

Board of Education Regular Meeting

Monday, August 11, 2014 8:00 PM

Elm Creek Public Schools Media Center /Board of Education meeting room
230 Calkins Avenue
Elm Creek, NE 68836-0490

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. Recommendation to Hire
 - 7.3. Payment of Invoices totaling \$123,814.34
 - 7.4. Financial Reports
8. Old Business
 - 8.1. Adoption of Policy 1120
 - 8.2. Adoption of Policy 5101
 - 8.3. Adoption of Policy 5008
 - 8.4. Adoption of Policy 5208
 - 8.5. Adoption of Policy 5506
 - 8.6. Adoption of Policy 6283
 - 8.7. Adoption of Policy 6285
 - 8.8. Adoption of Policy 5416
9. New Business
 - 9.1. Approval of 2014-2015, 7-12 Student Handbook
 - 9.2. Acquisition of Handicap Accessible Vehicle
10. Executive Session
11. Reports
 - 11.1. Superintendent Report
12. Next Regular Meeting on Monday, September 8, 2014 at 8:00 P.M..
13. Adjournment

Board of Education Regular Meeting

July 14, 2014 8:30 PM

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

Attendance Taken at 8:30 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 Lynette Mitchell 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 with invoices totaling \$79,038.38 as presented passed with a motion by Lynette Mitchell 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

VII.C. Financial Reports

VII.D. Recommendation to hire Chris Kabes

VIII. Old Business

VIII.A. Review of District Bullying Policy

VIII.B. Review of District Attendance Policy

IX. New Business

IX.A. Jason Sullivan Principal Contract

Motion Passed: I recommend the approval of the 2014-2015 principal's contract with Jason Sullivan passed with a motion by JC 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.B. 5416 Student Fee Policy update

Motion Passed: Approval of Policy 5416 (Student Fees for 2014-15) was passed with a motion by Denise 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

IX.C. Policy 1120 revision

Motion Passed: It is recommended to approve policy 1120 passed with a motion by Denise Ourada and a second by Lynette Mitchell.

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

IX.D. Policy 5101 revision

Motion Passed: I propose to amend policy 5101 to reflect a ban on cigarettes, cigars, prohibit the use of vapor products or alternative nicotine products, or use tobacco in any form, 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.E. Policy 5008 revision

Motion Passed: I recommend we approve recommended changes to Policy 5008 (Student Attendance) passed with a motion by Lynette Mitchell and a second by Denise Ourada.

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

JC Ourada	Yes
John Worthing	Yes

IX.F. Policy 5208

Motion Passed: Approval of policy 5208 passed with a motion by Denise Ourada and a second by JC Ourada.

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

IX.G. Policy 5506 revision

Motion Passed: Approval of policy 5506 (Student transportation) passed with a motion by JC Ourada and a second by Denise Ourada.

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

IX.H. Policy 6283 revision and appendix

Motion Passed: Approval of Policy 6283 (Concussions) and supporting protocol materials passed with a motion by Lynette Mitchell and a second by Jeff Meads.

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

IX.I. Policy 6285

Motion Passed: Approval of Policy 6285 passed with a motion by Lynette Mitchell and a second by Morgan Meier.

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

X. Executive Session

Motion Passed: Motion to enter into Executive Session at 9:23 PM 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

Motion Passed: Motion to exit out of Executive Session at 10:12 PM passed with a motion by John Worthing and a second by Morgan Meier.

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

XI. Reports

XI.A. Transportation Committee Report

XI.B. Finance, Curriculum and Technology Committee

XI.C. Americanism Committee

XI.D. Buildings and Ground Committee Report

XI.E. Principal's Report

XI.F. Superintendent Report

XII. Next Regular Meeting will be on Monday, August 11, 2014 at 8:00 PM in the ECPS Board Room located in the media center.

XIII. Adjournment

Motion Passed: Motion to adjourn meeting at 10:41 PM 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

Chairperson

Superintendent

Parental Involvement Policy Hearing

July 14, 2014 8:00 PM

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

Attendance Taken at 8:03 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. Receive public comment concerning the proposed Parental Involvement Policy for 2014-2015.

VI. Adjournment

Motion Passed: Motion to adjourn meeting at 8:11 PM passed with a motion by John Worthing and a second by Morgan Meier.

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

Chairperson

Superintendent

Student Fee Policy Hearing

July 14, 2014 8:10 PM

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

Attendance Taken at 8:11 PM:

Present Board Members:

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

I. Call to Order

II. Open Meetings Act

III. Roll Call

IV. Receive public comment concerning the proposed Student Fees Policy for 2014-2015.

V. Adjournment

Motion Passed: Motion to adjourn hearing at 8:30 PM passed with a motion by John Worthing and a second by Morgan Meier.

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

Chairperson

Superintendent



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

August 14, 2014

Dear Elm Creek Board of Education,

I would like to recommend the hire of Lizbeth Martinez as a teacher for the Elm Creek Public Schools. Liz is a graduate of Kearney Public Schools and graduated from UNK with a degree in Spanish Interpretation and Translation. She will be teaching Spanish and 7th grade English at ECHS.

Liz will be an outstanding addition to our school system and community. Thank you for your consideration.

Sincerely,

Dean Tickle, Supt.

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR AUGUST 11, 2014

GENERAL FUND - ACCT NO. 137766 (RECONCILED 8-5-14)

BANK BALANCE JULY 1, 2014	\$	835,184.91
JULY 2014 RECEIPTS		
BUFFALO COUNTY	\$	33,125.19
DAWSON COUNTY	\$	2,083.80
ESU10 - CONTRACT SERVICE PAY	\$	1,000.00
PHELPS COUNTY	\$	14,462.72
SPED SCHOOL AGE	\$	-
STATE - AID	\$	-
LUNCH FUND	\$	-
STATE-MEDICAID IN SCHOOLS	\$	467.12
	\$	51,138.83
AVAILABLE BALANCE	\$	886,323.74
DISBURSEMENTS:		
Bills Paid JULY, 2014	\$	79,038.38
JULY PAYROLL	\$	234,938.24
	\$	313,976.62
BANK BALANCE AUGUST 1, 2014	\$	572,347.12

DEPRECIATION FUND - ACCT NO 14832

BALANCE JULY 1, 2014	\$	20,252.26
DEPOSIT -(REMAINING FROM CD LESS BUS PURCHASE)	\$	11,490.92
BALANCE AUGUST 1, 2014	\$	31,743.18

CERTIFICATES OF DEPOSIT THRU JULY 30, 2014

#6233 Track Maintenance - Issued 8/31/09	\$	16,073.92
#6013 Track Maintenance	\$	54,534.63
#6235 Unknown Capital Outlays - Issued 8/31/09	\$	16,046.09
#2232 Unemployment	\$	10,665.91
#6466 Elm Creek Public Schools (FCCLA-ISSUED 6-21-11)	\$	5,085.45
#6482 Track Maintenance - Issued 8/31/2011	\$	10,112.48
CERTIFICATE TOTALS	\$	112,518.48

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR AUGUST 11, 2014

LEASE PURCHASE PROGRAM

Balance AUGUST 1, 2014	\$	-
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BUILDING FUND (RECONCILED 8-5-14):

Balance JULY 1, 2014	\$	69,279.29
INTEREST	\$	5.83
EXPENSES	\$	-
BUILDING FUND BALANCE AUGUST 1, 2014	\$	69,285.12

CONSTRUCTION FUND

Balance JULY 1, 2014	\$	-
RECEIPTS	\$	-
DISTRIBUTIONS	\$	-
CONSTRUCTION FUND BALANCE AUGUST 1, 2014	\$	-

BOND FUND (OPENED 11-12-09)

BALANCE JULY 1, 2014	\$	6,438.96
RECEIPTS	\$	-
DISBURSEMENTS	\$	-
AUGUST 1, 2014 BALANCE	\$	6,438.96

SAM ACCOUNT (REAP-1173)

BALANCE JULY 1, 2014	\$	45,026.00
DISBURSEMENTS	\$	-
AUGUST 1, 2014 BALANCE	\$	45,026.00
GE CAPITAL INVOICE (COMPUTERS) 8-11-14	\$	34,832.60
PROJECTED BALANCE	\$	10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR AUGUST 11, 2014

LUNCH FUND (RECONCILED 8-5-14)

BANK BALANCE JULY 1, 2014	\$	20,713.26
JULY RECEIPTS		
LUNCH SALES	\$	249.85
FEDERAL REIMBURSEMENT - LUNCH	\$	-
FEDERAL REIMBURSEMENT - BREAKFAST	\$	-
GENERAL YOUTH FOUNDATION - AWARD	\$	1,300.00
STATE REIMBURSEMENT	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
TOTAL RECEIPTS	\$	1,549.85
AVAILABLE BALANCE	\$	22,263.11
<u>JULY DISBURSEMENTS</u>		
Payroll Transfer	\$	-
Returned Checks.	\$	-
Food/Groceries/Milk Etc.	\$	-
TOTAL DISBURSEMENTS	\$	-
BANK BALANCE AUGUST 1, 2014	\$	22,263.11

AUGUST BILLS

BERNARD FOODS	\$	-
CASH-WA	\$	-
DOUBLE D	\$	-
FOSTERS	\$	-
GENERAL FUND PAYROLL TRANSFER	\$	-
HILAND DAIRY (FMLY ROBERT DAIRY)	\$	-
NE FOOD DISTR PROGRAM	\$	-
THOMPSON	\$	-
	\$	-

ACTIVITY FUND
TREASURER'S REPORT
FOR 8/11/14

Account Description	Begin July	EXPENSES	INCOME	End July
ACCELERATED READER	\$ 2,823.27	\$ -	\$ -	\$ 2,823.27
ALUMNI	\$ 54.28	\$ -	\$ -	\$ 54.28
ANNUAL	\$ 2,449.97	\$ -	\$ -	\$ 2,449.97
ATTEND/VAL SCHOL (tea conc)	\$ 2,555.65	\$ -	\$ -	\$ 2,555.65
BAND	\$ (6,034.46)	\$ -	\$ -	\$ (6,034.46)
BAND CLUB	\$ -	\$ -	\$ -	\$ -
BAND INSTR RENTAL	\$ 55.00	\$ -	\$ -	\$ 55.00
BBALL	\$ 2,015.84	\$ -	\$ -	\$ 2,015.84
BOARD SCHOLARSHIP FUND	\$ 252.54	\$ -	\$ -	\$ 252.54
BOYS BBALL CLUB	\$ 4,019.46	\$ -	\$ -	\$ 4,019.46
BUFFATEERS	\$ 1,626.78	\$ -	\$ -	\$ 1,626.78
CHEER	\$ 2,654.44	\$ -	\$ 60.00	\$ 2,714.44
CHOIR	\$ (2,065.68)	\$ -	\$ -	\$ (2,065.68)
CHOIR CLUB	\$ 1,055.05	\$ -	\$ -	\$ 1,055.05
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	\$ 486.77	\$ -	\$ -	\$ 486.77
CLASS OF 2016	\$ 852.68	\$ -	\$ -	\$ 852.68
CLASS OF 2017	\$ 1,027.95	\$ -	\$ -	\$ 1,027.95
CLASS OF 2018	\$ 5,117.81	\$ -	\$ -	\$ 5,117.81
CLASS OF 2019	\$ -	\$ -	\$ -	\$ -
CLASS OF 2020	\$ -	\$ -	\$ -	\$ -
COMP PURCHASE	\$ 1,057.53	\$ 193.68	\$ 205.23	\$ 1,069.08
CONCESSIONS	\$ (6,523.65)	\$ -	\$ -	\$ (6,523.65)
COURTESY COMMITTEE	\$ 19.22	\$ -	\$ -	\$ 19.22
CROSS COUNTRY	\$ (528.13)	\$ -	\$ -	\$ (528.13)
CROSS COUNTRY CLUB	\$ 91.83	\$ -	\$ -	\$ 91.83
DANCE CLUB	\$ (406.75)	\$ -	\$ -	\$ (406.75)
DRAMA	\$ (272.99)	\$ -	\$ -	\$ (272.99)
ELEM PLAYGROUND	\$ 375.76	\$ -	\$ -	\$ 375.76
FBLA	\$ 22.39	\$ -	\$ -	\$ 22.39
FCCLA	\$ 3,891.36	\$ 3,731.50	\$ 24.00	\$ 183.86
FCS - PATTERNS	\$ 153.94	\$ -	\$ -	\$ 153.94
FINE ARTS	\$ 111.83	\$ -	\$ -	\$ 111.83
FOB CHECKOUT	\$ 1,950.00	\$ -	\$ -	\$ 1,950.00
Page 4 of 5				

Check Register For Activity Account: July 2014

Check Number	Check Date	Paid To		Amount
Bank ID: C Activity Fund				
11312	7/1/2014	FLEX PLAN PARTICIPANT	HEALTHCARE REIMB	\$ 1,663.80
11313	7/1/2014	FLEX PLAN PARTICIPANT	HEALTHCARE REIMB	\$ 254.48
11314	7/1/2014	SCHOLASTIC READING CLUB	SUMMER SCHOOL BOOKS	\$ 77.00
11315	7/2/2014	FIRSTIER	FCCLA NATIONALS	\$ 3,731.50
11316	7/18/2014	UNK	VOLLEYBALL TEAM CAMP	\$ 450.00
11317	7/21/2014	AFLAC	EE INSURANCE PREMIUM	\$ 58.65
11318	7/21/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 179.38
11319	7/21/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 179.38
11320	7/21/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 590.56
11321	7/21/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 5,126.07
11322	7/21/2014	CORPORATE PAYMENT SYSTEMS	WRESTLING CAMP	\$ 1,530.62
11323	7/21/2014	LENOVO FINANCIAL SERVICES	COMPUTER PURCHASE	\$ 193.68
11324	7/21/2014	JEFF MEADS	WEIGHTS	\$ 230.00
11325	7/21/2014	MISKO SPORTS	VB JACKET	\$ 49.00
11326	7/21/2014	SCHOOL DISTRICT #9	DEPR FUND-CD'S	\$ 11,490.92

Check Register

Direct	Dep. 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					
	00012643	08/11/2014	ACTIFUND	Activity Fund	
	2922405	08/08/2014		08/08/2014 TRNSF FDN DONATION	29,668.97
				Check Total	29,668.97
	00012644	08/11/2014	AGDRYER	Ag Dryer Services	
	26471	07/23/2014		08/07/2014 PLAYGROUND	9,611.34
				Check Total	9,611.34
	00012645	08/11/2014	AGRICoop	CHS AGRI SERVICE CENTER	
	073114A	07/31/2014		08/07/2014 FUEL-MOWER & WDEATER	189.63
	073114B	07/31/2014		08/07/2014 VEHICLE	133.99
	073114C	07/31/2014		08/07/2014 VEHICLE	407.78
	073114D	08/11/2014		08/07/2014 VEHICLE	101.95
	073114E	07/31/2014		08/07/2014 MT/REP	67.50
				Check Total	900.85
	00012646	08/11/2014	ALPHAREH	ALPHA REHABILITATION P.C.	
	3213	07/31/2014		08/07/2014 THERAPY	350.27
				Check Total	350.27
	00012647	08/11/2014	APPLEINC	APPLE INC	
	4289565905	07/23/2014		08/07/2014 MAC MINI x 35	20,265.00
				Check Total	20,265.00
	00012648	08/11/2014	BAUERRI	RICK BAUER	
	080114	08/01/2014		08/08/2014 RENT	45.00
				Check Total	45.00
	00012649	08/11/2014	CENGAGE	CENGAGE LEARNING	
	52507178	07/18/2014		08/07/2014 ACCOUNTING CLASS	3,571.74
				Check Total	3,571.74
	00012650	08/11/2014	CHARTERC	CHARTER COMMUNICATIONS	
	072414	07/24/2014		08/07/2014	1,397.67
				Check Total	1,397.67
	00012651	08/11/2014	CIRCLESP	CIRCLE S PLUMBING	
	51382	07/31/2014		08/07/2014 SUPPLIES	2.70
	52309	07/11/2014		08/07/2014 WATER COOLER A/C	90.40
	52373	07/16/2014		08/07/2014 REPAIRS	33.79
	52381	07/29/2014		08/07/2014 SUPPLIES	5.40
				Check Total	132.29
	00012652	08/11/2014	CREATIVET	CREATIVE TEACHING PRESS	
	0843424	07/25/2014		08/07/2014 BULLETIN BOARDS ETC	126.91

ALL Data

Check Register

Arranged by:
Check Number

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
					Check Total	126.91
		00012653	08/11/2014	CULLIGAN	CULLIGAN	
		072914	07/29/2014		08/07/2014 SOFT SALT	360.40
					Check Total	360.40
		00012654	08/11/2014	CYBERA	CYBER ACOUSTICS	
		IN216260	07/31/2014		08/07/2014 IPAD COVERS	5,125.00
					Check Total	5,125.00
		00012655	08/11/2014	DIRSEC	DIRSEC, INC	
		elm	07/07/2014		08/07/2014 INTERNET FILTER	2,329.95
					Check Total	2,329.95
		00012656	08/11/2014	DOUBLED	Double D Cleaners	
		ECS050114	05/01/2014		08/07/2014 TOWELS, MOPS, MATS	218.80
		ECS060514	06/05/2014		08/07/2014 TOWELS, MOPS, MATS	82.70
					Check Total	301.50
		00012657	08/11/2014	EBSCO	EBSCO INFORMATION SERVICES	
		1470366	07/16/2014		08/07/2014 LIBRARY	902.19
					Check Total	902.19
		00012658	08/11/2014	ECOL	ECOLAB PEST ELIMINATION	
		4371799	07/14/2014		08/07/2014 PEST ELIMINATION	63.44
					Check Total	63.44
		00012659	08/11/2014	ESU10	Educational Service Unit 10	
		72414A	07/24/2014		08/07/2014 TECH TRAINING	120.00
		72414B	07/24/2014		08/07/2014 LAMINATION	6.00
		72414C1	07/24/2014		08/07/2014 OT SCHOOL AGE	352.31
		72414C2	07/24/2014		08/08/2014 OT PRESCHOOL	313.16
		72414D	07/24/2014		08/07/2014 SPEECH - PRESCH	569.42
		72414E	07/24/2014		08/07/2014 PT-PRESCHOOL	122.02
					Check Total	1,482.91
		00012660	08/11/2014	ESU6	EDUCATIONAL SERVICE NO. 6	
		073114	07/31/2014		08/07/2014 WKSHOP REGISTRATION	400.00
					Check Total	400.00
		00012661	08/11/2014	ESU7	EDUCATIONAL SERVICE #7	
		072114	07/21/2014		08/07/2014 MARZANO	4,400.00
					Check Total	4,400.00
		00012662	08/11/2014	FAMILYR	FAMILY RESOURCES	
		950	08/01/2014		08/07/2014 SEPT, OCT, NOV	375.00
					Check Total	375.00
		00012663	08/11/2014	FOSTFAMI	Foster's Family Foods	

ALL Data

Check Register

Arranged by:
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	CODE 54-080114	08/01/2014		08/07/2014	CLEANING SUPPLIES	14.46
					Check Total	14.46
00012664	080114	08/11/2014 08/01/2014	FRIESM	08/08/2014	MICHELLE FRIES TRAINING	120.00
					Check Total	120.00
00012665	19833	08/11/2014 08/04/2014	GRACZYKL	08/07/2014	GRACZYK LAWN & LANDSCAPE PRACTICE FLD - 3RD AP	1,194.00
					Check Total	1,194.00
00012666	15608295	08/11/2014 07/21/2014	GREATAMF	08/07/2014	GREAT AMERICAN FINANCIAL SERVICES COPIERS	1,365.45
					Check Total	1,365.45
00012667	080114	08/11/2014 08/01/2014	HAPPP	08/07/2014	HAPP PUBLISHING NOTICES & MINUTES	162.95
					Check Total	162.95
00012668	080114	08/11/2014 08/01/2014	HOLMESPL	08/07/2014	Holmes Plumbing & Heating FAUCET	135.79
					Check Total	135.79
00012669	00151620	08/11/2014 08/10/2014	HTMC	08/07/2014	HTMC BACK TO SCH SAFETY MESSAGE	65.00
					Check Total	65.00
00012670	171592	08/11/2014 07/23/2014	INTELL	08/07/2014	INTELLICOM COMPUTER CONSULTING PHONE & SPEAKER WORK	178.50
					Check Total	178.50
00012671	124450	08/11/2014 07/31/2014	ISLANDSU	08/07/2014	Island Supply Welding	60.76
					Check Total	60.76
00012672	1-12068717144 1-12068809401	08/11/2014 07/07/2014 07/07/2014	JOHNSON	08/07/2014 08/07/2014	JOHNSON CONTROLS AHU#1 PNEUMATIC ISSUES	397.50 371.25
					Check Total	768.75
00012673	E214084	08/11/2014 07/25/2014	K&K	08/07/2014	K & K PARTS CO. INC. BATTERIES	51.96
					Check Total	51.96
00012674	1254 FEB2014	08/11/2014 07/30/2014 02/01/2014	KEARNEYRE	08/07/2014 08/07/2014	KEARNEY RENTAL PROS FLORELL - ELECTRICITY RENT-FLORELL	20.07 150.00
					Check Total	170.07

Check Register

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	00012675	08/11/2014	KEARNWIN		Kearney Winnlectric	
	205593-00	07/25/2014		08/07/2014	ELEC BALLAST	22.08
					Check Total	22.08
	00012676	08/11/2014	KELLYSA		KELLY'S SALES & SERVICE	
	11559	07/22/2014		08/07/2014	MOWER OIL FILTER	19.39
					Check Total	19.39
	00012677	08/11/2014	LAKESHOR		LAKESHORE LEARNING MATERIALS	
	4183040714	07/25/2014		08/07/2014	CLASSROOM SUPPLIES	1,800.99
					Check Total	1,800.99
	00012678	08/11/2014	LASERTEC		LASERTEC OF NEBRASKA	
	41248	07/30/2014		08/07/2014	COPIERS	232.73
					Check Total	232.73
	00012679	08/11/2014	LINWELD		MATHESON TRI GAS	
	50630447	07/31/2014		08/07/2014		94.63
					Check Total	94.63
	00012680	08/11/2014	LUCASE		LUCAS ELECTRIC, INC	
	3886	07/17/2014		08/07/2014	WIRING, TRENCHING	2,562.05
	3902	07/28/2014		08/07/2014	GYM FANS, SCAFFOLD RENT	983.55
	3904	07/29/2014		08/07/2014	SHOP FLOURESCENT FIXTURES	1,478.50
					Check Total	5,024.10
	00012681	08/11/2014	MCGRAW		MCGRAW-HILL COMPANIES	
	81296114001	07/21/2014		08/07/2014	BUSINESS CLASS	601.28
					Check Total	601.28
	00012682	08/11/2014	MENARD		MENARDS - KEARNEY	
	57199	07/17/2014		08/07/2014	CAULK, SHADES, PAINT	146.67
	57963	07/28/2014		08/07/2014	SMALL PARTS	18.51
	58315	08/01/2014	MENARD	08/07/2014	DOLLY, PAINT, DISIN WIPES	118.93
					Check Total	284.11
	00012683	08/11/2014	MOSAIC		MOSAIC	
	AXT0614	07/14/2014		08/08/2014	JUNE SERVICES	2,790.43
					Check Total	2,790.43
	00012684	08/11/2014	NECOUNADM		NEBRASKA COUNCIL OF SCHOOL ADM	
	201415-SULLIVAN	08/08/2014		08/08/2014	J SULLIVAN MEMBERSHIP	335.00
	N					
	34093	06/09/2014		08/08/2014	NCE CONF	400.00
	35246	08/04/2014		08/08/2014	ADMIN DAYS	430.00
					Check Total	1,165.00
	00012685	08/11/2014	NMCEXCH		NMC EXCHANGE LLC	
	CREDITAUG	07/31/2014		08/08/2014	CREDIT	-419.48

Check Register

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	SERV1170342	07/09/2014		08/08/2014	PEDAL SENSOR	339.65
	SERV1171216	07/12/2014		08/08/2014	COMPARTMENT DOOR	190.00
	SERV1176091	07/31/2014		08/08/2014	TOW	1,241.47
					Check Total	1,351.64
00012686		08/11/2014	NPPD		NEBRASKA PUBLIC POWER DISTRICT	
	071714-6740	07/17/2014		08/08/2014	BUS BARN	27.37
	071714-6744	07/17/2014		08/08/2014	BALLFIELD	59.13
	071714-6748	07/17/2014		08/08/2014	230 EAST CALKINS	5,305.26
					Check Total	5,391.76
00012687		08/11/2014	PIONEERTE		PIONEER TELEPHONE	
	080114	08/01/2014		08/08/2014	LONG DISTANCE	113.47
					Check Total	113.47
00012688		08/11/2014	PROTINT		PRO-TINT	
	483501	07/30/2014		08/08/2014	FROST OFFICE WINDOWS	227.50
					Check Total	227.50
00012689		08/11/2014	PYRAMID		PYRAMID SCHOOL PRODUCTS	
	S1267980.001	07/07/2014		08/08/2014	2ND GRADE	37.13
					Check Total	37.13
00012690		08/11/2014	QUILL		Quill	
	4528501	07/17/2014		08/08/2014	MONITOR STAND	17.81
					Check Total	17.81
00012691		08/11/2014	REALLY		Really Good Stuff	
	4773496	07/23/2014		08/08/2014	PRESCHOOL CLASSROOM	271.78
					Check Total	271.78
00012692		08/11/2014	S&SSTRIP		S&S STRIPING CO.	
	080814	08/08/2014		08/08/2014	PARKING LOT	1,355.00
					Check Total	1,355.00
00012693		08/11/2014	SCHOLAST		SCHOLASTIC INC	
	M5307422	07/22/2014		08/08/2014	MCCARTER	123.48
	M5315021	07/22/2014		08/08/2014	KLINGELHOEFER	415.34
	M5376855	07/15/2014		08/08/2014	4TH GRADE	522.50
	M5378148	07/15/2014		08/08/2014	BOURKE	114.95
					Check Total	1,176.27
00012694		08/11/2014	SCHOOLSP		SCHOOL SPECIALTY	
	208112697340	07/15/2014		08/08/2014	SUB FOLDERS	32.89
	208112786762	07/24/2014		08/08/2014	SIDEWALK CHALK, PLAYDOH ETC	171.58
					Check Total	204.47
00012695		08/11/2014	SERVICE		SERVICEMASTER OF MID NE	
	10024	07/31/2014		08/08/2014	NEW FACILITY	3,077.00

ALL Data

Check Register

Arranged by:
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
	10025	07/31/2014		08/08/2014 ELEMENTARY FACILITY	3,355.00
				Check Total	6,432.00
	00012696	08/11/2014	SOURCE	SOURCEGAS LLC	
	201269469080	07/23/2014		08/08/2014 230 EAST CALKINS	131.65
	201358438595	07/23/2014		08/08/2014 122 NORTH CHURCH	32.93
	201625383100	07/23/2014		08/08/2014 225 E BOYD	121.04
				Check Total	285.62
	00012697	08/11/2014	STATENE	STATE OF NEBRASKA	
	883568	07/01/2014		08/08/2014	233.21
				Check Total	233.21
	00012698	08/11/2014	STEPHENS	STEPHENS & SMITH CONSTRUCTION	
	1525	07/28/2014		08/08/2014 REPAIRS & POLISH FLOOR	5,470.00
				Check Total	5,470.00
	00012699	08/11/2014	SUTHERL	LEAH SUTHERLAND	
	080714	08/07/2014		08/08/2014 AUGUST	100.00
				Check Total	100.00
	00012700	08/11/2014	THOMPSON	THE THOMPSON CO.	
	1466513	07/10/2014		08/08/2014 CAN LINERS	82.74
				Check Total	82.74
	00012701	08/11/2014	TRENDENT	TREND ENTERPRISES, INC.	
	1881138	07/31/2014		08/08/2014 PRESCH CLASSROOM	99.14
				Check Total	99.14
	00012702	08/11/2014	USPOSTAL	US Postal Service	
	080814	08/08/2014		08/08/2014 STAMPED ENVELOPES	1,121.35
				Check Total	1,121.35
	00012703	08/11/2014	VERIZON	VERIZON WIRELESS	
	283119099-0000 1	08/01/2014		08/08/2014 CELL PHONE	15.34
				Check Total	15.34
	00012704	08/11/2014	VILLAGEE	Village Of Elm Creek	
	080814	08/08/2014		08/08/2014	595.00
				Check Total	595.00
	00012705	08/11/2014	WOODWARDS	WOODWARDS DISPOSAL SERVICE	
	8562-522	07/28/2014		08/08/2014	25.00
				Check Total	25.00
	00012706	08/11/2014	YARD	THE YARD FARMER	
	141644	07/01/2014		08/08/2014 SNOW REMOVAL	1,075.25

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
	Invoice	Invoice Date	PO Number	PO Date	Description
				Check Total	1,075.25
				1 - GENERAL FUND Totals:	123,814.34
				Total of Checks Printed:	123,814.34
				Report Total:	123,814.34

Community RelationsTobacco Policy

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.

Legal Reference: Neb. Rev. Stat. " 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: [Insert Date]

Proposed revision to Policy 5101 Section C, Item 7

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.

StudentsStudent AttendanceAttendance 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. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

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

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 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

[Name] 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 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."
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. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child.
 - (ii) Educational counseling;
 - (iii) Educational evaluation;

- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. " 79-201 and 79-209

Date of Adoption: [Insert Date]

Students

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Legal Reference: NDE Rule 10.003.05B

Date of Adoption: [Insert Date]

StudentsSafe Pupil Transportation Plan**Elm Creek Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch *if possible*.
- 4. Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
- 5. Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch *if possible*.
- 6. Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.

- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. **Only if necessary**, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area **if possible**
- B. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle **if needed**.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break

or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: [Insert Date]

InstructionActivitiesConcussions1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish

conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: [Insert Date]

InstructionStudent Participation in Athletic Contests Between Schools

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls if the combined enrollment for seventh and eighth grade is fewer than 12 boys or 12 girls and if the school board has a policy regulating participation for sixth graders. The board's policy for participation of sixth graders is as follows: A sixth grade student may participate if (1) the student meets the same standards applicable to seventh and eighth graders and (2) participation in the activity is not prohibited by the bylaws of the Nebraska School Activities Association.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

Legal Reference: NDE Rule 10.004.02C
Nebraska School Activities Association Middle Level Activities Bylaws,
Article 9

Date of Adoption: [Insert Date]

**Appendix "1" to 2014-2015 Student Fees Policy of
Elm Creek Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
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 th 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.

¹ This listing is a part of the 2014-2015 Student Fees Policy and is intended to provide supplemental information.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2014-2015 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: \$1.40 / reduced -- \$.30 Lunch—PK-3 -- \$2.25 4-6 -- \$2.35 7-12 -- \$2.45 Milk-- \$.35 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.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
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: \$1.40 / reduced -- \$.30 Lunch—PK-3 -- \$2.25 4-6 -- \$2.35 7-12 -- \$2.45 Milk-- \$.35 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 \$60.00
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.
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 fee 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	\$5.00 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	
Athletic Programs			
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	\$5.00 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
Clubs/Organizations		
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.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
Social & Recognition Activities		
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.

Students

Student Fees Policy

The Board of Education of Elm Creek Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 14th day of July, 2014, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: [July 14, 2014]



Elm Creek Public Schools

7-12 Parent/Student Handbook

2014-2015 School Year

(revised 7/8/2014)

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

At Elm Creek Public Schools, our mission is to *nurture in students a sense of self-esteem and will foster the responsibility to develop the problem-solving skills that lead to growth and success in an increasingly complex society.* 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 Goals and Objectives

The goals and objective of the school are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extracurricular activities, which will contribute to the lifelong cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

Section 2 Mutual Respect

The Elm Creek Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

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 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 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 Lunch

A hot school 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 (starting with graduates of 2015)	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 (starting with graduates of 2015)	5	Semester Hours
Art, Band or Music	5	Semester Hours
Required (Class of 2014)	130	Semester Hours
Required (Class of 2015)	140	Semester Hours
Required (Class of 2016 and beyond)	145	Semester Hours
Electives (Class of 2014)	110	Semester Hours
Electives (Class of 2015)	100	Semester Hours
Electives (Class of 2016 and beyond)	95	Semester Hours
Total	240	Semester Hours

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.

Section 6 Grading System

Elm Creek Public Schools will use the letter grading system as follows:

Letter Grade	Percentage Grade	Computer Grade
A+	99-100	4.0
A	95-98	4.0
A-	93-94	3.66
B+	91-92	3.33
B	87-90	3.0
B-	85-86	2.66
C+	83-84	2.33
C	79-82	2.0
C-	77-78	1.66
D+	75-76	1.33
D	72-74	1.0
D-	70-71	0.66
F	Below 70	0
NC	No Credit	0

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.

Late Work Policy: It is the belief of Elm Creek Public Schools that learning is the most important thing we do and that all assignments must be completed in order for learning to take place. **Not doing an assignment and taking a "zero" is not an option.** Academic work must have priority over all other activities. Students who are missing daily assignments will be assigned to a "ZAP – Zeros Aren't Permitted" class after school. Students who are absent need to make up their assignments in order to participate in any extra-curricular activities. If a student receives more than three ZAPs within a week, they will be required to attend Thursday Night School (TNS) in order to help them catch up and work on organizational skills. Students attend TNS on Thursdays after school until 5:30pm.

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.
- g. Clothing or jewelry that is gang related.

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:

1st Offense – Verbal Warning

2nd Offense – 30 Minute detention. Phone will be returned after detention is served with staff member.

3rd 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

- 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 2014- 2015 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.