balance Remaining	% Remaining
1100	All Instruction	\$ 2,544,914.00	\$ 160,266.00	\$ 1,681,613.00	\$ 850,659.00	33.42
1200	Special Education Programs	\$ 475,500.00	\$ 36,951.00	\$ 378,321.00	\$ 91,848.00	19.31
2100	Guidance Services	\$ 198,419.00	\$ 11,188.00	\$ 183,809.00	\$ 13,898.00	7.00
2200	Library	\$ 53,300.00	\$ 4,295.00	\$ 38,940.00	\$ 13,898.00	26.07
2300	General Administration	\$ 288,800.00	\$ 14,414.00	\$ 152,233.00	\$ 134,290.00	46.49
2400	Office of the Principal	\$ 104,100.00	\$ 8,295.00	\$ 83,151.00	\$ 20,764.00	19.94
2500	Business Support	\$ 257,100.00	\$ 14,147.00	\$ 137,664.00	\$ 117,263.00	45.60
2600	Maint. & Operation of Buildings	\$ 531,200.00	\$ 29,855.00	\$ 411,367.00	\$ 79,779.00	15.01
2700	Pupil Transportation	\$ 209,500.00	\$ 3,918.00	\$ 114,757.00	\$ 92,406.00	44.10
3000	State Catagorical Programs	\$ 101,417.00	\$ 6,710.00	\$ 77,712.00	\$ 14,147.00	13.95
4000	Federal Programs	\$ 215,353.00	\$ 23,711.00	\$ 184,472.00	\$ 19,346.00	8.98
5000	Debt Services	\$ -		\$ -	\$ -	-
8000	Transfers to Other Funds	\$ -			\$ -	-
9000	Miscellaneous	\$ 2,000.00	\$ -	\$ 1,166.00	\$ 834.00	41.71
	<b>Total Expenditures</b>	\$ 4,981,603.00	\$ 313,750.00	\$ 3,445,205.00	\$ 1,449,132.00	29.08

SELECTED Data

# Monthly Revenue Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Receipts	YTD Receipts	Revenue Balance	Percent Remaining
<b>1</b>	<b>GENERAL FUND</b>					
1-1-1110	Local Dist Taxes Buffalo	2,225,108.00	162,298.84	2,094,779.60	130,328.40	5.85
1-1-1111	Local Dist Taxes Phelps	986,249.00	92,910.50	927,556.29	58,692.71	5.95
1-1-1112	Local Dist Taxes Dawson	127,823.00	8,224.81	157,069.21	-29,246.21	-22.88
1-1-1115	Carline Tax	10,000.00	0.00	14,409.11	-4,409.11	-44.09
1-1-1120	Public Power Dist Sales Tax	0.00	0.00	0.00	0.00	0.00
1-1-1125	Motor Vehicle Taxes	130,000.00	11,048.27	135,067.99	-5,067.99	-3.89
1-1-1210	Tuition Other	0.00	0.00	0.00	0.00	0.00
1-1-1310	Transportation Other	0.00	0.00	0.00	0.00	0.00
1-1-1410	Interest Earned Local Rev	0.00	0.00	0.00	0.00	0.00
1-1-1610	Local License Fees	0.00	0.00	0.00	0.00	0.00
1-1-1790	Other Local Rects	0.00	0.00	0.00	0.00	0.00
1-1-1910	Rent Equip/Facilities	0.00	0.00	0.00	0.00	0.00
1-1-1920	Contributions/Donations	0.00	0.00	0.00	0.00	0.00
1-1-2110	County Fines & License	23,000.00	1,912.19	20,192.08	2,807.92	12.20
1-1-2130	Other County Sources	0.00	0.00	0.00	0.00	0.00
1-1-2140	Non Resident Hs Tuition	0.00	0.00	0.00	0.00	0.00
1-1-2150	SEE 3130	0.00	0.00	0.00	0.00	0.00
1-1-2160	SEE 3180	0.00	0.00	0.00	0.00	0.00
1-1-2210	Educational Service Unit	10,000.00	0.00	11,677.62	-1,677.62	-16.77
1-1-3110	State Aid	805,248.00	80,524.82	805,247.93	0.07	0.00
1-1-3120	Sped Programs(School Age)	280,000.00	36,137.00	239,309.00	40,691.00	14.53
1-1-3125	Sped Transp (School Age)	0.00	0.00	17,041.00	-17,041.00	0.00
1-1-3130	Homestead Exemption	0.00	6,924.47	27,697.88	-27,697.88	0.00

SELECTED Data

# Monthly Revenue Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Receipts	YTD Receipts	Revenue Balance	Percent Remaining
1-1-3135	Higher Ability Learners	4,000.00	0.00	4,531.00	-531.00	-13.27
1-1-3145	Option Enrollment Transportat	0.00	0.00	0.00	0.00	0.00
1-1-3165	Sped-Birth to Age 5	0.00	0.00	0.00	0.00	0.00
1-1-3180	Prorate Motor Vehicles	9,000.00	0.00	9,899.43	-899.43	-9.99
1-1-3190	Other State Appropriations	0.00	0.00	0.00	0.00	0.00
1-1-3200	State Apportionment	45,000.00	0.00	43,113.12	1,886.88	4.19
1-1-3300	In-lieu-of School Land Tax	0.00	0.00	27,716.64	-27,716.64	0.00
1-1-3400	Insurance Premium Tax	0.00	0.00	0.00	0.00	0.00
1-1-3512	Distance Learn/Ed	0.00	0.00	0.00	0.00	0.00
1-1-3540	Early Childhood-Preschool	0.00	0.00	106,189.00	-106,189.00	0.00
1-1-3990	Other State Receipts	30,000.00	0.00	0.00	30,000.00	100.00
1-1-4100	Chapter I Carry Over Funds	0.00	0.00	0.00	0.00	0.00
1-1-4200	Title 1 - Part A	50,000.00	0.00	39,691.36	10,308.64	20.61
1-1-4210	Title 1 Improvement Funds	0.00	0.00	0.00	0.00	0.00
1-1-4275	See 2210	7,000.00	0.00	0.00	7,000.00	100.00
1-1-4300	Title V-innovative Programs	0.00	0.00	0.00	0.00	0.00
1-1-4310	Title II, Part A	0.00	0.00	13,700.00	-13,700.00	0.00
1-1-4315	Title II, Part B - Math & Science	0.00	0.00	0.00	0.00	0.00
1-1-4320	Chapter II Funds	0.00	0.00	0.00	0.00	0.00
1-1-4401	(Presch Sped)	0.00	0.00	0.00	0.00	0.00
1-1-4402	(Preschool SPED Transp)	0.00	0.00	0.00	0.00	0.00
1-1-4404	IDEA BASE 0-4	0.00	0.00	28,376.00	-28,376.00	0.00
1-1-4406	IDEA BASE 3-4 only	0.00	0.00	971.00	-971.00	0.00

SELECTED Data

# Monthly Revenue Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Receipts	YTD Receipts	Revenue Balance	Percent Remaining
1-1-4410	IDEA Enroll/Pov (0-21)	0.00	0.00	42,174.00	-42,174.00	0.00
1-1-4450	Medicaid In Schools	3,500.00	962.76	3,313.08	186.92	5.34
1-1-4455	Medicaid Admin Activities	5,000.00	0.00	0.00	5,000.00	100.00
1-1-4460	NASB Medicaid Reimb.	0.00	2,191.99	7,906.22	-7,906.22	0.00
1-1-4580	Ed Jobs Fund Program	0.00	0.00	0.00	0.00	0.00
1-1-4599	State Aid - ARRA	0.00	0.00	0.00	0.00	0.00
1-1-4610	ARRA IDEA Part B	0.00	0.00	0.00	0.00	0.00
1-1-4630	ARRA IDEA Part B Preschool	0.00	0.00	0.00	0.00	0.00
1-1-4690	Other Fed Rect's	0.00	0.00	0.00	0.00	0.00
1-1-4810	ARRA Title 1, Part A	0.00	0.00	0.00	0.00	0.00
1-1-4850	ERATE	300.00	0.00	0.00	300.00	100.00
1-1-4915	Title 1, Part C - Migrant Ed.	0.00	0.00	0.00	0.00	0.00
1-1-4935	Other Federal Receipts	0.00	0.00	0.00	0.00	0.00
1-1-4960	Title Iv-safe And Drug Free	0.00	0.00	0.00	0.00	0.00
1-1-4970	STAR Grant	0.00	0.00	0.00	0.00	0.00
1-1-4971	ARMS Grant	0.00	0.00	0.00	0.00	0.00
1-1-4975	STAR Grant	0.00	0.00	0.00	0.00	0.00
1-1-4985	Technology - until 2012	0.00	0.00	0.00	0.00	0.00
1-1-4990	Other Federal Sources	0.00	0.00	0.00	0.00	0.00
1-1-4992	REAP Grant	0.00	0.00	20,603.00	-20,603.00	0.00
1-1-5300	Insurance Claims	0.00	0.00	0.00	0.00	0.00
1-1-5400	Sale Of Property	0.00	0.00	0.00	0.00	0.00
1-1-5500	Transfers FROM funds	0.00	0.00	52,444.73	-52,444.73	0.00

SELECTED Data

# Monthly Revenue Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Receipts	YTD Receipts	Revenue Balance	Percent Remaining
1-1-5600	Other - use 5690	0.00	0.00	0.00	0.00	0.00
1-1-5690	Other Non-Revenue Rect's	35,000.00	0.00	59,388.03	-24,388.03	-69.68
1-1-9000	Non-program Receipts	3,500.00	0.00	0.00	3,500.00	100.00
<b>1</b>	<b>FUND Totals:</b>	<b>4,789,728.00</b>	<b>403,135.65</b>	<b>4,910,064.32</b>	<b>-120,336.32</b>	<b>-2.51</b>
	<b>Report Totals:</b>	<b>4,789,728.00</b>	<b>403,135.65</b>	<b>4,910,064.32</b>	<b>-120,336.32</b>	<b>-2.51</b>

# Elm Creek Public Schools

## Our Mission

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and, able to make positive choices about their education, future, and the community.

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## Operating Principles

*In order to fulfill our mission, we embrace the following operating principles:*

**As an educational community we know children learn when:**

\*they are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;

\*they are in an environment where they feel safe and supported, where their physical, intellectual, emotional and social needs are met, and where they are not afraid to fail knowing they will be

given more chances to succeed;

\*they have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;

\*they are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;

\*they receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;

\*they are exposed to a wide variety of learning experiences, materials, technologies, and environments.

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**In responding to how children learn, our classrooms will be...**

\*child centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;

\*learning communities where children feel respected, safe, and well-known;

\*environments that enhance communication, collaboration, engagement and enjoyment;

\*flexible, but with established routines and shared norms, and a balance of learning activities;

\*comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;

\*utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents in ways that are easily understood and reflect student development;

\*inviting to parents, family members, and our communities as they too are valued resources in the learning process.

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**To support such classrooms, our schools will be...**

\*filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;

\*places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all students;

\*exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;

\*flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;

\*focused on the whole-child, her/his physical, intellectual, emotional and social well-being;

\*filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;

\*concerned with more than just test scores, knowing that every child is more than a test score;

\*open and welcoming to all parents, encouraging their active involvement;

\*supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

---

**The district in support of these schools, is committed to...**

\*nurturing and encouraging a purposeful, common vision across our district through focused goals and action plans that allow for staff to do their work well;

\*utilizing available resources and searching for additional resources to support this common vision as well as to provide appropriate staffing, teaching resources (including technology, texts, materials, and access to the world outside of school), and time for teachers to collaborate;

\*listening to and responding to the needs of staff to carry out our shared visions;

\*supporting the development of an infrastructure where teachers and students have access to current technologies, learning tools, and the world beyond the schools;

\*encouraging and expecting that staff will take unique and flexible approaches to our shared goals and vision;

\*providing a focused, district-wide professional development program consistent with our vision that is effective, meaningful, and sustainable;

\*communicating with our community and with policy makers about our schools' programs, successes, and needs;

\*supporting the economic and civic health of our community;

\*communicating regularly with our educational community in ways that include all staff and provides the information necessary for collaborative decision making.



# Elm Creek Public Schools

## 7-12 Parent/Student Handbook

2016-2017 School Year

(revised 6/17/2016)

### Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Elm Creek Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## Article 1 School Mission Statement

**The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and, able to make positive choices about their education, future, and the community.**

In order to develop good citizens and lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community--law enforcement, social services, medical services and private business--need to cooperate fully.

### Section 1 Operating Principles

*In order to fulfill our mission, we embrace the following operating principles:*

**As an educational community we know children learn when:**

\*they are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;

\*they are in an environment where they feel safe and supported, where their and physical, intellectual, emotional and social needs are met, and where they are not afraid to fail knowing they will be given more chances to succeed;

\*they have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;

\*they are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;

\*they receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;

\*they are exposed to a wide variety of learning experiences, materials, technologies, and environments.

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**In responding to how children learn, our classrooms will be...**

\*child centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;

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\*environments that enhance communication, collaboration, engagement and enjoyment;

\*flexible, but with established routines and shared norms, and a balance of learning activities;

\*comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;

\*utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents in ways that are easily understood and reflect student development;

\*inviting to parents, family members, and our communities as they too are valued resources in the learning process.

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**To support such classrooms, our schools will be...**

\*filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;

\*places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all students;

\*exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;

\*flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;

\*focused on the whole-child, her/his physical, intellectual, emotional and social well-being;

\*filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;

\*concerned with more than just test scores, knowing that every child is more than a test score;

\*open and welcoming to all parents, encouraging their active involvement;

\*supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

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**The district in support of these schools, is committed to...**

\*nurturing and encouraging a purposeful, common vision across our district through focused goals and action plans that allow for staff to do their work well;

\*utilizing available resources and searching for additional resources to support this common vision as well as to provide appropriate staffing, teaching resources (including technology, texts, materials, and access to the world outside of school), and time for teachers to collaborate;

\*listening to and responding to the needs of staff to carry out our shared visions;

\*supporting the development of an infrastructure where teachers and students have access to current technologies, learning tools, and the world beyond the schools;

\*encouraging and expecting that staff will take unique and flexible approaches to our shared goals and vision;

\*providing a focused, district-wide professional development program consistent with our vision that is effective, meaningful, and sustainable;

\*communicating with our community and with policy makers about our schools' programs, successes, and needs;

\*supporting the economic and civic health of our community;

\*communicating regularly with our educational community in ways that include all staff and provides the information necessary for collaborative decision making.

## **Section 2 Complaint Procedures**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

### Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

Written appeal should be made within five (5) days of the Superintendent's decision.

### Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

### **Section 3 Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. This information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made by Power Announcement, on the school website and to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). When there is a question, whether school will be held during bad weather or another crisis, please tune to radio station KRVN AM 880, KRVN FM 93.1, or KHGI TV Channel 13 and KGIN TV Channel 10/11. We will make any announcements regarding our schools over these media.

## **Article 2 Use of Building and Grounds**

### **Section 1 Entering and Leaving the Building**

Beginning Of School: Students should not be on school grounds prior to 7:15 a.m. unless they are participating in the EC Breakfast Program. During fair weather conditions the first bell will ring at 7:45 a.m. allowing students to enter the building and to proceed to the cafeteria or gymnasium. During bad weather the entrance will be open by 7:15 a.m. for students to enter the building. Students are to stay in the cafeteria and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to report to the school office.

End of School: Our regular school day ends at 3:45 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:55 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

### **Section 2 Visitors**

All visitors must report to the office, upon entering the southeast entrance, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the southeast entrance to the school.

### **Section 3 Smoke Free Environment (Elm Creek Public Schools, Board Policy 1120)**

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

#### **Section 4 Care of School Property**

1. Students are responsible for the proper care of all books, computers, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

#### **Section 5 Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

#### **Section 6 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

#### **Section 7 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

#### **Section 8 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use. The courtesy phones are NOT to be used during class time. Use of the phone is not an excuse to be tardy to class. **Cell phones are permitted at school**

as long as they are turned off and kept in the student's locker. They may only be used outside of the school before and after school hours.

### **Section 9      Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10     Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 11     Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles may be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 12     Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Administration.

### **Section 13     Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 14     Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 15     Breakfast and Lunch**

A hot school breakfast and lunch is provided for each student. Free or reduced-price lunches are available by applying through the office. The menus are posted both daily and weekly on the school's website. Some students may wish to bring a lunch from home instead of buying one. Students may leave the building for lunch, providing they do not operate a motor vehicle. If leaving school grounds for lunch results in disciplinary issues, the administration reserves the right to suspend open campus privileges.

# Article 3 Attendance

## Attendance Policy

Attendance Policy and Excessive Absenteeism (ECPS Board of Education Policy 5008)

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### Section 1 Attendance and Absences.

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

b. Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.

**Section 2** Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

**Section 3** Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

**Section 4** Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

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

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

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the Elm Creek Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school. At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable. The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance. At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal. Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:
  - the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
  - the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

**Section 5** Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

**Section 6** Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
- b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

## **Section 7 Reporting Excessive Absenteeism to the County Attorney.**

- a. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

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

**Section 8**      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.

**Section 9**      **All students will be considered to have attended a full-school day if they meet the following criteria:**

- Are in attendance during the normal school day attendance hours
- Are in attendance during the normal summer school attendance hours
- Are in attendance for longer than the normal day; detention, Enrichment School, Credit Recovery School and/or Saturday School

***Students who do not meet the aforementioned criteria will be considered to be in non-compliance with the Compulsory Attendance Policy and will be assigned an unexcused absence for time missed.***

**Section 10**      **Notifying the School**

If a student must be absent, the school urges parents to telephone the school on the morning of an absence for an illness and before a planned absence, i.e., a funeral. This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain makeup work. If a phone call is impossible, the students are asked to bring an excuse upon returning to school, signed by a parent or guardian, stating the time, date, and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he or she will only be released through the office to his/her parent(s), or legal guardian. If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office.

**Section 11**      **Curricular and Co-curricular Activities**

The teacher, coach, or advisor will publish a list of students who will miss school. The list will be distributed to teachers, administrators, and the school secretary at least one school day in advance of the activity. The principals' office will communicate with activities coaches/sponsors by posting daily absences in the teachers' E-mail. Coaches will be expected to enforce the policy with regard to practice and performance. If a teacher requests, students will be responsible for securing the approval of their teachers for the absence on a: "Request to be Absent" form obtained from the office. A student not following this procedure will be regarded as truant.

A student who engages in unexcused absences may be considered truant as per state law, Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

## **Section 12 Tardiness**

When a student arrives late to school, he/she must report to the office for a pass. The student will receive a 30 minute tardy detention that may be served that day or the following day in the morning or after school. Students who fail to sign in for being late or sign out when leaving school during the day will be considered truant and dealt with accordingly. Once a student is in school and is tardy to their next class the teacher will deal with the tardy. A student will be counted tardy when late ten minutes or less; when more than ten minutes, the tardy is considered an absence.

## **Section 13 Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Because of safety and security concerns: when students must leave the school during school hours, for any reason, they must be picked up by a parent or legal guardian.

## **Section 14 Attendance is Required to Participate in Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes sports contests and practices. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

## **Section 15 Gifts**

Due to disruptions of office procedure, disruptions of educational process and equity issues, gifts shall not be delivered to the office for students. This includes - but is not limited to; flowers, balloons, cakes and candy.

# **Article 4 Scholastic Achievement**

## **Section 1 Promotion; Retention**

The professional staff at Elm Creek Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

To participate in commencement exercises or receive an Elm Creek Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Elm Creek Public Schools must accumulate 240 hours. The total graduation requirements must include the following core curriculum:

English	40	Semester Hours
Science	30	Semester Hours
Math	30	Semester Hours
Social Studies (American History and American Government and one other Social Studies course)	30	Semester Hours
Physical Education or Health	5	Semester Hours
Speech I	5	Semester Hours
Art, Band or Music	5	Semester Hours
Required	145	Semester Hours
Electives	95	Semester Hours
<b>Total</b>	<b>240</b>	<b>Semester Hours</b>

## **Section 2 Progress Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

## **Section 3 Report Cards**

Report cards are issued at the end of each Quarter, or nine-week session. Letter grades are used to designate a student's progress. Students must have their assignments completed by the end of the Quarter. Student progress may be reviewed by parent(s) or legal guardian on-line with the PowerSchool grade program. Confidential passwords will be issued to each parent(s) or legal guardian each fall.

## **Section 4 Parent-Teacher Conferences**

Parent-teacher conferences will be held this year at the end of Quarter 1 and mid-term, Quarter 3. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## **Section 5 Honor Roll**

The Honor Roll will be determined by grade point average (GPA). All students with a GPA between 3.5 and 4.0 will qualify for Honor Roll recognition. Honor rolls will be defined at the end of each quarter (nine weeks) and the first and second semester. Dual credit classes will not count towards a student's GPA.

			NCTA DUAL CREDIT GRADING TABLE		
GRADE	GPA PTS	PERCENT	LETTER	RANGE	POINTS
A+	4.0	100-97	A+	100.0-100.0	4.00
A	4.0	93-96	A	90.0-99.9	4.00
B+	3.5	92-89	A-	86.7-90.0	3.67
B	3.0	88-85	B+	83.3-86.7	3.33
C+	2.5	84-81	B	80.0-83.3	3.00
C	2.0	80-77	B-	76.3-80.0	2.67
D+	1.5	76-74	C+	73.3-76.3	2.33
D	1.0	73-70	C	70.0-73.3	2.00
F	0.0	69	C-	66.7-70.0	1.67
			D+	63.3-66.7	1.33
			D	60.0-63.3	1.00
			F	00.0-60.0	0.00

## Section 7 Homework Policy

**Purpose:** Homework promotes responsibility, self-discipline and lifelong learning habits. Elm Creek Public Schools recognizes the importance of homework and assigns relevant and meaningful homework assignments designed to reinforce classroom-learning objectives.

### **Homework assignments include:**

- Reinforce skills and concepts addressed in classroom instruction
- Extend assignments to transfer new skills or concepts to new situations
- Provide opportunities for creative activities that integrate a variety of skills
- Collect additional evidence of student understanding

**Time:** Actual time required to complete assignments will vary with students' study habits, academic skills, and selected course loads. If a parent believes their child is spending an excessive amount of time completing their homework, they should contact their child's teacher.

**Reading:** Elm Creek's staff believe that additional reading for enjoyment assists in developing students' reading skills at any age and helps develop life-long readers who learn to seek additional information and read for enjoyment. Students are encouraged to read every night for at least 20 minutes.

**Make-Up Work Policy:** A grade of "NC or No Credit" will be given for assignments not handed in within the allotted number of days allowed by each teacher's course syllabus for make-up. The student is still responsible for the work in order to foster learning. When appropriate, make-up assignments should be completed before the absence. Written make-up work may be assigned for each day missed regardless of the type of absence. The time each student is allowed will be determined by mutual agreement between the student and the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. No assignment sheets will be sent out until after at least two (2) days of absence. If the parents or students have concerns prior to the two (2) days, they are encouraged to contact the teacher. Make-up time can be served the next day. If the student fails to report to the teacher, the student will be turned over to the principal for remediation.

Prolonged absences (vacations) will be addressed by the building. Make-up work may also be assigned.

**Responsibilities of Students:**

- Write down/record assignments
- Ask questions if assignments are not clearly understood
- Organize time to work on assignments
- Complete all assignments thoroughly
- Compose quality work on all assignments
- Turn assignments in on time
- Seek help before or after school when needed

**Responsibilities of Teachers:**

- Assign relevant and meaningful homework that reinforces classroom learning
- Provide clear instructions and expectations of assignments
- Provide a course syllabus to their students for each class
- Ensure all students understand the purpose of the assignments
- Provide feedback and/or corrections of homework
- Communicate with students and parents if concerns of homework arise
- Post times available for students to get additional assistance

**Responsibilities of Parents:**

- Take an active part in the supervision of student completing homework
- Communicate with child about daily homework assignments
- Monitor student's organization of daily assignments
- Establish a time and quiet place for child to complete homework
- Contact the teacher/school with questions or concerns regarding homework
- Regularly check student's homework completion and grades using PowerSchool.

**Additional Responsibilities:**

If a student is unable to complete an assignment the parent is encouraged to write a note/email to the teacher explaining why the assignment was not completed. The teacher will respond either in writing or by contacting the parent by phone.

## **Article 5 Support Services**

### **Section 1 Guidance Services**

The Elm Creek Public Schools employs guidance counselors for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 2 Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency

daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

#### Asthma and Allergic Reaction Protocol (Elm Creek Public Schools BOE Policy 5601)

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:45 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

## **Article 6 Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

## **Section 2 Education and Prevention**

Elm Creek Public Schools intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco, and other drug use is illegal and interfere with both effective learning and a healthy development of the student, Elm Creek Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

## **Section 3 Reporting Alcohol, Drug and Tobacco Violations**

Any school employee who believes a student at school has a controlled substance without a prescription for it, tobacco, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, they shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property and person. Any item discovered in the search, which is unlawful or constitutes a violation of a school rule will be confiscated. Those items, which are unlawful to possess shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

### **1. FIRST OFFENSE**

- a. The student shall be placed on a (5) to (19) day out-of-school suspension, but shall be given the option of having the suspension reduced to a three days of in-school suspension providing he/she undergoes an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluations are at the expense of the student and/or parent/guardian.
- b. If a student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the 19-day out-of-school suspension.
- c. Prior to readmission to school, the student along with his/her parents must meet with the Principal and/or Assistant Principal of the involved school.
- d. The involved student shall be ineligible to participate in any co-curricular activities during the suspension and as dictated by the Elm Creek Public Schools rules for activity participation.

### **2. SECOND OFFENSE**

- a. The student will be placed on a nineteen - day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice:

Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## **Article 7 Student Rights, Conduct, Rules and Regulations**

### **Student Conduct and Discipline Policies** (ECPS Board of Education Policy 5101)

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

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

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

The following process will apply to short-term suspensions:

- The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or

guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

- An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

### **Section 3 Expulsion**

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

5. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

**Section 4 Other Forms of Student Discipline:** Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

**Section 5 Student Conduct Expectations.** Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

**Section 6 Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.** The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment when it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or

interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

**Section 7** Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-

by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Section 8 Additional Student Conduct Expectations and Grounds for Discipline.** The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

**Student Appearance:** Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## **Section 9 Academic Integrity.**

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

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

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

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

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

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

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

or the textbook during the test.

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

(4) **Use of Other Student to Take Test.** Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) **Misrepresenting Need to Delay Test.** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

1) **Use of Another's Paper:** Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

2) **Re-use of One's Own Papers:** Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

3) **Assistance from Others:** Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

4) **Failure to Contribute to Group Projects:** Accepting credit for a group project in which the student failed to contribute a fair share of the work.

5) **Misrepresenting Need to Delay Paper:** Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

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

cheating.

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

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

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

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

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

1. Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

**Section 10** **Inappropriate Public Displays of Affection (IPDA)**: Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a

minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

**Section 11 Specific Rule Items:** The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion: Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

## **Section 12 Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs or alcohol.
  - b. Aggravated or felonious assault.
  - c. Vandalism resulting in significant property damage.
  - d. Theft of school or personal property of a significant nature.
  - e. Automobile accident.

- f. Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

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

### **Section 13     Dating Violence** (ECPS Board of Education Policy 5420)

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

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

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

## **Article 8 Technology Acceptable Use**

### **Section 1 Network, E-Mail, Internet and Computer Acceptable Use Policy** (ECPS BOE Policy 6800)

#### **A. Internet Safety Policy**

It is the policy of Elm Creek Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) protect against unauthorized access, including so-called "hacking," and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

- a. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- b. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet

filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

- c. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
- Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
- Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

**Section 2 Computer Acceptable Use Policy** This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

- Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
- Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
- Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations. The following are unacceptable uses of the technology

resources:

- Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.
- Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).

Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

### **Section 3 Unacceptable Uses.**

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies

- a. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

- b. Users shall not copy, change, or transfer any software without permission from the network administrators.
- c. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- d. Users shall not engage in any form of vandalism of the technology resources.
- e. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

#### **Section 4      Other Policies and Laws**

Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the

immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## **Section 5 Procedures For The Use Of Electronic Resources**

Classroom Use: *Classroom use is defined as student use of Internet resources under the direction and supervision of a teacher or compacting paraprofessional whether in the classroom, computer lab or media center.*

Receive a copy of the electronic resources *Acceptable Use Policy* and sign the appropriate form, agreeing to abide by these procedures and policies:

Act in a considerate and responsible manner when using electronic resources:

**Section 7** Be subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:

1. Suspension and/or termination of electronic resource use privileges.
2. And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
3. And/or referral to law enforcement authorities for criminal or civil prosecution.

Independent Use: *Independent use is defined as student use of the Internet during the school day for independent study and or research.*

Follow all of the guidelines established for classroom use:

Obtain parental permission prior to seeking independent access to electronic resources:

Recognize that classroom work takes precedence over independent use:

Understand that independent use may be restricted or revoked if a student's academic performance is unsatisfactory.

## **Section 8 Possession of Unauthorized Electronic Device**

Cell phones seen/heard by teachers, support staff or administration during school time, 8:00 A.M. to 3:45 P.M. will result in:

**1<sup>st</sup> Offense** – Verbal Warning

**2<sup>nd</sup> Offense** – 30 Minute detention. Phone will be returned after detention is served with staff member.

**3<sup>rd</sup> Offense and Succeeding Offenses** – Detention with office. Phone will be given to parent after detention is served.

## **Article 9 State and Federal Programs**

The following state and federal guidelines are available upon request at the Elm Creek Public School office and are posted at the Elm Creek Public Schools. They are also available at: [www.elmcreekschools.org](http://www.elmcreekschools.org)

- Section 1** Notice of Nondiscrimination
- Section 2** Designation of Coordinator(s)
- Section 3** Anti-discrimination & Harassment Policy
- Section 4** Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973
- Section 5** Notification of Rights Under FERPA
- Section 6** Notice Concerning Disclosure of Student Recruiting Information
- Section 7** Notice Concerning Staff Qualifications
- Section 8** Student Privacy Protection Policy
- Section 9** Parental Involvement Policies
- Section 10** Homeless Students Policy
- Section 11** Breakfast and Lunch Programs
- Section 12** Elm Creek Public Schools Student Fee Policy

**WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR  
SYSTEMIC ALLERGIC REACTIONS PROTOCOL**

Elm Creek Public School District

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

I am aware of the school policy that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session.

After considering the school policy and the best interests of my child, \_\_\_\_\_, I do not wish to have him/her given or administered albuterol or medication from an Epi-Pen by school personnel under any circumstances for the 2015- 2016 school year.

DATED: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Parent/Guardian/Custodian

DATED: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Physician

**DO NOT** return this from **without** a physician's signature supporting your request to remove your child from the protocol.

# Elm Creek Public Schools Elementary Student Handbook 2016-2017

(revised June 16, 2016)



**Love BLUE,  
Live GOLD !**

In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Buffalo County School District No. 9 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:

**Title IX Coordinator**  
Section 504 Coordinator – Jason Sullivan  
Buffalo County School District No. 9  
230 Calkins Street, P.O. - Box #490  
Elm Creek, Nebraska 68836

# Parent/Student Handbook 2016-2017 School Year

## Foreword

### Section 1. Intent of Handbook:

This handbook's intended use is for students, parents and staff as a guide to the rules, regulations, and general information Elm Creek Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

### Section 2. Members of the Board of Education:

Mr. John Worthing	Mr. Jeff Meads	Mrs. Lynette Mitchell
Mrs. Denise Ourada	Mr. JC Ourada	Mr. Morgan Meier

### Section 3. Administrative Staff:

Name	Position	Office Phone
Mr. Tom Reeser	Superintendent / Principal	856-4300 ex 1709
Mrs. Jessica Sullivan	Pre-School Teacher	856-4300 ex 1104
Mrs. Teresa Aten	Kindergarten	856-4300 ex 1107
Ms. Jan Gunderson	1 <sup>st</sup> Grade	856-4300 ex 1101
Mrs. Shaina McIntosh	2 <sup>nd</sup> Grade	856-4300 ex 1102
Mrs. Brandi McCarter	2 <sup>nd</sup> Grade	856-4300 ex 1202
Mrs. Jennifer Schopke	3 <sup>rd</sup> Grade	856-4300 ex 1201
Mr. Mike Ford	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1301
Mrs. Renee Bauer	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1306
Mrs. Holly Sindt	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1308
Mrs. Cindy Schroeder	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1304
Mr. Mitch Muma	Title I Coordinator	856-4300 ex 1203
Mrs. Lacey Bouc	Special Education	856-4300 ex 1208
Mrs. Cindy Carlton	Speech Pathologist	856-4300 ex 1602

## Article 1 – Mission, Goals, and Policies

### Section 1. District Mission Statement:

**The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and, able to make positive choices about their education, future, and the community.**

In order to develop good citizens and lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community--law enforcement, social services, medical services and private business--need to cooperate fully.

### Section 1 Operating Principles

*In order to fulfill our mission, we embrace the following operating principles:*

**As an educational community we know children learn when:**

\*they are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;

\*they are in an environment where they feel safe and supported, where their and physical, intellectual, emotional and social needs are met, and where they are not afraid to fail knowing they will be given more chances to succeed;

\*they have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;

\*they are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;

\*they receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;

\*they are exposed to a wide variety of learning experiences, materials, technologies, and environments.

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**In responding to how children learn, our classrooms will be...**

\*child centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;

\*learning communities where children feel respected, safe, and well-known;

\*environments that enhance communication, collaboration, engagement and enjoyment;

\*flexible, but with established routines and shared norms, and a balance of learning activities;

\*comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;

\*utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents in ways that are easily understood and reflect student development;

\*inviting to parents, family members, and our communities as they too are valued resources in the learning process.

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**To support such classrooms, our schools will be...**

\*filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;

\*places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all

students;

\*exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;

\*flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;

\*focused on the whole-child, her/his physical, intellectual, emotional and social well-being;

\*filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;

\*concerned with more than just test scores, knowing that every child is more than a test score;

\*open and welcoming to all parents, encouraging their active involvement;

\*supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

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**The district in support of these schools, is committed to...**

\*nurturing and encouraging a purposeful, common vision across our district through focused goals and action plans that allow for staff to do their work well;

\*utilizing available resources and searching for additional resources to support this common vision as well as to provide appropriate staffing, teaching resources (including technology, texts, materials, and access to the world outside of school), and time for teachers to collaborate;

\*listening to and responding to the needs of staff to carry out our shared visions;

\*supporting the development of an infrastructure where teachers and students have access to current technologies, learning tools, and the world beyond the schools;

\*encouraging and expecting that staff will take unique and flexible approaches to our shared goals and vision;

\*providing a focused, district-wide professional development program consistent with our vision that is effective, meaningful, and sustainable;

\*communicating with our community and with policy makers about our schools' programs, successes, and needs;

\*supporting the economic and civic health of our community;

\*communicating regularly with our educational community in ways that include all staff and provides the information necessary for collaborative decision making.

## **Section 2. Focus of the School:**

The focus of the school system is on the student. The students and their educational development is the central concern of the board of education's policies and the administrative regulations. The board of education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

The Board believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to become capable and responsible life long learners. Accordingly, in this school district, statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

## **Section 3. Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

Written appeal should be made within five (5) days of the Superintendent's decision.

Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

## **Section 4. Entrance Age**

The Board shall not admit any child into the Kindergarten or beginner grade of any school unless such child has reached the age of five years or will reach such age on or before July 31 of the current year.

## **Section 5. Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Elm Creek Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## **Section 6. Immunizations and Physicals**

All students are required to be immunized against hepatitis, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus **prior to enrollment** and any student not in compliance shall not be permitted to continue in school. Varicella, or documentation of chickenpox disease, will be included as a requirement in each subsequent grade as the child progresses through the remaining grades. Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they

have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade and; in the case of a transfer from out of the state, to any other grade unless a parent or guardian of a child objects thereto in writing.

Beginning with the 2006-2007 school year, all students entering into a beginner grade or transferring into any grade from out of state will be required to have an eye examination, conducted by a physician, a physician assistant, an advanced practice nurse, or an optometrist within six months prior to enrollment of the student. The examination must include testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Parents may object in writing to prevent their student from the visual or physical examination. The cost of examinations is borne by the parent or guardian. The school district shall provide contact information regarding sources of free or reduced-cost visual examinations for low-income families that qualify.

### **Section 7. Registration**

Parents are required by law to provide the school with a certified birth certificate and immunization records on each student. Parents are required to complete an enrollment form each year for each child attending school. This information is used to update our school records and for census purposes. Any change of address or telephone during the school year should be reported to the school at once.

### **Section 8. Student Information Updated**

Parents are asked to inform the school when a change in student information occurs. For example, if the student moves, changes address, changes telephone number or the emergency contact information should change, please contact the school with new information for the health and safety of your child.

### **Section 9. Student Records**

The school district supports the need to keep useful educational records for each pupil. Information is collected and maintained in student records to show the growth and development of individual students, to provide information to parents and authorized staff, and to provide a basis for the evaluation and improvement of school programs. Since these records are considered confidential, it is the responsibility of the school to preserve the rights to privacy for every student and parent.

The Elm Creek Public School District, in compliance with L.B. 559, the Missing Children Identification Act, requires that any person enrolling a student for the first time in the school district, must within thirty days provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

You should understand that you and your parents have access to personally review these records and may challenge any portion of them. No information about a student will be sent to any individual or outside agency without the informed written consent of the parent

Directory information in the Elm Creek Public School District shall consist of the name of the student, address, telephone number, grade and dates of attendance. Current practice in the Elm Creek School District is not to make available student lists to solicitors.

School activities will require publishing program information such as name, grade, etc., of students participating. Parents or students, upon notifying the school, can refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.

### **Section 10. Student Records Disclosure**

Any student in any public school or his or her parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning such student, including the right to inspect, review, and obtain copies of such files or records, upon request and identification.

## Section 11. Publishing of Student Pictures

School activities sometimes involve publishing pictures of students participating in their learning (For example, local/area media and district publications about our students and teachers). Parents or students can refuse to permit pictures to be released or published. Parents of the student, or the student, must notify the principal of the school.

## Article 2 - School Day

### Section 1. Daily Schedule

School Day—	Breakfast Program	7:20 AM -- 7:55 AM
	Grades Kindergarten through 6th	8:00 AM -- 3:45 PM
	Friday- Late Start	9:00 AM -- 2:41 PM

Students are discouraged from being on the school grounds prior to the first morning bells unless prior approval has been granted by the building principal and/or teacher or they are participating in the breakfast program. This time is used for teacher planning and staffing. Students must be in the classroom by 8:00 am. Parents, please, we need your cooperation in this matter.

Since the time of dismissal is stated, parents should check to see that their children come directly home. This is being stressed since it helps to avoid difficulties on the way home.

Students not picked up by 4:00 p.m. while waiting for their ride home, will be required to wait inside the school building. Supervision of students will be provided until the parent(s) or the students' ride comes inside the school building to take them home. Students are asked to be off school grounds after 4:00 p.m.

When parents request that the child leave the school campus during the school day, a note from the parents will be required. This note is to be presented to the teacher and/or principal for approval.

ALL FRIDAYS WILL BE LATE START. Class will begin at 9:00 a.m. Breakfast will be served at 8:20 a.m. Students may still arrive at their normal schedule if desired. Building staff will work with students before or after breakfast on reading and/or math activities in the gym-classrooms until a bell is given to go to class. Class schedules will be altered to accommodate the Friday late start.

### Section 2. Shortened Schedule

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:00 p.m.

### Section 3. Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Radio and television stations broadcast this information regularly. A phone call system used by the District called Power Announcement is used to inform parents and guardians of school closing.

**School Closures Due to Weather or Other Emergencies:** Every effort will be made to make any decisions regarding school closures between 6:00 and 6:30 a.m. In the event of a school closure, notice will be given to the following media outlets: KRVN AM-880, KRVN FM- the River 93.1, NTV Network – Kearney, KOLN-KGIN TV- Channels 10-11- Lincoln/Grand Island, Y102 FM- Kearney, KELN- North Platte, KX104 and KODY – North Platte, and KGFV – Kearney. In any case, **an announcement will be made to the news media when schools will be closed. A phone call system used by the District called Power Announcement is used to inform parents and guardians of school closing.** Please do not call the school or staff at home. This hinders necessary internal emergency communication. If you do not hear the message that Elm Creek Public Schools are closed, there will be school as usual.

**Parental Discretion:** School will be held whenever possible. Parents are urged to use their own good judgment and discretion however in sending your children to school. Parents should also use your own judgment about picking up children from school. Parents MUST NOTIFY School Offices whenever picking up your child prior to dismissal.

#### **Section 4. Fire Drills and Tornado Warning**

Fire drills and tornado alerts are held at regular intervals throughout the year, and are an important safety precaution. It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Elm Creek is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

#### **Section 5. National Emergency**

In the event of a national emergency in which the local area receives a warning, all children will be dismissed from school immediately with the instructions to go directly home or to a place agreed upon by the parents and the child.

#### **Section 6. Emergency Conditions**

All Elementary schools have a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

#### **Section 7. Open-Closed Campus:**

When parents request that the child leave the school campus during the school day, a note from the parents will be required. This note is to be presented to the teacher and/or principal for approval.

#### **Section 8. Field Trips**

Classes may take educational field trips during the school year under the teacher's direction. Parents/guardians may be asked to assist with these field trips. Parents will receive prior notification for all field trips.

#### **Section 9. Breakfast**

The school provides a breakfast program starting at approximately 7:20 a.m. to 7:55 a.m. Some students may qualify for a free or reduced breakfast. Friday "Late Start" breakfast will begin at 8:20 a.m.

#### **Section 10. Lunch**

The school provides a hot lunch and a morning milk program and the students are encouraged to take advantage of the program.

No student is to go home for lunch unless they have permission from a parent. It is suggested that if a student eats lunch at home that a parent or guardian be home during their lunch period. Please inform the school if your child is to go home for lunch.

Some students may qualify for a free or reduced lunch. If you feel you qualify, please stop at the office of your school for further information.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **Article 3 - Use of Building and Grounds**

#### **Section 1. Entering and Leaving the Building**

Beginning of School: Students should not be on school grounds prior to 7:15 a.m. The first bell will ring at 7:54 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During bad weather the entrance will be open by 7:15 a.m. for students to enter the building. Students are to stay in the gym or other designated area and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:45 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:55 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

## **Section 2. Visitors**

All visitors must report to the office to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school.

Visits to our school by parents, residents of Elm Creek and interested educators are welcomed and encouraged. In order to protect the educational programs from undue disturbance, we request that persons wishing to visit make arrangements in advance with the child's instructor. Upon entering the building, we ask that you check in at the principal's office and that you limit your visit to one hour.

Due to the busy schedule on days before vacations, your cooperation in not bringing visitors at those times will be appreciated.

## **Section 3. Smoke-Free Environment**

Elm Creek Public Schools declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

## **Section 4. Care and Use of School Property**

If students choose to damage or destroy school facilities, they will be required to make complete restitution and appropriate disciplinary action will be taken.

Your textbooks and library books are the property of Elm Creek Public Schools and are available for your use. If a book is marred, defaced, or shows excessive wear and tear, it will be necessary for the student to pay for the book or the damage done. To make it possible for these books to be used for a normal period of time it is recommended that students' use book covers on all schoolbooks.

If you lose a textbook, it will be necessary for you to pay for the book before another book can be issued. If your book is found, your money will be refunded.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications.

## **Section 5. Locker Regulations**

A locker (if available) is assigned to each student at the beginning of the year. The lockers are the property of the Elm Creek Public School District and are subject to inspection by authorized school personnel. The school is not responsible for stolen items.

## **Section 6. Searches of Lockers and Other Types of Searches**

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Section 7. Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 8. Use of Telephone**

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and **emergency use only. Cell phones are not permitted in the classroom. Any cell phone brought to school must be left in the student's locker and handed to the teacher if no locker is issued to the student. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian.** We encourage families to have a daily plan of action prior to children coming to school. It is extremely disruptive to deliver messages to students while school is in session. By bringing cell phones and other electronic devices to school, the student and parent(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on a computer, cell phone, or other electronic device. The principal has authority to adjust discipline actions on an individual basis.

### **Section 9. Bicycles**

Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10. Student Valuables- Personal Property**

Pupils are responsible for their property. They must take care of it themselves. Never leave money, clothing, textbooks, notebooks, etc., lying around. It is suggested that a student not bring or wear expensive and valuable items to school. Mark all of your personal property.

### **Section 11. Lost and Found**

Students who find lost articles are asked to take them to the office where the owner may claim them. All lost books will be returned to the teacher. Therefore, you are to place in the inside front cover (in pencil) your name, teacher's name, and room number. If articles are lost at school, report that loss to office personnel.

## **Section 12. Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic, music, or school sponsored event must be reported immediately to the school staff or Principal.

## **Section 13. Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. **All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Elm Creek Public Schools are not liable for injuries to pupils, nor can they pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.**

## **Section 14. Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **Section 15. Solicitation**

No collection or solicitation of money from pupils of the District for non-school purposes, except projects that are approved by the Administration in accordance with Board policy, shall be permitted.

## **Section 16. Deliveries**

Due to the disruptions of the educational process, office procedure, and equity issues, gifts shall not be delivered to the office or classrooms for students. This includes, but is not limited to, flowers, balloons, cakes, and candy, unless a special event has been sanctioned within the classroom by the school administration.

## **Section 17. Parent-Teacher Organizations**

The elementary school has a parent teacher organization that meets monthly and you are cordially invited to attend every meeting. Look for the notice of meeting posted on our school website.

## **Section 18. School Pictures**

The Elm Creek Public Schools contract periodically to have pictures taken of school children early in the school year. Information regarding prices, times, and days are distributed via a bulletin from school.

# **Article 4 – Attendance**

## **Section 1. Attendance and Punctuality**

### Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### **A. Attendance and Absences.**

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.
  - a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- b. Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.
2. Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

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

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

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

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an

exit interview if the child is enrolled in Elm Creek Public Schools or resides in the Elm Creek Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

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

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

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

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

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

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance

officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
- b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

6. Reporting Excessive Absenteeism to the County Attorney.

- a. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without

success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

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

**All students will be considered to have attended a full-school day if they meet the following criteria:**

- Are in attendance during the normal school day attendance hours
- Are in attendance during the normal summer school attendance hours
- Are in attendance for longer than the normal day; detention, Enrichment School, Credit Recovery School and/or Saturday School

***Students who do not meet the aforementioned criteria will be considered to be in non-compliance with the Compulsory Attendance Policy and will be assigned an unexcused absence for time missed.***

### **Section 3      Notifying the School**

If a student must be absent, the school urges parents to telephone the school on the morning of an absence for an illness and before a planned absence, i.e., a funeral. This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain makeup work. If a phone call is impossible, the students are asked to bring an excuse upon returning to school, signed by a parent or guardian, stating the time, date, and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he or she will only be released through the office to his/her parent(s), or legal guardian. If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office.

### **Section 4.      Tardiness**

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy Consequences: Students considered tardy to class will have consequences set by either the classroom teacher, principal, or by school building. It is important that parents have their child arrive before class begins to ensure that instruction is not missed by the student, that the teacher does not take away time from other students to deal with a late student, and to instill responsibility within the student for their own success.

### **Section 5.      Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Parents picking up students are requested to sign their child out at the office.

### **Section 6.      Make-up Work**

Following an absence, students will have the opportunity to make up work. It will be the parents'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Assignment sheets and materials will be sent home if requested.

### **Section 7.      Leaving the District**

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunizations.

**Section 8. Withdrawal and Transfer**

The procedure for withdrawal or transfer is as follows:

1. Notify the office at least three days prior to your withdrawal.
2. See the principal of the building before leaving.
3. Upon arriving at the student’s new school, request a transfer of records from the Elm Creek Public Schools.

**Article 5 - Scholastic Achievement**

**Section 1. Grading System**

The grading system of Elm Creek Public Schools shall be as follows:

- a. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- b. Achievement marks shall be given on a numerical basis for all grades 4-12, with the marks of 69 or lower considered a failure. A special grading report for the K-3, on a different basis, shall be used.
- c. The grading and conversion scale are as follows:

GRADE	GPA POINTS	PERCENT
A+	4.0	100-97
A	4.0	93-96
B+	3.5	92-89
B	3.0	88-85
C+	2.5	84-81
C	2.0	80-77
D+	1.5	76-74
D	1.0	73-70
F	0.0	69

- d. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an

approximately equal grade on our system.

- e. Staff members may use whatever method they determine professionally appropriate in the day to day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.
  - Achievement in relation to class objectives.
  - Class participation.
  - Mental ability of student in relation to the total class and required work.
  - Evidence the student is exceeding the class requirements and delving further.
- f. On excused absences of secondary students, they shall be allowed two (2) days for each day missed to complete work assigned. After this period elapses, all work not handed in or completed shall receive a zero.
- g. On unexcused absences, all work assigned shall receive a zero, or a grade assigned for class participation shall also receive a zero, and also possibility of a disciplinary action.
- h. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, department, comments (if instructor desires).
- i. Lower Elementary and Specials classes may use the following scale to show student progress:

+	Commendable
S	Satisfactory
N	Needs Improvement
W	Working on level of ability
/	Still not Introduced

**Section 2. Promotion and Retention**

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

**Section 3. Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

#### **Section 4. Report Cards**

Report cards will be sent out each nine weeks giving you the teacher's estimate of your child's progress. Suggestions from parents are always welcome. It is our aim to help your child to live a happy normal life.

Parents may access grades, attendance, assignments, and more. Through a web-based management system, "PowerSchool", parents will be issued a user identification and password to access their child's current information. Go to the following web site: <https://elmcreekschools.powerschool.com/public>

#### **Section 5. Parent Access to Student Information System**

Parents and students may log on to the **Student Information System (SIS)** to access real-time information about grades, attendance, assignments, and more. Through a web-based management system, "PowerSchool", parents will be issued a user identification and password to access their child's current information. Through the following web site: <https://elmcreekschools.powerschool.com/public> . Just enter your confidential **user id** and **password** and then click **Go!**

Parents may use computers at the school to access their child's information.

#### **Section 6. Parent-Teacher Conferences**

Parent-Teacher Conferences will be scheduled during the year. Refer to the school calendar for parent-teacher conference dates. If it is advisable, teachers may call parents for additional conferences outside the teaching hours. State law provides that either parent has the right to see the child's report card.

#### **Section 7. Achievement Tests**

Each year, students are to complete a battery of achievement tests as part of our State Rules and Regulations. It is important to the student to limit interruptions to as few as possible during these tests. No one will be permitted in the rooms other than students and the test proctor.

#### **Section 8. Homework Policy**

Homework is a vital part of a student's education. The purpose of assigned homework is:

1. It helps students develop study habits at an early age that will benefit them later in their education.
2. Involvement of the parents in the student's learning process keeps them informed about their child's learning and progress.
3. Students need to spend extra time at home to facilitate their learning at school.
4. It helps students budget their time.
5. It provides essential practice in developing basic skills.
6. Homework should nurture lifelong learning.

The education of our youth is a joint effort between school and home and there must be a sharing of responsibilities and a sense of cooperation between school and home.

### **Article 6 - Support Services**

#### **Section 1. Guidance Services**

The Elm Creek Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

## **Section 2. Health Services**

A school nurse is employed by the Elm Creek Public Schools and is available each Wednesday to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergy, medication changes, or other pertinent health information.

## **Section 3. Student Illnesses**

School health personnel will notify parents when a student needs to be sent home from school due to illness. Children showing definite signs of illness should be kept home. Students with severe coughs and sore throats should remain at home. Those with temperatures over 99.6 will be excluded from school and should not return until the temperature has been below 99.6 degrees for 24 hours, without fever medication. If a child has a fever in the evening, please keep him/her home the next day.

Should your child become ill during the day, the school will telephone you if possible. Parents who are away from home during school hours should provide the school with telephone numbers where they can be reached should it become necessary. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

## **Section 4. Guidelines for Administering Medication**

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

If your doctor has prescribed a medicine for you that will need to be taken during the day at school, you should bring it in the original container with the label from the pharmacy intact. You should also bring a permission form (available in the school office) signed by the student's parent/guardian stating the date(s), amount of medicine, and time it is to be taken. Check the medicine in with the school secretary the first thing in the morning - all medicine will be kept in the office to be given out and recorded during the day, and may be picked up after school if needed. If your child is taking throat lozenges or other medicine that is not a prescription, please complete a permission form concerning that medicine to be given to the school secretary.

## **Section 5. School Health Screening**

Students in the Elm Creek Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

## **Section 6. Immunizations and Physical Examinations**

**All** students are required to be immunized against hepatitis, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus **prior to enrollment** and any student not in compliance shall not be permitted to continue in school. Varicella, or documentation of chickenpox disease, will be included as a requirement in each subsequent grade as the child progresses through the remaining grades. Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade and; in the case of a transfer from out of the state, to any other grade unless a parent or guardian of a child objects thereto in writing.

Beginning with the 2006-2007 school year, all students entering into a beginner grade or transferring into any grade from out of state will be required to have an eye examination, conducted by a physician, a physician assistant, an advanced practice nurse, or an optometrist within six months prior to enrollment of the student. The examination must include testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Parents may object in writing to prevent their student from the visual or physical examination. The cost of examinations is borne by the parent or guardian. The school district shall provide contact information regarding sources of free or reduced-cost visual examinations for low-income families that qualify.

**Section 7. Guidelines for Skin and Scalp Conditions  
DISEASE EXCLUSION FROM SCHOOL**

- \*Impetigo To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.
- \*Ringworm To be excluded upon recognition by teacher or nurse. May be readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days.
- \*Head lice To be excluded upon recognition by teacher or nurse. May be readmitted following treatment with lice shampoo or rinse. A note stating that student had such a treatment and the product used MUST accompany student upon return to school. All affected members of the household should be treated at the same time.
- \*Scabies To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

\* If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.

**Section 8. Guidelines for Communicable Diseases**

We ask your cooperation in the prevention and control of communicable diseases. Obviously a child with a communicable disease at the stage where it may be contagious to others should not be in school. The following signs and symptoms should be looked on with suspicion before sending him/her to school: fever, flushed face, sore throat, red watery eyes, nasal discharge, cough, sneezing, headache, earache, nausea and vomiting, rash, pain anywhere in the body. We ask that you keep your child home if you observe any of these symptoms. If it should be a contagious disease, he/she will have protected his/her classmates by not coming to school, and will have been protected by not taking the chance of being exposed to something else in his/her condition of lowered resistance.

We are interested in the welfare of the child who has the disease and we are also interested in preventing the spread of disease. *School staff members will adhere to infection Control Procedures* regarding precautions against transmission of disease for all students and faculty. Nebraska Health and Human Services recommends the following:

<b>Diseases</b>	<b>Exclusion From School</b>
Measles (Rubeola)	May return to school in a minimum of 4 days after appearance of rash.
German Measles	May return to school in a minimum of 4 days after appearance (Rubella) of rash.
Mumps	May return to school after swelling has subsided.
Chicken Pox	May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.
Diphtheria	Must have doctor's written permit to return to school.

Influenza	Exclude for duration of illness.
(Scarlet Fever, Streptococcal Infection Scarlatina, Strep Throat)	Exclude until no fever and under treatment for 24 hours.
Pin worm	Exclude until treated, as documented by a physician.
Fifth Disease	Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.
Hepatitis A	Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.
Meningitis (Bacterial & Viral)	Exclude for duration of illness. Return with documented physician approval.
Pertussis- (Whooping Cough)	Exclude, may return with documented physician's approval.
Pulmonary Tuberculosis	Exclude, physician treatment essential. My return with documented physician approval.
*Pink eye	Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious.

If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

### **Section 9. Emergency Health --- Epi-Pen**

An epi-pen (epinephrine) injection is available in each building to be administered only in case of an emergency, life-threatening asthma attack or a severe allergic reaction (anaphylaxis), such as from a food or an insect bite.

Staff persons, who have been trained in CPR, have been taught to recognize these symptoms and to administer the epi-pen. If such an event occurs, a parent will be notified and the student will be transported to the hospital emergency room. It is important that parents notify the school nurse if their child has asthma or known allergies.

### **Section 10. Health Information Consent**

Parents are asked to give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate personnel who serve the student (for example; Doctors, nurses, teachers, coaches, or staff member administering medication). Please sign the "Health Information Consent" form.

### **Section 11. Power Announcement - Phone Notification System**

The Elm Creek Public Schools will contact parent(s), guardian(s), and students periodically throughout the school year to deliver important messages by a phone call on a recorded message. This will include school closings, emergency information, or by building information.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1. Drug-Free Schools**

The District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

## **Section 2. Education and Prevention**

Elm Creek Public Schools intend to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco, and other drug use is illegal and interfere with both effective learning and a healthy development of the student, Elm Creek Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

## **Section 3. Safe and Drug-Free Schools-- Parental Notice**

Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

# **Article 8 - Student Rights, Conduct, Rules and Regulations**

## **Section 1. Student Conduct and Discipline Policies:**

The common goal of students, parents, faculty and administration of Elm Creek Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Elm Creek Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ELM CREEK PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

## **Section 2. School Discipline**

Our school has developed a school-wide behavioral plan called BIST (Behavioral Intervention Support Team). These plans contain possible circumstances and consequences that students should observe.

Each teacher has a BIST plan for his or her room. This plan is a system of consequences for good and poor behavior by students. Students may be asked to stay after school because of their improper behavior to process or talk about what the teacher observed and then listen to what the student has to say about the their action. Teachers and students agree upon a plan of action in order for It is most imperative that the school and parents work together in dealing with school discipline.

## **Section 3. Suspensions of Pupils**

The Board of Education hereby establishes the provisions of Sections 79-254 to 79-296 of the Nebraska Statutes as its rules and standards of student conduct and hereby authorizes emergency exclusions, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Board of Education's rules and standards established pursuant to Section 79-254 to 79-296.

The Board of Education delegates to the Superintendent -- through the principals and staff of the schools in the district -- the establishing of such rules and standards of student conduct, which are reasonably necessary to carry out or to prevent interference in carrying out any educational function if such rules and standards are not in conflict with the established Board of Education Policy of Nebraska Statutes.

## **Section 4. Weapon/Firearm Policy**

The purpose of the Nebraska Student Discipline Act [As amended by LB 1250 (1994), LB 658 (1995)], is to assure the protection of all elementary and secondary school students' rights to an education without threat of personal safety or interference with the educational process.

The following is a summary of the statutes regarding firearms on public school property:

The following student conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Act, when such activity occurs;

- 1) on school grounds,
- 2) in a school-owned vehicle being used for a school purpose,
- 3) or at a school-sponsored activity or athletic event.

A student may not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or "firearm" (see Federal Definition of Firearm).

If a student is found to be possessing, handling, or transmitting a firearm in any of the above circumstances, that student will be expelled from school for a period of not less than one calendar year.

For complete information concerning student conduct and discipline, a copy of the Nebraska Student Discipline Act (Revised, 1995) is kept in each school office, and also at the Central Office.

### **Section 5. Federal Definition of Firearm (18 U.S.C. Section 921)**

The term, "firearm" means: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means:

- (A) any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses);
- (B) any type of weapon (other than a shotgun or a shotgun shell which the Secretary of the Treasury finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and,
- (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

### **Section 6. Discipline and Corrective Actions - Due Process**

According to Board Policy: The Board intends to assure the protection of all students' constitutional right to due process and fundamental fairness within the contexts of an orderly and effective educational process. Any sanctions of student behaviors shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of the State of Nebraska and of the Constitution of the United States of America and in recognition of the right of every student to public education.

Rules and regulations shall provide for student rights of due process prior to the prescribing of disciplinary or corrective actions; any pupil or the parent or guardian of any pupil shall have the right to a review of any disciplinary or corrective action as provided by policy of the Board.

### **Section 7. Insubordination**

Insubordination is defined as disobedience of reasonable rules and regulations. If a student chooses to violate these rules, appropriate disciplinary action will be taken.

### **Section 8. Playground Rules**

1. Contact games will not be allowed. Touch football and soccer will be allowed.
2. Play only in designated areas for grade levels.
3. When a student misbehaves the school's discipline policy will be implemented.
4. If an object travels into the street, the students must obtain permission from the supervising teacher on duty before the object can be retrieved.
5. Students should be properly dressed with snow boots, caps and gloves during inclement weather. Parents, please assist us in this matter.
6. Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents or school officials.
7. When the playground area is muddy or wet, students should stay away from those areas. The students may be required to stay on the hard surface areas of the playground.
8. Personal equipment (footballs, softballs, basketballs, etc.) will not be allowed at school.
9. Students will line up and enter the building in an orderly manner.

### **Section 9. Fighting and Other Disturbances**

When a fight occurs, the possibility of injury or damage to other persons or property exists. For your protection and the protection of others, such activities will not be tolerated in school nor on the way to or from school.

If students choose to violate this policy, they may be suspended.

### **Section 10. Dress Code**

An individual's grooming, the way he/she dresses and how he/she behaves, does have a bearing on how others react to him/her. Dress and grooming should be clean, not un-kept, neglected, untidy or messy. If a style demonstrates that it is disruptive to the educational process of themselves and others, constitutes a threat to safety and health of self or others, or is in violation of a statute, it will not be permitted in school. Ideally, within these limits the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents.

Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence will not be accepted as appropriate school attire. Shorts may be worn in appropriate weather.

### **Section 11. Citizenship**

Good conduct is the responsibility of each individual student. The way you conduct yourself should reflect good citizenship. Students are encouraged to resolve their own conflicts. If this is not possible, the teacher or principal should be consulted.

### **Section 12. Lunch Conduct**

The cafeteria provides an environment in which to have lunch. In order to maintain this area, your cooperation is necessary. You can meet this responsibility by observing the following:

1. Students are expected to use good table manners.
2. Food or other items are not to be thrown.
3. Each individual student is responsible for cleaning the table where he/she eats and the floor under his/her table.
4. Each student is expected to remain seated while eating.
5. Food is not to be taken from the cafeteria.
6. Students will be dismissed from the cafeteria.
7. Loud talking will not be permitted.

If a student chooses to violate these rules, he/she may be disciplined.

### **Section 13. Safety**

Please remind your child to always walk on the sidewalks, to cross the streets at intersections and never to play in the street. School pedestrian lanes have been established and traffic-warning signals installed at those crossings where there is considerable traffic. Please help us by instructing your child to use these controlled crossings.

Children riding bicycles should ride single file. The riding of bicycles on the playground is prohibited.

#### **Section 14. Bus Discipline**

Safety is our first consideration when transporting children to and from school. Bus discipline is a shared responsibility of students, parents, drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students. If parents are notified of their child's misbehavior on the bus, they are urged to cooperate with the school by pointing out the dangerous situations caused by violation of safety rules. If a driver's attention is diverted by misconduct, the safety of all passengers is jeopardized. Failure to comply with these rules may result in the loss of bus riding privilege.

#### **Section 15. Bus Rider Rules**

The following rules and regulations will apply to all bus trips: **Pupils will show respect to adults appointed by the school.**

##### **Prior to Loading:**

1. Be on time at the designated school bus stop—**the driver will wait no more than two minutes past the scheduled pick up time**
2. Stay on the sidewalk at least six (6) feet back from the curb at all times while waiting for the bus. Bus riders must conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a **complete** stop before attempting to enter the bus.

##### **While on the Bus:**

1. If the bus is equipped with seat belts, wear seat belts properly at all times.
2. Keep hands and head inside the bus at all times.
3. Assist in keeping the bus safe and sanitary at all times.
4. Avoid loud talking and laughing, playing radios, or causing unnecessary confusion. The driver's attention may be diverted, resulting in a serious accident.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children when they ride the bus.
9. Do not throw anything out of the bus windows.
10. Bus riders are not permitted to leave their seats while the bus is in motion. Riders are to remain seated facing forward without kneeling or sitting on your legs. State law prohibits standing while the bus is in motion.
11. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers.
12. Absolute quiet will be demanded when approaching and crossing a railroad-crossing stop.
13. In case of a road emergency, students are to remain in the bus.
14. Remain seated until the bus stops and the driver signals it is safe to unload.
15. Capacity of the bus cannot be exceeded.
16. Place all trash in container provided in bus.
17. Follow all other good behavior rules as if you were in the school cafeteria.
18. Use appropriate and respectful language at all times without bullying, teasing or bothering others.
19. Respect the personal space of others without touching, poking or bothering others
20. Do not handle the personal items of others without first asking and receiving their permission.
21. No open food or drink containers on the bus without permission of driver.

##### **After Leaving the Bus:**

1. Be alert to the danger signal from the bus driver.
2. The bus driver will not discharge students at places other than the regular bus stop, unless by proper authorization from school officials.

Bus drivers are instructed to issue one reminder to a student and if the student fails to respond appropriately or repeats the behavior, to report the matter to the school principal who will then either establish consequences and/or contact the parents/guardians.

## **Section 16. Pets**

Pupils have been asked to see that their dogs or cats do not come to the school play-grounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher.

## **Section 17. Field Trip Eligibility**

The following recommendations apply to all students in determining eligibility for participation in field trips:

- Exhibit responsible behavior in the overall school setting (classroom, playground, lunchroom, schoolwork, grades, etc.).
- Teachers will always take into account the ability of the individual student and the effort that is given by the student.

The classroom teacher or the building principal will notify parents and students as soon as possible when the eligibility of the student for the stated activities becomes questionable. This notice will serve as the only official warning to parents and student.

Students who are ineligible for stated activities will be placed in an alternative classroom setting with assigned work the day of the planned activity.

The purpose in establishing these standards is to continue to encourage students to do their very best in both their studies and in how they conduct themselves at school. Participation in these activities is a privilege and all students must earn the right to be included.

## **Section 18. Procedures for the Use of Electronic Resources**

Classroom Use: *Classroom use is defined as student use of Internet resources under the direction and supervision of a teacher or compacting paraprofessional whether in the classroom, computer lab or media center.*

Receive a copy of the electronic resources *Acceptable Use Policy* and sign the appropriate form, agreeing to abide by these procedures and policies:

Act in a considerate and responsible manner when using electronic resources:

Be subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:

1. Suspension and/or termination of electronic resource use privileges.
2. And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
3. And/or referral to law enforcement authorities for criminal or civil prosecution.

Independent Use: *Independent use is defined as student use of the Internet during the school day for independent study and or research.*

Follow all of the guidelines established for classroom use:

Obtain parental permission prior to seeking independent access to electronic resources:

Recognize that classroom work takes precedence over independent use:

Understand that independent use may be restricted or revoked if a student's academic performance is unsatisfactory.

## **Section 19. Additional Student Conduct Rules:**

### **RULES AND REGULATIONS**

These rules and regulations are for all students attending Elm Creek Elementary Schools:

1. Because there is no supervision on the school grounds before 7:45 A.M., we ask that students not come before this 7:45 bell, unless they are participating in the school breakfast program. A teacher or principal may grant permission if early arrival is necessary.
2. Students may use the office phone only with permission from a teacher or the principal. The phone is for business or in case of illness.
3. No gum chewing or candy on the school grounds except for special occasions and with teacher permission.
4. Students are not to climb on the roof of the building for any reason. If a ball goes on the roof, please inform the teacher on duty. The custodian will remove it after school.
5. Students are not to play on the front lawn of the school or climb trees on the school grounds.
6. Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime.
7. Personal equipment (footballs, softballs, etc.) will not be allowed at school.
8. All students are to leave the school grounds immediately after school unless you have teacher permission.
9. There are to be no rocks, dirt clods, snowballs or any foreign objects thrown at any time.
10. No running or loud talk is permissible in the halls of the school.
11. Skateboards are not allowed on the school property.
12. Nuisance items that may cause disruptions in school are not allowed. All nuisance items brought to school will be confiscated by staff members and turned in to the office.
13. Inappropriate language will not be tolerated.
14. The use of drugs, alcohol and tobacco will not be permitted.
15. Roller blades are not to be worn on school grounds.

### **Article 9 State, Federal Programs, and Additional District Policies**

The following state and federal guidelines are available upon request at any Elm Creek Public School office and are posted at the Elm Creek Public Schools website: <http://www.elmcreekschools.org>

- Section 1.** Notice of Nondiscrimination
- Section 2.** Designation of Coordinator(s)
- Section 3.** Anti-discrimination & Harassment Policy
- Section 4.** Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973
- Section 5.** Notification of Rights Under FERPA
- Section 6.** Notice Concerning Disclosure of Student Recruiting Information
- Section 7.** Notice Concerning Staff Qualifications
- Section 8 .** Student Privacy Protection Policy
- Section 9.** Parental Involvement Policies
- Section 10.** Homeless Students Policy
- Section 11.** Breakfast and Lunch Programs
- Section 12.** Elm Creek Public Schools Student Fee Policy
- Section 13.** Elm Creek Public Schools Internet Policy

## **Elm Creek Elementary Schools Title I Parent/School Compact A Plan for Responsible Action & A Call for Home/School Cooperation**

As teachers and parents, helping children become capable, responsible lifelong learners is a duty we share. Completing schoolwork on time and handing the work in when due is an important responsibility for our children. This is a skill we all need to learn. While it is the child's responsibility to do the work and hand it in, please help your child be responsible by doing your part to monitor his/her schoolwork. The following plan to assist students has been designed with parent and teacher input.

Each student is responsible for recording schoolwork assigned in an agenda, completing the work, and handing in that schoolwork. To assist themselves, **students will:**

1. Use a School Agenda (Homework notebook)
2. Use the agenda every day to record assignments
3. Complete & hand in all schoolwork on time
4. Take the agenda home and have his/her parent review the notebook
5. Have his/her parent sign the agenda
6. Bring the agenda back to school each day to show his/her teacher.

**Parents will:**

1. Review and sign the agenda each school day - Use the agenda to write notes to the teacher as needed and note any work unfinished
2. Require their child return to school for the agenda if it is not brought home
3. If student work is not completed and the agenda not signed, meet with teachers to help your child develop a plan to resolve the problem
4. Provide time, appropriate materials, and an appropriate learning space at home for completion of schoolwork
5. Limit TV viewing, computer games, and movies until school work is completed
6. Provide a balanced diet, adequate rest (10 hours a day), and exercise
7. See that reading is made a daily practice of at least 5 minutes multiplied by the child's age.

**Teachers will:**

I, the undersigned, partner in education of children at Elm Creek Public Schools commit to the following:

1. Provide weekly progress reports and communication regarding student progress.
2. Provide homework that reinforces skills taught in the classroom.
3. Provide a welcoming, developmentally appropriate atmosphere that is conducive to learning.
4. Provide ongoing communication with parents through: Newsletters, Notes, and telephone calls.
5. Continue to strive to meet and accommodate the needs of each student.
6. Focus on enriched skills to promote academic growth.
7. Dedicate time to receiving professional development to gain knowledge, which will ensure student achievement.
8. Provide high quality curriculum and instruction that enables students to meet state academic standards.

**RECEIPT OF 2016-2017 PARENT-STUDENT  
ELM CREEK ELEMENTARY SCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2016-2017 Parent-Student Handbook of Elm Creek Elementary School. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ELM CREEK ELEMENTARY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to: **Elementary School Teacher**

**WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR  
SYSTEMIC ALLERGIC REACTIONS PROTOCOL**

Elm Creek Public School District

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

I am aware of the school policy that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session.

After considering the school policy and the best interests of my child, \_\_\_\_\_, I do not wish to have him/her given or administered albuterol or medication from an Epi-Pen by school personnel under any circumstances for the 2016-2017 school year.

DATED: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Parent/Guardian/Custodian

DATED: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Physician

**DO NOT** return this from **without** a physician's signature supporting your request to remove your child from the protocol.

# Elm Creek Public Schools Little Buffs Preschool Handbook 2016-2017

(revised July 8, 2016)



**Love BLUE,  
Live GOLD!**

In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Buffalo County School District No. 9 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:

**Title IX Coordinator**  
Section 504 Coordinator – Mr. Jason Sullivan  
230 Calkins Street, P.O. - Box #490  
Elm Creek, Nebraska 68836

**Elm Creek “Little Buff” Preschool  
Parent/Student Handbook: 2016 - 2017 School Year**

**Foreword**

**Section 1. Intent of Handbook:**

This handbook’s intended use is for students, parents and staff as a guide to the rules, regulations, and general information Elm Creek Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Section 2. Members of the Board of Education:**

Mr. John Worthing	Mr. Jeff Meads	Mrs. Lynette Mitchell
Mrs. Denise Ourada	Mr. JC Ourada	Mr. Morgan Meier

**Section 3. Administrative Staff:**

Name	Position	Office Phone
Mr. Tom Reeser	Superintendent / Principal	856-4300 ex 1709
Mrs. Jessica Sullivan	Pre-School Teacher	856-4300 ex 1104
Mrs. Teresa Aten	Kindergarten	856-4300 ex 1107
Ms. Jan Gunderson	1 <sup>st</sup> Grade	856-4300 ex 1101
Mrs. Shaina McIntosh	2 <sup>nd</sup> Grade	856-4300 ex 1102
Mrs. Brandi McCarter	2 <sup>nd</sup> Grade	856-4300 ex 1202
Mrs. Jennifer Schopke	3 <sup>rd</sup> Grade	856-4300 ex 1201
Mr. Mike Ford	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1301
Mrs. Renee Bauer	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1306
Mrs. Holly Sindt	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1308
Mrs. Cindy Schroeder	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1304
Mr. Mitch Muma	Title I Coordinator	856-4300 ex 1203
Mrs. Lacey Bouc	Special Education	856-4300 ex 1208
Mrs. Cindy Carlton	Speech Pathologist	856-4300 ex 1602

## Article 1 – Mission, Goals, and Policies

### Section 1. District Mission Statement:

**The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and, able to make positive choices about their education, future, and the community.**

In order to develop good citizens and lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community--law enforcement, social services, medical services and private business--need to cooperate fully.

### Section 1 Operating Principles

*In order to fulfill our mission, we embrace the following operating principles:*

**As an educational community we know children learn when:**

\*they are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;

\*they are in an environment where they feel safe and supported, where their and physical, intellectual, emotional and social needs are met, and where they are not afraid to fail knowing they will be given more chances to succeed;

\*they have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;

\*they are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;

\*they receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;

\*they are exposed to a wide variety of learning experiences, materials, technologies, and environments.

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**In responding to how children learn, our classrooms will be...**

\*child centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;

\*learning communities where children feel respected, safe, and well-known;

\*environments that enhance communication, collaboration, engagement and enjoyment;

\*flexible, but with established routines and shared norms, and a balance of learning activities;

\*comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;

\*utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents in ways that are easily understood and reflect student development;

\*inviting to parents, family members, and our communities as they too are valued resources in the learning process.

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**To support such classrooms, our schools will be...**

\*filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;

\*places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all

students;

\*exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;

\*flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;

\*focused on the whole-child, her/his physical, intellectual, emotional and social well-being;

\*filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;

\*concerned with more than just test scores, knowing that every child is more than a test score;

\*open and welcoming to all parents, encouraging their active involvement;

\*supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

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**The district in support of these schools, is committed to...**

\*nurturing and encouraging a purposeful, common vision across our district through focused goals and action plans that allow for staff to do their work well;

\*utilizing available resources and searching for additional resources to support this common vision as well as to provide appropriate staffing, teaching resources (including technology, texts, materials, and access to the world outside of school), and time for teachers to collaborate;

\*listening to and responding to the needs of staff to carry out our shared visions;

\*supporting the development of an infrastructure where teachers and students have access to current technologies, learning tools, and the world beyond the schools;

\*encouraging and expecting that staff will take unique and flexible approaches to our shared goals and vision;

\*providing a focused, district-wide professional development program consistent with our vision that is effective, meaningful, and sustainable;

\*communicating with our community and with policy makers about our schools' programs, successes, and needs;

\*supporting the economic and civic health of our community;

\*communicating regularly with our educational community in ways that include all staff and provides the information necessary for collaborative decision making.

**Section 2. Focus of the School:**

The focus of the school system is on the student. The students and their educational development is the central concern of the board of education's policies and the administrative regulations. The board of education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

The Board believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to become capable and responsible life long learners. Accordingly, in this school district, statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

### **Section 3.. Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

#### Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

Written appeal should be made within five (5) days of the Superintendent's decision.

#### Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

### **Section 4.a Entrance Age**

The Board shall not admit any child into the Kindergarten or beginner grade of any school unless such child has reached the age of five years or will reach such age on or before July 31 of the current year.

### **Section 4b.**

The Board shall not admit any child into the preschool or beginner grade of any school unless such child has reached the age of three years or will reach such age on or before July 31 of the current year. Four year olds will be considered first before three year olds are accepted into the program.

### **Section 5. Birth Certificate Requirements (required for kindergarten)**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Elm Creek Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### **Section 6. Registration**

Parents are required by law to provide the school with a certified birth certificate and immunization records on each student.

Parents are required to complete an enrollment form each year for each child attending school. This information is used to update our school records and for census purposes. Any change of address or telephone during the school year should be reported to the school at once.

**Section 7. Student Information Updated**

Parents are asked to inform the school when a change in student information occurs. For example, if the student moves, changes address, changes telephone number or the emergency contact information should change, please contact the school with new information for the health and safety of your child.

**Section 8. Student Records**

The school district supports the need to keep useful educational records for each pupil. Information is collected and maintained in student records to show the growth and development of individual students, to provide information to parents and authorized staff, and to provide a basis for the evaluation and improvement of school programs. Since these records are considered confidential, it is the responsibility of the school to preserve the rights to privacy for every student and parent.

The Elm Creek Public School District, in compliance with L.B. 559, the Missing Children Identification Act, requires that any person enrolling a student for the first time in the school district, must within thirty days provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

You should understand that you and your parents have access to personally review these records and may challenge any portion of them. No information about a student will be sent to any individual or outside agency without the informed written consent of the parent

Directory information in the Elm Creek Public School District shall consist of the name of the student, address, telephone number, grade and dates of attendance. Current practice in the Elm Creek School District is not to make available student lists to solicitors.

School activities will require publishing program information such as name, grade, etc., of students participating. Parents or students, upon notifying the school, can refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.

**Section 9. Student Records Disclosure**

Any student in any public school or his or her parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning such student, including the right to inspect, review, and obtain copies of such files or records, upon request and identification.

**Section 10. Publishing of Student Pictures**

School activities sometimes involve publishing pictures of students participating in their learning (For example, local/area media and district publications about our students and teachers). Parents or students can refuse to permit pictures to be released or published. Parents of the student, or the student, must notify the principal of the school.

**Article 2 - School Day**

**Section 1. Daily Schedule**

<b>School Day—</b>	AM Session	8:00 AM -- 11:30 PM
	Breakfast Program	8:20 AM -- 8:40 AM
	PM Session	12:15 PM – 3:45 PM
	Lunch Program	12:20 PM – 12:40 PM
	Friday	No School

Students are discouraged from being on the school grounds prior to the first morning bell at 7:15am unless prior approval has

been granted by the building principal and/or teacher or they are participating in the breakfast program. This time is used for teacher planning and staffing. Students must be in the classroom by 8:00 am. Parents, please, we need your cooperation in this matter.

Since the time of dismissal is stated, parents should check to see that their children come directly home. This is being stressed since it helps to avoid difficulties on the way home.

Students waiting for their ride home, will be required to wait inside the school building. Supervision of students will be provided until the parent(s) or the students' ride comes inside the school building to take them home. Students are asked to be off school grounds after 4:00 p.m.

## **Section 2. Shortened Schedule**

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:30 p.m.

## **Section 3. Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast this information regularly.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made by Power Announcement, on the school website and to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). When there is a question, whether school will be held during bad weather or another crisis, please tune to radio station KRVN AM 880, KRVN FM 93.1, or KHGI TV Channel 13 and KGIN TV Channel 11. We will make any announcements regarding our schools over these media.

## **Section 4. Fire Drills and Tornado Warning**

Fire drills and tornado alerts are held at regular intervals throughout the year, and are an important safety precaution. It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Elm Creek is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

## **Section 5. National Emergency**

In the event of a national emergency in which the local area receives a warning, all children will be dismissed from school immediately with the instructions to go directly home or to a place agreed upon by the parents and the child.

## **Section 6. Emergency Conditions**

All Elementary schools have a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

## **Section 7. Open-Closed Campus:**

When parents request that the child leave the school campus during the school day, a note from the parents will be required. This note is to be presented to the teacher and/or principal for approval.

## **Section 8. Field Trips**

Classes may take educational field trips during the school year under the teacher's direction. Parents/guardians may be asked to assist with these field trips. Parents will receive prior notification for all field trips.

## **Section 9. Breakfast**

The school provides a breakfast program for the AM preschool and will start at approximately 8:20 a.m. to 8:40 a.m. Some students may qualify for a free or reduced breakfast.

## **Section 10. Lunch**

The school provides a hot lunch for the students in the PM session. Some students may wish to bring a lunch from home instead of buying one.

Some students may qualify for a free or reduced lunch. If you feel you qualify, please stop at the office of your school for further information.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **Article 3 - Use of Building and Grounds**

### **Section 1. Entering and Leaving the Building**

Beginning of School: Students should not be on school grounds prior to 7:15 a.m. During fair weather conditions the first bell will ring at 7:50 a.m. allowing students to enter the building and to proceed to the library classroom. During bad weather the entrance will be open by 7:15 a.m. for students to enter the building. Students are to stay in the gym or other designated area and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

AM pick-up: parents, please come to the south door of the elementary school. The door will be secured, but you will be allowed in to pick up your student.

End of School: Our regular school day ends at 3:45 p.m.

PM pick-up: parents, please come to the south door of the elementary school. The door will be secured, but you will be allowed in to pick up your student.

### **Section 2. Visitors**

All visitors must report to the office to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school.

Visits to our school by parents, residents of Elm Creek and interested educators are welcomed and encouraged. In order to protect the educational programs from undue disturbance, we request that persons wishing to visit make arrangements in advance with the child's instructor. Upon entering the building, we ask that you check in at the principal's office and that you limit your visit to one hour.

Due to the busy schedule on days before vacations, your cooperation in not bringing visitors at those times will be appreciated.

### **Section 3. Smoke-Free Environment**

Elm Creek Public Schools declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

### **Section 4. Care and Use of School Property**

If students choose to damage or destroy school facilities, they will be required to make complete restitution and appropriate disciplinary action will be taken.

Your textbooks and library books are the property of Elm Creek Public Schools and are available for your use. If a book is marred, defaced, or shows excessive wear and tear, it will be necessary for the student to pay for the book or the damage done. To make it possible for these books to be used for a normal period of time it is recommended that students' use book covers on all schoolbooks.

If you lose a textbook, it will be necessary for you to pay for the book before another book can be issued. If your book is found, your money will be refunded.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications.

### **Section 5. Locker Regulations**

A locker will be assigned to each student at the beginning of the year. The lockers are the property of the Elm Creek Public School District and are subject to inspection by authorized school personnel. The school is not responsible for stolen items.

### **Section 6. Searches of Lockers and Other Types of Searches**

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Section 7. Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 8. Use of Telephone**

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and **emergency use only. Cell phones are not permitted in the classroom. Any cell phone brought to school must be left in the student's locker and handed to the teacher if no locker is issued to the student. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian.** We encourage families to have a daily plan of action prior to children coming to school. It is extremely disruptive to deliver messages to students while school is in session. By bringing cell phones and other electronic devices to school, the student and parent(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on a computer, cell phone, or other electronic device. The principal has authority to adjust discipline actions on an individual basis.

### **Section 9. Bicycles**

Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10. Student Valuables- Personal Property**

Pupils are responsible for their property. They must take care of it themselves. Never leave money, clothing, textbooks, notebooks, etc., lying around. It is suggested that a student not bring or wear expensive and valuable items to school. Mark all of your personal property.

### **Section 11. Lost and Found**

Students who find lost articles are asked to take them to the office where the owner may claim them. All lost books will be returned to the teacher. Therefore, you are to place in the inside front cover (in pencil) your name, teacher's name, and room number. If articles are lost at school, report that loss to office personnel.

### **Section 12. Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic, music, or school sponsored event must be reported immediately to the school staff or Principal.

### **Section 13. Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. **All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Elm Creek Public Schools are not liable for injuries to pupils, nor can they pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.**

### **Section 14. Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

**Section 15. Solicitation**

No collection or solicitation of money from pupils of the District for non-school purposes, except projects that are approved by the Administration in accordance with Board policy, shall be permitted.

**Section 16. Deliveries**

Due to the disruptions of the educational process, office procedure, and equity issues, gifts shall not be delivered to the office or classrooms for students. This includes, but is not limited to, flowers, balloons, cakes, and candy, unless a special event has been sanctioned within the classroom by the school administration.

**Section 17. Parent-Teacher Organizations**

The elementary school has a parent teacher organization that meets monthly and you are cordially invited to attend every meeting. Look for the notice of meeting posted on our school website.

**Section 18. School Pictures**

The Elm Creek Public Schools contract periodically to have pictures taken of school children early in the school year. Information regarding prices, times, and days are distributed via a bulletin from school.

**Article 4 – Attendance**

**Section 1. Attendance and Punctuality**

Attendance Policy and Excessive Absenteeism

**(The entire Pre-K – 12 policy is printed here for your information.)**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

**A. Attendance and Absences.**

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other

projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- b. Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.
2. Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

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

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

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

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

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

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

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

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

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

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

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

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
- b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

6. Reporting Excessive Absenteeism to the County Attorney.

- a. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

**All students will be considered to have attended a full-school day if they meet the following criteria:**

- Are in attendance during the normal school day attendance hours
- Are in attendance during the normal summer school attendance hours
- Are in attendance for longer than the normal day; detention, Enrichment School, Credit Recovery School and/or Saturday School

***Students who do not meet the aforementioned criteria will be considered to be in non-compliance with the Compulsory Attendance Policy and will be assigned an unexcused absence for time missed.***

### **Section 3      Notifying the School**

If a student must be absent, the school urges parents to telephone the school on the morning of an absence for an illness and before a planned absence, i.e., a funeral. This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain makeup work. If a phone call is impossible, the students are asked to bring an excuse upon returning to school, signed by a parent or guardian, stating the time, date, and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he or she will only be released through the office to his/her parent(s), or legal guardian. If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office.

### **Section 4.      Tardiness**

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy Consequences: Students considered tardy to class will have consequences set by either the classroom teacher, principal, or by school building. It is important that parents have their child arrive before class begins to ensure that instruction is not missed by the student, that the teacher does not take away time from other students to deal with a late student, and to instill responsibility within the student for their own success.

### **Section 5.      Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Parents picking up students are requested to sign their child out at the office.

### **Section 6.      Make-up Work**

Following an absence, students will have the opportunity to make up work. It will be the parents'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Assignment sheets and materials will be sent home if requested.

### **Section 7.      Leaving the District**

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunization and/or a change in neighborhood school assignment.

### **Section 8.      Withdrawal and Transfer**

The procedure for withdrawal or transfer is as follows:

1. Notify the office at least three days prior to your withdrawal.
2. See the principal of the building before leaving.
3. Upon arriving at the student's new school, request a transfer of records from the Elm Creek Public Schools.

## **Article 5 - Support Services**

### **Section 1.      Guidance Services**

The Elm Creek Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

## **Section 2. Health Services**

A school nurse is employed by the Elm Creek Public Schools and is available each Wednesday to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergy, medication changes, or other pertinent health information.

## **Section 3. Student Illnesses**

School health personnel will notify parents when a student needs to be sent home from school due to illness. Children showing definite signs of illness should be kept home. Students with severe coughs and sore throats should remain at home. Those with temperatures over 100 degrees will be excluded from school and should not return until the temperature has been below 99.6 degrees for 24 hours, without fever medication. If a child has a fever in the evening, please keep him/her home the next day.

Should your child become ill during the day, the school will telephone you if possible. Parents who are away from home during school hours should provide the school with telephone numbers where they can be reached should it become necessary. Please see that your child's school has this information.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

## **Section 4. Guidelines for Administering Medication**

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

If your doctor has prescribed a medicine for you that will need to be taken during the day at school, you should bring it in the original container with the label from the pharmacy intact. You should also bring a permission form (available in the school office) signed by the student's parent/guardian stating the date(s), amount of medicine, and time it is to be taken. Check the medicine in with the school secretary the first thing in the morning - all medicine will be kept in the office to be given out and recorded during the day, and may be picked up after school if needed. If your child is taking throat lozenges or other medicine that is not a prescription, please complete a permission form concerning that medicine to be given to the school secretary.

## **Section 5. School Health Screening**

Students in the Elm Creek Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

## **Section 6. Immunizations and Physical Examinations**

All students are required to be immunized against hepatitis, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus **prior to enrollment** and any student not in compliance shall not be permitted to continue in school. Varicella, or documentation of chickenpox disease, will be included as a requirement in each subsequent grade as the child progresses

through the remaining grades. Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade and; in the case of a transfer from out of the state, to any other grade unless a parent or guardian of a child objects thereto in writing.

Beginning with the 2006-2007 school year, all students entering into a beginner grade or transferring into any grade from out of state will be required to have an eye examination, conducted by a physician, a physician assistant, an advanced practice nurse, or an optometrist within six months prior to enrollment of the student. The examination must include testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Parents may object in writing to prevent their student from the visual or physical examination. The cost of examinations is borne by the parent or guardian. The school district shall provide contact information regarding sources of free or reduced-cost visual examinations for low-income families that qualify.

## **Section 7. Guidelines for Skin and Scalp Conditions DISEASE EXCLUSION FROM SCHOOL**

- \*Impetigo To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.
- \*Ringworm To be excluded upon recognition by teacher or nurse. May be readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days.
- \*Head lice To be excluded upon recognition by teacher or nurse. May be readmitted following treatment with lice shampoo or rinse. A note stating that student had such a treatment and the product used **MUST** accompany student upon return to school. All affected members of the household should be treated at the same time.
- \*Scabies To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

\* If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.

## **Section 8. Guidelines for Communicable Diseases**

We ask your cooperation in the prevention and control of communicable diseases. Obviously a child with a communicable disease at the stage where it may be contagious to others should not be in school. The following signs and symptoms should be looked on with suspicion before sending him/her to school: fever, flushed face, sore throat, red watery eyes, nasal discharge, cough, sneezing, headache, earache, nausea and vomiting, rash, pain anywhere in the body. We ask that you keep your child home if you observe any of these symptoms. If it should be a contagious disease, he/she will have protected his/her classmates by not coming to school, and will have been protected by not taking the chance of being exposed to something else in his/her condition of lowered resistance.

We are interested in the welfare of the child who has the disease and we are also interested in preventing the spread of disease. *School staff members will adhere to infection Control Procedures* regarding precautions against transmission of disease for all students and faculty. Nebraska Health and Human Services recommends the following:

<b>Diseases</b>	<b>Exclusion From School</b>
Measles (Rubeola)	May return to school in a minimum of 4 days after appearance of rash.
German Measles	May return to school in a minimum of 4 days after appearance (Rubella) of rash.
Mumps	May return to school after swelling has subsided.
Chicken Pox	May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.
Diphtheria	Must have doctor's written permit to return to school.
Influenza	Exclude for duration of illness.
(Scarlet Fever, Streptococcal Infection Scarlatina, Strep Throat)	Exclude until no fever and under treatment for 24 hours.
Pin worm	Exclude until treated, as documented by a physician.
Fifth Disease	Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.
Hepatitis A	Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.
Meningitis (Bacterial & Viral)	Exclude for duration of illness. Return with documented physician approval.
Pertussis- (Whooping Cough)	Exclude, may return with documented physician's approval.
Pulmonary Tuberculosis	Exclude, physician treatment essential. My return with documented physician approval.
*Pink eye	Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious.

If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

### **Section 9. Emergency Health --- Epi-Pen**

An epi-pen (epinephrine) injection is available in each building to be administered only in case of an emergency, life-threatening asthma attack or a severe allergic reaction (anaphylaxis), such as from a food or an insect bite.

Staff persons, who have been trained in CPR, have been taught to recognize these symptoms and to administer the epi-pen. If such an event occurs, a parent will be notified and the student will be transported to the hospital emergency room. It is important that parents notify the school nurse if their child has asthma or known allergies.

### **Section 10. Health Information Consent**

Parents are asked to give permission for any relevant health information of my child, necessary for educational planning

and/or student safety, to be shared among appropriate personnel who serve the student (for example; Doctors, nurses, teachers, coaches, or staff member administering medication). Please sign the "Health Information Consent" form.

### **Section 11. Power Announcement - Phone Notification System**

The Elm Creek Public Schools will contact parent(s), guardian(s), and students periodically throughout the school year to deliver important messages by a phone call on a recorded message. This will include school closings, emergency information, or by building information.

## **Article 6 - Drugs, Alcohol and Tobacco**

### **Section 1. Drug-Free Schools**

The District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **Section 2. Education and Prevention**

Elm Creek Public Schools intend to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco, and other drug use is illegal and interfere with both effective learning and a healthy development of the student, Elm Creek Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

### **Section 3. Safe and Drug-Free Schools-- Parental Notice**

Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## **Article 7 - Student Rights, Conduct, Rules and Regulations**

### **Section 1. Student Conduct and Discipline Policies:**

The common goal of students, parents, faculty and administration of Elm Creek Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Elm Creek Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ELM CREEK PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

### **Section 2. School Discipline**

Our school has developed a school-wide behavioral plan called BIST (Behavioral Intervention Support Team). These plans contain possible circumstances and consequences that students should observe.

Each teacher has a BIST plan for his or her room. This plan is a system of consequences for good and poor behavior by students. Students may be asked to stay after school because of their improper behavior to process or talk about what the teacher observed and then listen to what the student has to say about their action. Teachers and students agree upon a plan of action. It is most imperative that the school and parents work together in dealing with school discipline.

### **Section 3. Suspensions of Pupils**

The Board of Education hereby establishes the provisions of Sections 79-254 to 79-296 of the Nebraska Statutes as its rules and standards of student conduct and hereby authorizes emergency exclusions, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Board of Education's rules and standards established pursuant to Section 79-254 to 79-296.

The Board of Education delegates to the Superintendent -- through the principals and staff of the schools in the district -- the establishing of such rules and standards of student conduct, which are reasonably necessary to carry out or to prevent interference in carrying out any educational function if such rules and standards are not in conflict with the established Board of Education Policy of Nebraska Statutes.

#### **Section 4. Weapon/Firearm Policy**

The purpose of the Nebraska Student Discipline Act [As amended by LB 1250 (1994), LB 658 (1995)], is to assure the protection of all elementary and secondary school students' rights to an education without threat of personal safety or interference with the educational process.

The following is a summary of the statutes regarding firearms on public school property:

The following student conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Act, when such activity occurs;

- 1) on school grounds,
- 2) in a school-owned vehicle being used for a school purpose,
- 3) or at a school-sponsored activity or athletic event.

A student may not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or "firearm" (see Federal Definition of Firearm).

If a student is found to be possessing, handling, or transmitting a firearm in any of the above circumstances, that student will be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. For complete information concerning student conduct and discipline, a copy of the Nebraska Student Discipline Act (Revised, 1995) is kept in each school office, and also at the Central Office.

#### **Section 5. Federal Definition of Firearm (18 U.S.C. Section 921)**

The term, "firearm" means: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means:

- (A) any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses);
- (B) any type of weapon (other than a shotgun or a shotgun shell which the Secretary of the Treasury finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and,
- (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

#### **Section 6. Discipline and Corrective Actions - Due Process**

According to Board Policy: The Board intends to assure the protection of all students' constitutional right to due process and fundamental fairness within the contexts of an orderly and effective educational process. Any sanctions of student behaviors shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of

the State of Nebraska and of the Constitution of the United States of America and in recognition of the right of every student to public education.

Rules and regulations shall provide for student rights of due process prior to the prescribing of disciplinary or corrective actions; any pupil or the parent or guardian of any pupil shall have the right to a review of any disciplinary or corrective action as provided by policy of the Board.

### **Section 7. Insubordination**

Insubordination is defined as disobedience of reasonable rules and regulations. If a student chooses to violate these rules, appropriate disciplinary action will be taken.

### **Section 8. Playground Rules**

1. Contact games will not be allowed. Touch football and soccer will be allowed.
2. Play only in designated areas for grade levels.
3. When a student misbehaves the school's discipline policy will be implemented.
4. If an object travels into the street, the students must obtain permission from the supervising teacher on duty before the object can be retrieved.
5. Students should be properly dressed with snow boots, caps and gloves during inclement weather. Parents, please assist us in this matter.
6. Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents or school officials.
7. When the playground area is muddy or wet, students should stay away from those areas. The students may be required to stay on the hard surface areas of the playground.
8. Personal equipment (footballs, softballs, basketballs, etc.) will not be allowed at school.
9. Students will line up and enter the building in an orderly manner.

### **Section 9. Fighting and Other Disturbances**

When a fight occurs, the possibility of injury or damage to other persons or property exists. For your protection and the protection of others, such activities will not be tolerated in school nor on the way to or from school.

If students choose to violate this policy, they may be suspended.

### **Section 10. Dress Code**

An individual's grooming, the way he/she dresses and how he/she behaves, does have a bearing on how others react to him/her. Dress and grooming should be clean, not un-kept, neglected, untidy or messy. If a style demonstrates that it is disruptive to the educational process of themselves and others, constitutes a threat to safety and health of self or others, or is in violation of a statute, it will not be permitted in school. Ideally, within these limits the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents.

Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence will not be accepted as appropriate school attire. Shorts may be worn in appropriate weather.

### **Section 11. Citizenship**

Good conduct is the responsibility of each individual student. The way you conduct yourself should reflect good citizenship. Students are encouraged to resolve their own conflicts. If this is not possible, the teacher or principal should be consulted.

### **Section 12. Lunch Conduct**

The cafeteria provides an environment in which to have lunch. In order to maintain this area, your cooperation is necessary. You can meet this responsibility by observing the following:

1. Students are expected to use good table manners.
2. Food or other items are not to be thrown.

3. Each individual student is responsible for cleaning the table where he/she eats and the floor under his/her table.
4. Each student is expected to remain seated while eating.
5. Food is not to be taken from the cafeteria.
6. Students will be dismissed from the cafeteria.
7. Loud talking will not be permitted.

If a student chooses to violate these rules, he/she may be disciplined.

### **Section 13. Safety**

Please remind your child to always walk on the sidewalks, to cross the streets at intersections and never to play in the street. School pedestrian lanes have been established and traffic-warning signals installed at those crossings where there is considerable traffic. Please help us by instructing your child to use these controlled crossings.

Children riding bicycles should ride single file. The riding of bicycles on the playground is prohibited.

### **Section 14. Pets**

Pupils have been asked to see that their dogs or cats do not come to the school playgrounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher.

### **Section 15. Field Trip Eligibility**

The following recommendations apply to all students in determining eligibility for participation in field trips:

- Exhibit responsible behavior in the overall school setting (classroom, playground, lunchroom, schoolwork, grades, etc.).
- Teachers will always take into account the ability of the individual student and the effort that is given by the student.

The classroom teacher or the building principal will notify parents and students as soon as possible when the eligibility of the student for the stated activities becomes questionable. This notice will serve as the only official warning to parents and student.

Students who are ineligible for stated activities will be placed in an alternative classroom setting with assigned work the day of the planned activity.

The purpose in establishing these standards is to continue to encourage students to do their very best in both their studies and in how they conduct themselves at school. Participation in these activities is a privilege and all students must earn the right to be included.

### **Section 16. Procedures for the Use of Electronic Resources**

Classroom Use: *Classroom use is defined as student use of Internet resources under the direction and supervision of a teacher or compacting paraprofessional whether in the classroom, computer lab or media center.*

Each student will receive a copy of the electronic resources *Acceptable Use Policy* and sign the appropriate form, agreeing to abide by these procedures and policies:

Students will be expected to act in a considerate and responsible manner when using electronic resources:

All students will be subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:

1. Suspension and/or termination of electronic resource use privileges.
2. And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
3. And/or referral to law enforcement authorities for criminal or civil prosecution.

Independent Use: *Independent use is defined as student use of the Internet during the school day for independent study and or research.*

Follow all of the guidelines established for classroom use:

Obtain parental permission prior to seeking independent access to electronic resources:

Recognize that classroom work takes precedence over independent use:

Understand that independent use may be restricted or revoked if a student's academic performance is unsatisfactory.

## **Section 17. Additional Student Conduct Rules:**

### **RULES AND REGULATIONS**

These rules and regulations are for all students attending Elm Creek Elementary Schools:

1. Because there is no supervision on the school grounds before 7:45 A.M., we ask that students not come before this 7:15 bell, unless they are participating in the school breakfast program or weather is inclement. A teacher or principal may grant permission if early arrival is necessary.
2. Students may use the office phone only with permission from a teacher or the principal. The phone is for business or in case of illness.
3. No gum chewing or candy on the school grounds except for special occasions and with teacher permission.
4. Students are not to climb on the roof of the building for any reason. If a ball goes on the roof, please inform the teacher on duty. The custodian will remove it after school.
5. Students are not to play on the front lawn of the school or climb trees on the school grounds.
6. Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime.
7. Personal equipment (footballs, softballs, etc.) will not be allowed at school.
8. All students are to leave the school grounds immediately after school unless you have teacher permission.
9. There are to be no rocks, dirt clods, snowballs or any foreign objects thrown at any time.
10. No running or loud talk is permissible in the halls of the school.
11. Skateboards are not allowed on the school property.
12. Nuisance items that may cause disruptions in school are not allowed. All nuisance items brought to school will be confiscated by staff members and turned in to the office.
13. Inappropriate language will not be tolerated.
14. The use of drugs, alcohol and tobacco will not be permitted.
15. Roller blades are not to be worn on school grounds.

### **Article 9 State, Federal Programs, and Additional District Policies**

The following state and federal guidelines are available upon request at any Elm Creek Public School office and are posted at the Elm Creek Public Schools website: <http://www.elmcreekschools.org>

- Section 1.** Notice of Nondiscrimination
- Section 2.** Designation of Coordinator(s)
- Section 3.** Anti-discrimination & Harassment Policy
- Section 4.** Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973
- Section 5.** Notification of Rights Under FERPA
- Section 6.** Notice Concerning Disclosure of Student Recruiting Information
- Section 7.** Notice Concerning Staff Qualifications
- Section 8.** Student Privacy Protection Policy
- Section 9.** Parental Involvement Policies
- Section 10.** Homeless Students Policy
- Section 11.** Breakfast and Lunch Programs
- Section 12.** Elm Creek Public Schools Student Fee Policy
- Section 13.** Elm Creek Public Schools Internet Policy

**RECEIPT OF 2016-2017 PARENT-STUDENT  
LITTLE BUFF PRESCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2013-2014 Parent-Student Handbook of Elm Creek Little Buff Preschool. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ELM CREEK ELEMENTARY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to: **Preschool School Teacher**

InstructionParental/Community Involvement in Schools

Buffalo County School District 10-0009, a/k/a Elm Creek Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the (MAP) Measure of Academic Progress test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: June 10, 2013

Review Date: January 11, 2016

InstructionTitle I Parental and Family Involvement Policy

This Parental and Family Involvement Policy is established in compliance with Title I. Elm Creek Public Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Elm Creek Public Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Elm Creek Public Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools', parents' and family's capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I

program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

- F. Involving parents and family members in the activities of the schools served under Title I.

#### Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

#### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such

compact shall—(1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who

are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

#### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

#### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 11, 2016

**Appendix "1" to 2016-2017 Student Fees Policy of  
Elm Creek Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. 4 <sup>th</sup> graders purchase a recorder ranging from \$2.00 to \$7.00.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

<sup>1</sup> This listing is a part of the 2016-2017 Student Fees Policy and is intended to provide supplemental information.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2016-2017 school year.

Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast: \$1.50 / reduced -- \$ .30 Lunch—PK-6 -- \$2.45 7-12 -- \$2.75 reduced -- \$ .40 Milk-- \$ .40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, (running shorts, T-shirt: \$12-\$20)
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast: \$1.50 / reduced -- \$ .30 Lunch—PK-6 -- \$2.45 7-12 -- \$2.75 reduced -- \$ .40 Milk-- \$ .40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$200.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved, unless required by the school.
Summer school courses	Classes offered during the summer, or at night, if any	\$175 to \$300
I-Pad “1 to 1” Program	Insurance Policy - premium	\$40 annual premium to be paid each fall. Anyone not choosing to purchase will be limited to “day use only” and not be able to take the device home. Students are still responsible for any damage to devices while using them at school. A deductible scale will applied to all repairs.
Locker usage	Use of school padlock	\$7.00 fee if damaged or not returned at the end of the year.

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required	
<b>Athletic Programs</b>			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	No additional
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$7.00 fee if damaged or not returned at the end of the year.	

6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
FFA	Uniforms	Annual dues not to exceed \$50.00 per club
Cheerleading	Uniforms	Uniforms range up to \$600.00.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$15.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

3. Class dues	Class Dues	Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$3,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

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The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

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Legal Reference: ESSA

Date of Adoption: [Insert Date]

Business OperationsSale and Disposal of School Property

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Legal Reference: Neb. Rev. Stat. § 79-10,114

Date of Adoption: July 11, 2016

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: July 11, 2016

Business OperationsESSA

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The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Legal Reference: ESSA

Date of Adoption: July 11, 2016

Personnel - All EmployeesProhibition on Aiding and Abetting Sexual Abuse

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: ESSA sec. 8038, § 8546

Date of Adoption: July 11, 2016

Personnel - All EmployeesWorkplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
  - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
  - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
  - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
  - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
  - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference:     Laws 2016, LB 821  
Date of Adoption:    July 11, 2016

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Elm Creek Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Elm Creek Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

**Provisions for Waiver of Application Deadline**

The application deadline will be waived by the School Board for applications to option into the Elm Creek Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.
2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the "one-time" rule is applicable to the student's circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School Board determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Elm Creek Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building or in any special education programs operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and availability of appropriate special education programs, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared.

E. Releases for Options Out

A request for release of a resident student of the Elm Creek Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has

recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the [Name] Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the [Name] Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

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

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

recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Elm Creek Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. §§ 79-232 to 79-246  
Date of Adoption: July 11, 2016

StudentsAcademic Progress

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Date of Adoption: July 11, 2016

StudentsHomeless Students

This School District will comply with the federal and state law related to homeless students.

A “homeless child” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
  - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
    - i. homeless children are identified by school personnel;
    - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
    - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
    - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
    - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
    - vi. enrollment disputes are mediated in accordance with law; and
    - vii. the parents or guardians of homeless children, and, any unaccompanied youth, are fully informed of transportation services available under law.
  - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
  - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A

homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.

- d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
  - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
  - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
  - g. Notice. The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
  - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
  - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.

- i. The placement shall be at either:
    1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
    2. The school of the attendance area in which the child is actually living.
  - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
  - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
  - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
  - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students to the extent required by law.
- a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
  - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless

Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.

- c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
- a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
    - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
    - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
    - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
    - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
    - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
  - b. . In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
  - c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
  - d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.

6. Right to Appeal.

- a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
- b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

Legal Reference:   Neb. Rev. Stat. § 79-215  
                          Nebraska Department of Education Rule 19  
                          McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.

Date of Adoption:   July 11, 2016

**Homeless Education Program**

**HOMELESS STUDENT ENROLLMENT INFORMATION  
& PLACEMENT REQUEST**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

Parent/Guardian Name \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- \_\_\_\_\_ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
- \_\_\_\_\_ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
- \_\_\_\_\_ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
- \_\_\_\_\_ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
- \_\_\_\_\_ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- \_\_\_\_\_ None of the above.

b. How long do you anticipate living in current location? \_\_\_\_\_

2. School Most Recently Attended

School: \_\_\_\_\_  
(School Name) (City) (State)

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

Grade level when last attended: \_\_\_\_\_

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided : \_\_\_\_\_

- English Language Learners (ELL)  Gifted  Vocational Education
- Other \_\_\_\_\_

4. Possible Barriers to Education

- No Birth Certificate  No immunizations or other medical records
- No School Records  Transportation  School Selection
- Other issues/barriers \_\_\_\_\_

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation  Clothing to meet a school requirement  School supplies
- Early childhood program  Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling  Addressing needs related to domestic violence
- Staff professional development/awareness
- Other \_\_\_\_\_

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

b. Reason(s) for Request: \_\_\_\_\_

c. Name of "School of Origin" \_\_\_\_\_

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date \_\_\_\_\_

Has student been withdrawn? \_\_\_\_\_

If so, what was the withdraw date? \_\_\_\_\_

d. Distance from:

i. Residence to the school of origin (miles): \_\_\_\_\_

ii. Residence to the school requested (if not school of origin): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian or Unaccompanied Youth's signature

\_\_\_\_\_  
Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

**WRITTEN NOTIFICATION OF  
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: \_\_\_\_\_

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

**Homeless student program eligibility:**

- \_\_\_\_\_ Child does not qualify under the homeless student program.
- \_\_\_\_\_ Child qualifies under the homeless student program. This determination was based upon: \_\_\_\_\_

**Placement** (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: \_\_\_\_\_  
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

**Notices:**

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:  
Education Specialist & Homeless Education / NCLB Programs  
Nebraska Department of Education  
<http://www.education.ne.gov/federalprograms/Title%20X.html>  
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

\_\_\_\_\_  
Administrator Date

Written Notification Form was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

**Homeless Education Program**  
**DISPUTE RESOLUTION FORM**

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: \_\_\_\_\_

Person completing form: \_\_\_\_\_  
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): \_\_\_\_\_

I wish to dispute the following decision: \_\_\_\_\_

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): \_\_\_\_\_

\_\_\_\_\_

Persons who have information to support my position (include contact information):

\_\_\_\_\_

I request that the following action be taken on this dispute: \_\_\_\_\_

\_\_\_\_\_

Parent or Guardian or Unaccompanied Youth's signature

Date

**-----For School Use-----**

Date received by Homeless Coordinator \_\_\_\_\_

**-----Determination of Homeless Coordinator-----**

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

\_\_\_\_\_

Explanation for this determination: \_\_\_\_\_

\_\_\_\_\_

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs  
Nebraska Department of Education  
<http://www.education.ne.gov/federalprograms/Title%20X.html>  
Telephone: (402) 471-1419 Facsimile: (402) 471-0117

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

StudentsStudent Privacy Protection Policy

It is the policy of [Name] Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

C. Right of Parents to Inspect Instructional Materials

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations

or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

#### Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

#### Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Legal Authorities: Every Student Succeeds Act  
Protection of Pupil Privacy Amendment, 20 U.S.C. Sec. 1232h and 34 CFR Part 98;  
Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g;  
Neb. Rev. Stat. Sec. 79-530 to 79-533

Date of Adoption: July 11, 2016

Instruction

The Program of Instruction

The minimum program of instruction in the schools shall be that prescribed by the statutes. The statutory curriculum may be augmented and extended to provide for the educational needs of individual pupils and differing areas in the School District.

The District shall educate staff and students about the harms of copyright piracy.

Legal Reference: Rule 10; ESSA

Date of Adoption: July 11, 2016

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in September, 2015;
- Science standards that were adopted by the State Board in November, 2010; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: July 11, 2016

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

**Initiations.** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

**Hazing.** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Outside Organizations.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference:       Neb. Rev. Stat. §§ 79-2,101 to 79-2,103  
                              Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
                              Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

Date of Adoption:     July 11, 2016

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Legal Reference: Neb. Rev. Stat. §§ 79-2,148

Date of Adoption: July 11, 2016

InstructionTitle I Parental and Family Involvement Policy

This Parental and Family Involvement Policy is established in compliance with Title I. Elm Creek Public Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Elm Creek Public Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Elm Creek Public Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools', parents' and family's capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I

program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

- F. Involving parents and family members in the activities of the schools served under Title I.

#### Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

#### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such

compact shall—(1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who

are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

#### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

#### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 11, 2016

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Elm Creek Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will

operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: July 11, 2016

Elm Creek Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Elm Creek Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Elm Creek Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Elm Creek Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Elm Creek Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Elm Creek Public Schools, any of its employees, or any institution providing network access to Elm Creek Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Elm Creek Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Elm Creek Public Schools community understand and agree to these rules of conduct, Elm Creek Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Elm Creek Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Elm Creek Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Elm Creek Public Schools, any of its employees, or any institution providing network access to Elm Creek Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Elm Creek Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Elm Creek Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Elm Creek Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold [Name] Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Elm Creek Public Schools, any of its employees, or any institution providing network access to Elm Creek Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

InstructionStudent Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;
- (2) authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition;
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Legal Reference: Neb. Rev. Stat. §§ 79-224 and 79-225

Date of Adoption: July 11, 2016

**Plan For \_\_\_\_\_ (Student) Dated: \_\_\_\_\_**  
**ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**I. CONTACT AND PLAN INFORMATION**

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Month) (Day) (Year)

**Health Condition:**     Asthma         Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)

**Mother/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Father/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Student's Doctor/Health Care Provider:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Emergency Number:** \_\_\_\_\_

**Other Emergency Contacts:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Telephone:** Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**II. PARENT OR GUARDIAN  
 AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that Elm Creek Public Schools allow the Student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Asthma or Anaphylaxis Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary asthma or anaphylaxis medical supplies, Parents shall be responsible for any and all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. STUDENT AGREEMENT**

I will use the prescription asthma or anaphylaxis medication only as prescribed and as permitted by the Plan. I will not share the medication with others and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability in any way related to this Plan or my use of the medication.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. MEDICAL MANAGEMENT PLAN**

**A. Health care services the Student may receive at school relating to Student's Health Condition:** See Guidelines (Part V).

**B. Evaluation of Student's understanding of and ability to self-manage Student's Health Condition.**

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student's Health Condition as follows:

**1. Access to Prescription Asthma/Anaphylaxis Medication**

- May have medication in Student's possession at any time.
- May have medication in Student's possession when the health office is not accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office.
- May not have medication in Student's possession except for emergency use.

**2. Self-Administration of Prescription Asthma/Anaphylaxis Medication**

- May self-administer independently and without supervision. The Student has had training and is proficient in self-administering medication.
- May self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff.
- May not self-administer except for emergency use.

**C. It is agreed that this Plan permits regular monitoring of Student's self-management of Student's Health Condition by an appropriately credentialed health care professional.**

**D. Name, purpose and dosage of prescription asthma or anaphylaxis medication prescribed for Student:** See Student Asthma/Anaphylaxis Action Plan (Part IV(F)).

**E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition:**

1. The Student, when permitted to be in possession of medication, will have only the prescription medication that might be needed for the Student's own use. For example, the Student may have one inhaler, but not two, unless the first is nearly empty
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply when necessary by requesting such from the health office.

**F. Student Asthma/Anaphylaxis Action Plan**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Month) (Day) (Year)

**EXERCISE PRECAUTION** - Administer inhaler 15-30 minutes before exercise (eg, gym class, recess)

Albuterol inhaler (Proventil, Ventolin) 2 inhalations

**ASTHMA TREATMENT**

Give or self-administer *quick relief medication* when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.

**Quick relief medication:**

- Albuterol inhaler (Proventil, Ventolin) 2 inhalations
- Pirbuterol inhaler (Maxair) 2 inhalations
- Albuterol inhaled *by nebulizer* (Proventil, Ventolin)
  - 0.63 mg/3 mL
  - 1.25 mg/3 mL
- Levalbuterol inhaled *by nebulizer* (Xopenex)
  - 0.31 mg/3 mL
  - 0.63 mg/3 mL
  - 1.25 mg/3 mL
- May carry and self-administer metered-dose inhaler per Part IV(B) of Medical Management Plan.

**IF SCHOOL STAFF INVOLVED-- CLOSELY OBSERVE STUDENT AFTER QUICK RELIEF ASTHMA MEDICATION IS ADMINISTERED**

**If after 10 minutes:**

- Symptoms are improved, student may return to classroom after notifying parent/guardian.
- If no improvement in symptoms, repeat the above medication and notify parent/guardian immediately and determine student's ability to remain in school for the day.
- ***If student continues to worsen CALL 911 and INITIATE Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Asthma).***

**ANAPHYLAXIS TREATMENT**

Give or self-administer *epinephrine* when Student experiences allergy symptoms, such as hives, difficulty breathing (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath).

The Student has severe allergies to the following:

- Epinephrine injection (please specify):
  - EpiPen 0.3 mg       Twinject 0.3 mg
  - EpiPen Jr. 0.15 mg       Twinject 0.15 mg
- May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.

**IF SCHOOL STAFF INVOLVED--CLOSELY OBSERVE STUDENT AFTER EPINEPHRINE IS ADMINISTERED**

- ***CALL 911 and closely observe the student.***
- Notify parent/guardian immediately.
- Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.
- ***If student does not improve or continues to worsen, INITIATE Nebraska's schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).***

Possible adverse reactions to be reported to physician \_\_\_\_\_

**Special instructions** \_\_\_\_\_

I am the Student's Physician or other health care professional who prescribed the medication for treatment of the student's condition. Student has  Asthma  Anaphylaxis and has been prescribed the medication referenced above. Student has the ability to safely and responsibly self-manage Student's Health Condition in accordance with this Asthma or Anaphylaxis Medical Management Plan. I approve the Medical Management Plan and the Student Asthma/Anaphylaxis Action Plan and authorize Student to self-manage Student's Health Condition at school in accordance with the Plan.

Physician signature: \_\_\_\_\_

Date: \_\_\_\_\_

**V. GUIDELINES FOR  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**Term of Plan:** The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student's health or prescribed treatment or student's ability to self-manage.

**Medications:** The parents or guardians are responsible for supplying any and all prescription asthma/anaphylaxis medications required under the Plan; the school is not responsible for providing the medications. Prescribed asthma/anaphylaxis medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. Inhalers must have a label attached to the inhaler itself, not on the packaging. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new asthma/anaphylaxis action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply when necessary by requesting such from the health office.

**Health care services the Student may receive at school relating to Student's Health Condition.**

1. Standard health services available to all students.
2. Storage of backup asthma or anaphylaxis medication supplies.
3. Recording of student self-administration reports.

**Consultations:** The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

**Permitted Self-Management:** Pursuant to the Asthma or Anaphylaxis Medical Management Plan the Student shall be permitted to self-manage the Student's asthma or anaphylaxis condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

**Student Reports of Self-Administration:** The Student shall promptly notify the school nurse, the school nurse's designee, or another designated adult at the school when the Student has self-administered prescription asthma or anaphylaxis medication pursuant to the Plan.

**Responses to Student Misuse:** The possession of medications by Students is a violation of the school's drug and student conduct policies and may result in an expulsion from school. To the extent this Asthma or Anaphylaxis Medical Management Plan permits the Student to be in possession of prescribed asthma/anaphylaxis medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription asthma or anaphylaxis medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student's access to such medication; however, it is agreed that in the event of any such misuse, a re-evaluation of the Student's understanding of and ability to self-manage Student's Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.

**Sharing Plan:** It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the

Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

**Filing of Plan:** This Asthma or Anaphylaxis Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**VI. SCHOOL NURSE ACKNOWLEDGEMENT OF  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

- Parent Request and Liability Waiver signed  Student Agreement signed.
- Management Plan (including Action Plan) signed by Physician.
- Guidelines reviewed with the Student and Parent/Guardian.
- Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.

School Nurse or designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Asthma/Allergy Self-Management Log**

**Student Name** \_\_\_\_\_

**Student Date of Birth** \_\_\_\_\_

Date Started	Medication	Dosage	Time	Frequency	Physician	Phone #

Date/time of report	Date/time administration	Observation/Complications	Employee Recording Student Report	Parent Notification
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form

Parents/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
 Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (A) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (B) Deliver a copy of the statement to the Secretary of the Board of Education, who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. The Superintendent, or the Superintendent's designee, shall provide:

- (A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.
- (B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103; § 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: July 11, 2016

Bylaws of the Board - MeetingsVoting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: July 11, 2016

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Asthma or Anaphylaxis Medical Management Plan

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# Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

(308) 856-4300 phone (308) 856-4907 fax

[www.elmcreekschools.org](http://www.elmcreekschools.org)

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## Transportation Committee

June 28, 2016

7:00AM

**Members:** JC Ourada, Jeff Meads, Morgan Meier

1. Transportation Report: discussed repair and service providers.
2. Transportation Repair Needs: we have been hit with a number of tire and alignment repairs.
3. Bus Driver recruitment: we will placing an ad for additional/new bus drivers.
4. Other



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## Building and Grounds Committee

June 28, 2016

8:00AM

**Members:** Lynette Mitchell, Jeff Meads, Morgan Meier

1. Track
2. Bus storage
3. Lightening strike damage
4. Plumbing in elementary
5. Air conditioner
6. Milk cooler



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## Curriculum, Technology and Finance Committee

*June 28, 2016 9:00pm*

1. Mission Statement and Guiding Principles approval
2. HS and Elem / Preschool handbooks
3. Future of FCCLA vs Skills USA
4. Negotiations
5. Non certified staff salary
6. Student Fees