

Approved 7.10.2023

Elba Public Schools



2023-2024

Student-Parent Handbook

**Elba Public Schools
711 Caroline Street
Elba, NE 68835
(308) 863-2228**

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Elba Public School Student-Parent Handbook 2023-2024 School Year

Foreword

Section 1 Intent of Handbook

Welcome to Elba Public School!

This handbook has been prepared to serve as a guide to the students, parents and staff as a guide to the rules, regulations, district policies, and general information about the Elba Public School (EPS). Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource, assisting their child in following the rules contained in this handbook.

Although the information 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 which 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 rule revisions at any time to implement the educational program. The administration wants to assure the well-being of all students and the educational program. Particularly in situations which may or may not be covered in this document or of which may be impacted by the enactment of new state or federal law. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation arise which is not specifically covered in this handbook, the administration will make a decision based upon state and federal statutes, regulations, and board approved district policies. The best interest of all students and staff at EPS is the administration’s goal.

We wish you the greatest success for the **2023-2024** school year.

Respectfully,

Allison Pritchard, Superintendent
Michael Collett, Principal
EPS School Board, Teachers and Staff

Section 2 Members of the Board of Education

| | |
|-----------------------------|------------------|
| Terry Spilinek | President |
| Sara Roy | Vice-President |
| Robyn Rasmussen | Secretary |
| Brittany Christensen | Treasurer |
| Jim Thompson | Member |

Tracy Usasz Member

Section 3

Administrative Staff

Allison Pritchard Superintendent/Pre-kindergarten – 6th grade Principal
Michael Collett 7-12 Principal/Data Steward/Activities Director

Teaching Staff

| | |
|------------------------|----------------------------|
| Rona Aninon | 2nd/3rd Grade |
| Jim Chvala | Spanish |
| Kayla Colfack | Social Studies |
| Melissa Donscheski | Art |
| Mary Shelkel T. Ferrer | 1st Grade |
| Cheyenne Harms | Agriculture |
| Lacie Hogan | 6th Grade |
| Kenneth Carl Kadusale | English |
| Marsha Kaslon | Science |
| Kayla Leach | Librarian/Title I |
| Bev Moore | 7th-12th Special Education |
| Tessa Reiman | Guidance |
| Jayvilyn Salvador | Math |
| Logan Simmerman | Physical Education |
| Summer Smith | 4th/5th Grade |
| Kent Stutheit | Vocal/Instrumental Music |
| Chelsea Wiese | Kindergarten |
| Donna Wratten | Business/Technology |
| Meagan Wysocki | Preschool |

Support Staff

| | |
|------------------|---|
| Shana Berggren | Assistant Cook |
| | Bus Driver |
| Judy Dugan | Secretary/Paraprofessional |
| Amy Fanta | Elementary Paraprofessional |
| Hazel Kadusale | Elementary Paraprofessional |
| Sarah Morrow | Elementary Paraprofessional |
| Tamy Morrow | Head Custodian/Transportation Director/Bus Driver |
| Dustin Oeltjen | Van Driver |
| Rosie Palacz | Head Cook |
| Blaine Partridge | Van Driver |
| Jeff Polski | Bus Driver |
| Amelia Retzlaff | Elementary Paraprofessional |
| Judy Ritta | Nurse |
| Sussane Stevens | Elementary Paraprofessional |
| Diane Spilinek | Administrative Assistant/Business Manager |
| Jazmyne Spilinek | Elementary Paraprofessional |
| Adam Woitalewicz | Assistant Custodian |

Activity Sponsors

Cheyenne Harms

7th Grade Sponsor
FFA

Melissa Donscheski

Prom Sponsor (informational only)

Lacie Hogan

Speech One Act

Kenneth Carl Kadusale

8th Grade Sponsor

Marsha Kaslon

Senior Sponsor
Cheer Science Olympiad

Kayla Leach

National Honor Society

Tessa Reiman

Senior Co-Sponsor (graduation)

Jayvilyn Salvador

Freshmen Sponsor

Jazmyne Spilinek

Junior Co-Sponsor

Susanne Stevens

Junior Co-Sponsor

Kent Stutheit

Band Choir

Donna Wratten

Sophomore Sponsor
Annual Newsletter
Quiz Bowl

Article 1 – Mission and Goals

Section 1 School Mission Statement

Elba Public Schools develops students academically, socially, and emotionally for a successful future.

Section 2 School Motto

Small Classes, Big Futures

Section 3 Mutual Respect

The Elba Public School 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 students will not be

tolerated. Any disrespect made by a staff member toward any student will be handled by administration as insubordination.

Section 4 Complaint Procedures and Lines of Communication

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

Complaint procedure and Lines of Communication

- Step 1. Schedule an *in person* conference with the staff person most immediately or directly involved in the matter. No digital or technology communication will be considered as officially addressing the concern. This includes the teacher, coach or supervisor who is in charge of your child at the time when the incident occurred or experienced the problem.
- Step 2. Address the concern to the Activities Director if the concern involves a coach or an extra-curricular sponsor and the situation has not improved or further problems exist or the matter is not resolved at Step 1.
- Step 3. Address the concern to the principal if the matter is not resolved at Step 2 or the matter is not resolved at Step 1 from a classroom teacher or support staff. The administration will require the concern in writing.
- Step 4. If problems still persist, address the concern to the Superintendent of Schools to help remediate the problem.
- Step 5. Done only as a last resort when the above sources have been tried and the problem still exists and has not been remedied, please follow the proper Board Policy 301.04 for this procedure.

Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 - School Day

Section 1 Secondary 7th – 12th Grade Bell Schedules

Regular Schedule

Period 1..... 8:00 – 8:47 (47 min)

| | | |
|---------------|---------------|----------|
| Period 2..... | 8:49 – 9:36 | (47 min) |
| Period 3..... | 9:38 – 10:25 | (47 min) |
| Period 4..... | 10:27 – 11:14 | (47 min) |
| Period 5..... | 11:16 – 12:03 | (47 min) |
| LUNCH..... | 12:03 – 12:33 | (30 min) |
| HOMEROOM..... | 12:35 – 1:05 | (30 min) |
| Period 6..... | 1:07 – 1:54 | (47 min) |
| Period 7..... | 1:56 – 2:43 | (47 min) |
| Period 8..... | 2:45 – 3:45 | (60 min) |

10 A.M. Late Start (No Homeroom)

| | | |
|---------------|---------------|----------|
| Period 1..... | 10:00 – 10:38 | (38 min) |
| Period 2..... | 10:40 – 11:18 | (38 min) |
| Period 3..... | 11:20 – 11:58 | (38 min) |
| Period 4..... | 12:00 – 12:38 | (38 min) |
| LUNCH..... | 12:38 – 1:08 | (30 min) |
| Period 5..... | 1:09 – 1:47 | (38 min) |
| Period 6..... | 1:49 – 2:26 | (38 min) |
| Period 7..... | 2:28 – 3:05 | (38 min) |
| Period 8..... | 3:07 – 3:45 | (38 min) |

2:00 P.M. Early Dismissal Schedule (No Homeroom)

| | | |
|---------------|---------------|----------|
| Period 1..... | 8:00 – 8:40 | (40 min) |
| Period 2..... | 8:42 – 9:22 | (40 min) |
| Period 3..... | 9:24 – 10:04 | (40 min) |
| Period 4..... | 10:06 – 10:46 | (40 min) |
| Period 5..... | 10:48 – 11:28 | (40 min) |
| Period 6..... | 11:30 – 12:10 | (40 min) |
| LUNCH..... | 12:10 – 12:40 | (30 min) |
| Period 7..... | 12:42 – 1:22 | (40 min) |
| Period 8..... | 1:24 – 2:00 | (40 min) |

Section 2 Elementary Time Schedules

Regular Schedule

| | |
|-------------------------|---------------|
| Classroom..... | 8:20 – 11:15 |
| RECESS/LUNCH..... | 11:15 – 12:00 |
| Classroom/Specials..... | 12:00 – 3:40 |

10 A.M. Late Start

| | |
|-------------------------|---------------|
| Classroom..... | 10:00 – 11:15 |
| RECESS/LUNCH..... | 11:15 – 12:00 |
| Classroom/Specials..... | 12:00 – 3:40 |

2:00 P.M. Early Dismissal Schedule

| | |
|-------------------------|---------------|
| Classroom..... | 8:00 – 11:15 |
| RECESS/LUNCH..... | 11:15 – 12:00 |
| Classroom/Specials..... | 12:00 – 2:00 |

Section 3 IRIS Phone Alert System

EPS utilizes an automatic alert system in order to keep students, parents and community members informed with information pertaining to the EPS. To receive these messages or to be taken off the list, please contact Diane Spilinek, Administrative Assistant/Business Manager at 308-863-2228.

Section 4 Severe Weather and School Cancellations

The Superintendent may 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. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. If it is deemed necessary, due to unsafe weather or road conditions, to dismiss school for any length of time, announcements as such will be made by 6:00 A.M. or as early as possible through the school’s IRIS phone alert system, radio and television stations, which include **Channel 10 and 11, NTV, Ord Radio 103.9 KNLV.**

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before a major storm occurs. In these cases, as much advance notice as possible will be given to parents. The media will broadcast if school is closed during the day of the closing and parents should have a plan in place to accommodate these circumstances.

Emergency Conditions. EPS has plans when activated that include the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law throughout the school year. There are plans for an Emergency Exit System, Tornado Warning System, and Critical Incident Response.

Fire, Lockdown and Tornado Drills. Fire drills will be held periodically during the year. Students should file out of the building in an orderly manner and with as little noise as possible. They should remain with their class until told to return to the building, and then should return in an orderly manner. Areas in the school building have been designated as shelter areas for use during a tornado. Lockdown drills will be held so students know what to do in case of a possible intruder. Tornado drills will be held so students know where they are to go in the event of a tornado.

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Section 5 School Hours

All students are required to remain on campus during the school day. School hours are 8:00 A.M. – 3:45P.M. each day. Please arrange for your child not to be here before 7:30 A.M. since all doors will be locked until breakfast is served. There will be no supervision provided prior to 7:30 A.M. **Prior to that time, the school is not responsible for supervision of the students.**

Unless otherwise arranged, your child should leave at 3:45P.M. Parents/guardians will be notified if your child should stay after school for any reason. **The school is not responsible for supervision of students once the students are to have left school grounds.** Parents of bus children who must stay after school for any reason will be notified so that transportation can be arranged.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Section 6 Parent Conferences with Teachers

Any parent wishing to hold a conference with a teacher may schedule between 3:46 P.M. and 4:15 P.M. For those parents who cannot meet at that time, please try to arrange an early morning conference. Teachers are generally available by 7:45 A.M. each morning. Teachers will be unable to take telephone calls during the day, but if you leave a message they will get back to you as soon as possible.

Section 7 Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class has started or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located in the office and can also be signed by phone call or by a note from the parent. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card. Parents or guardians should call or send a note with their child if early dismissal is needed.

Section 8 Dismissing of Students to Adults

All students will not be dismissed from school unless a parent or guardian has been notified in the event of an emergency closing or any other general or individual situation that is required, including an illness. Parents are requested to provide an emergency contact person and telephone number along with up-to-date contact information on file. In the event that parents or guardians do not have such a number or cannot be contacted and the student is required to be dismissed from school, the student will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

In the event of an emergency closing and/or realizing the school might be unable to reach all parents, it is suggested all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

Students who are old enough to drive and are planning on leaving school for any reason must first obtain permission from the administration and their parents. A student who fails to get permission and decides to leave school will receive a 1-day in school suspension for their actions and be considered truant.

If parents are contacted, but they are unable to pick up their child they may authorize someone to do so, the school will provide transportation as permitted by available personnel and equipment. If not available, the child will remain at school during school hours and will return home by his regular means. In cases where in our opinion medical aid is needed immediately, an ambulance will be called at the parent's expense and the child will be sent to the emergency room.

ALL STUDENTS MUST SIGN IN OR OUT AT THE OFFICE WHEN LEAVING OR RETURNING TO THE BUILDING!

Article 3 - Building and Grounds

Section 1 Visitors

All visitors, while welcome, must report to the office upon entering the north main entrance to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Anyone wishing to visit a teacher, the administration, or a class during the school day should make arrangements at least *one day* in advance. Students who wish to bring a guest who will attend classes with them are *required to get written permission from the persons involved and the administration.* Each visitor needs administration approval prior to the visit.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy and stand out by the sidewalk in parking stalls on the East side and away from the stands and the football field.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, 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, which includes all school vehicles.

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 participate in graduation commencement.

*Students will be required to pay 60% of replacement cost for lost or damaged school books, equipment, supplies and furniture.

Section 4 Lockers

Each student will be assigned a locker. These lockers are to be kept neat and clean. The school does not take responsibility for any article stolen or lost from the locker. Books, gym bags, articles of clothing, etc., are not to be kept outside the lockers. Frequent violators and/or changing lockers may result in forfeit rights to use a locker after a verbal warning from the Principal. The school does not charge a rental fee for lockers, and reserves the right to inspect lockers at any time. The school does not issue padlocks for hall lockers but students may use their own. A key or combination to the padlocks must be given to the office for access.

Students may be assessed a fine for damage to lockers.

Due to Safety. All types of bags will be kept in the student's locker and not allowed to be carried during school hours. Bags include backpacks, athletic string bags, duffel bags, purses, and the like. Violators will be disciplined.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, school-issued technology 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. Assistance of specially trained dogs to detect contraband in the students' lockers, belongings, or automobiles may be utilized. School property includes the campus, gym, athletic fields, facilities, school vehicles, and when our students are participating in other communities, and vehicles used in transporting students to activities or on school property.

The following rules 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 is to 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 will 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 6 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. A permanent recording may be made and any stakeholder wishing to view the recording MUST obtain permission by the Superintendent, view the recording in the Superintendent's office and will not be taken out of the building. However, due to privacy issues, if other students are in the video, parental consent must be given before others can view the video other than the accused student, teacher and administration.

Section 7 Use of Telephone

The school telephone is located in the office and is for school business. Students will not be called out of class for a telephone call unless it is an emergency. Also, students should make their after-school plans before the school day begins. Students may use the telephone located in the office after school, ONLY if it is an emergency.

Any student caught using their cell phone without permission will be issued a referral for breaking the cell phone policy. Use of the phone is not an excuse to be tardy to class.

Section 8 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 safe-keeping. Even then, the school is not in a position to guarantee the student's property will not be subject to loss, theft, or damage. The school is not

responsible for ANY type of loss, theft, or damage to any type of personal property however, the school will make all possible attempts to recover or find the person responsible.

Section 9 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report loss to office personnel. Twice a year the items in the lost and found will be the property of the school and either be used for school use or be donated. All students will be informed prior to the school taking the items.

Section 10 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 Principal.

Section 11 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.

Section 12 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 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.

The bulletin board outside the main office is used to post important notices for students. It is especially important for seniors to check this and all other bulletin boards often, as this is where notices of scholarships, visits from college representatives, test dates, and other notices of importance to seniors are posted. Information of this type can also be obtained from the guidance office.

Section 13 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice. Even though this is a newly adapted law and may change, it is the policy of the district to use the district purchased program for all music that may be used on school property and the chance of it being broadcasted.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular

use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 14 Library

The library includes a collection of books, magazines, newspapers, vertical file and other materials for student and teacher use. Students are encouraged to make use of this learning tool for classes and recreational reading. Students may use the library during class if their teacher gives permission. Since library use is a privilege and not a right, students are expected to follow the rules posted by the librarian, expected to be quiet, and all materials must be checked out before being removed from the library. A student will lose his/her privilege of using the library if one does not comply with the rules for an amount of time decided upon by the administration.

Section 15 Student Vehicles

Students are permitted to park vehicles in designated areas on the school campus. School ground parking is on the south or east side of the school building. These vehicles may be subject to search by school officials when there is reasonable cause to believe that such vehicle contains materials or objects prohibited by law or Board of Education policy.

There is parking on other residential streets if needed. Students are not allowed to park on the north front side of the building, which is designated for staff and visitors. All doors will be locked until 7:30 A.M. The gym doors will be locked at all times. Any student who is caught propping doors open will receive proper consequences. The school is not responsible for any loss, damage or theft made to or from a student’s vehicle parked off school grounds (residential streets). Students operating a vehicle in an unsafe manner around the school campus and on adjacent residence streets may lose their privilege of having a vehicle on the campus and/or law enforcement may be notified. Please review Article 6 – Section 5 “Student Driving” for more information.

Section 16 Admissions Passes

According District Policy No. 705.03, the following persons will be issued free guest passes for all school activities, including athletic events:

- a. All full-time district employees and current board members.
- b. Senior citizens (65 years of age or older) who live in the Elba School District.
- c. Unpaid officials who perform frequently at athletic events (public address personnel and photographers);
- d. Conference and Nebraska Schools Activities Association (NSAA) passes will be honored.

Admissions Prices

Prices for the **current** school year are:

- a. Family Passes - \$50.00
- b. Children under age of six, accompanied by an adult – FREE
- c. Adults – \$5.00
- d. Children 6-18 – \$4.00 if not attending Elba Public School

Section 17 Student Fees

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

- a. Participation in extracurricular activities, including extracurricular music courses;
- b. Admission fees and transportation charges for spectators attending extracurricular activities;
- c. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
- d. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
- e. Copies of student files or records as allowed by state statute;
- f. Reimbursement to the district for property lost or damaged by the student;
- g. Before-and-after-school or pre kindergarten services in accordance with state statute;
- h. Summer school or night school

- i. Breakfast and lunch programs; and
- j. Any other fee authorized by law.

Policy No. 504.19

Section 18 Student Fee Waiver Procedure

The board recognizes that while certain fees, specialized equipment, specialized attire, or project materials are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program. Waivers must be requested prior to the **last business day of August**. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waives as required by state statute shall be waived. Parents or students eligible for waivers shall make an application on the form provided by the school district and at the end of this handbook. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program. The school district will treat the application and waiver process, as any other student record and student confidentiality and access provision will be followed. The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student handbook.

Section 19 Student Fundraising

Students may raise funds for school-sponsored events with the permission of the principal. A fundraiser is defined as one company selling product(s). NOT multiple companies under one fundraiser. 7-12 grade classes and extracurricular activities will be able to fundraise as outlined in school policy 506.08.

All students are expected to participate in their collective class and activity fundraisers and concessions. Students who are involved with the sport playing while concessions is being worked are still expected to help concessions by setting up, cleaning up, or both. Those individuals who choose not to participate will be fined accordingly.

- A member of a class or team will be fined \$10 for not working concessions.
- A member of a class or team will be fined \$20 for not working the class fundraiser.
- A member of a class or team will be fined \$20 for not working the overall fundraiser.
- A member of a class or team will be fined \$50 for not working the concession nor either fundraiser.

It is the class sponsor's job to communicate those students who are fined to the office the next day after the event. Students may use incentive money to pay fines.

Policy No. 506.08

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

The State Department requires each 9th – 12th grade student to be in attendance 1080 hours during the school year. Instructional time in the classroom is extremely valuable. Continuity in the learning process is seriously disrupted by

excessive absences. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. The Elba Public School would like to ensure students the benefit of the instructional program provided for them, develop habits of punctuality, self-discipline, and responsibility.

Regardless of the reason for any absence, a written excuse or phone call by the parent must be made to verify the absence. Students will have two days for every day of an EXCUSED absence to turn in the makeup work for full credit. (ex. If a student is absent on Monday, assignments given on Monday will be due on Thursday. Any assignments turned in after class on Thursday will be considered late.) Late work will be graded based on individual teachers' policy.

Section 2 Attendance and Absences

Excused, Unexcused, and Exempt Absences. An absence from school will be considered as: (1) an excused absence, (2) an unexcused absence or (3) an exempt absence based on the following reasons and be marked in PowerSchool using specific attendance codes, which are noted in parenthesis. Absences should be communicated through the main office in advance whenever possible.

Excused Absences. An absence or tardy, even by parental approval, may not be excused. An absence for any of the following reasons will be excused and school work will be made-up within policy deadline, provided the required procedures have been followed and will count towards attendance record:

- a. Illness which causes a student to be absent from school. (ILL)
- b. Doctor/dental appointments which require students to be absent from school, will be excused if the office receives documentation from the medical office. (DR).
- c. Court appearances (DOCUMENTED). (EX)
- d. Parental request such as vacations, funerals (PR)
- e. Short or Long Term Out of School Suspension (OSS)

Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student will receive zeros in each class missed and may be required to make up the time missed with the teacher for each class period missed. These absences count towards attendance records. The following are reasons that may be deemed unexcused:

- a. Student is absent from school and the office has not received confirmation from a parent or guardian. Finding out from siblings or other students is not considered a confirmation. (UA)
- b. Students are absent because of missing bus/van, oversleeping or car trouble. (UA)
- c. Administrative assigned absence due to being sent home. (UAD)
- d. Other absences which do not have prior approval from the Principal or the Principal deems unexcused. (UA)

Exempt Absences: An absence may be deemed exempt only by the Principal. The following may be reasons and does not count towards attendance record and is considered present:

- a. Students attending a school-sponsored event during the school day. Permission slips to attend the event must be signed by a student's classroom teacher or administration before they are allowed to attend. If these are not signed the student will not be able to participate in that activity and will need to attend school that day. (SA)
- b. In School Suspension (ISS)
- c. Student sent home by Administration Approval (AD)
- d. Students visiting with the School Nurse, School Counselor, Principal, etc. (OP)
- e. Special circumstances will be at the discretion of the administration, and documented in the student's file. (SC)
- f. College visits - Juniors and Seniors will be permitted to use school time to visit colleges of their choice with administrator or counselor approval. Students wishing to visit a college should bring a note from their parents, make arrangements with the college or university and secure a make-up slip to be signed by the student's teachers. Juniors are granted one visit, while seniors are granted two visits. College visits will be

counted as school activity on attendance if and only if the student provides valid documentation from the campus admissions office as proof of visit. (CV)

Section 3 Tardiness

Being on time is an important part of being a responsible citizen. Tardiness is defined by the following reasons:

Excused Tardy (ET). Students will be marked as excused tardy when the student has arrived at school after a class period has already started and the student has an excused reason for being late. This type of tardy will not be counted on attendance records. Students late will report to the principal's office for a tardy slip.

Unexcused Tardy (UT). Student will be marked as unexcused tardy for the following:

- a. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be marked unexcused tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them.
- b. Students who arrive late to school after the final tardy bell without a legitimate excuse.
- c. Students who arrived at school after a class period has started and has an unexcused absence.
 - i. **Students who have missed more than half of the class period will be counted as an unexcused absence.**
 - ii. **Consequences for Unexcused Tardiness – A student who accumulates five (5) tardies in a semester will be assigned a detention. After 10 tardies in a semester, another detention will be assigned. Students can accumulate 5 tardies in a class period per semester. After the 5 tardies, every 2 tardies are considered 1 unexcused absence. After 10 unexcused absences NO credit for the class will be received for the semester.**

Section 4 Procedures for Reporting Attendance

Pursuant to Neb. Rev. Stat. 79-209, excessive absenteeism is defined as more than five (5) days per term (quarter) or more than twenty (20) days per year.

When a student's attendance becomes a concern by the Attendance Officer (Building Principal), each parent/guardian will be notified in writing. The parent/guardian will receive a letter by mail any time a concern is present and when their child reaches the maximum attendance allowance per quarter and/or semester.

Attendance is essential for student success. The procedure for student absent days is:

1. Five absent days: First parent letter
2. Ten absent days: Second parent letter
3. Fifteen absent days: Parent, student, principal meeting
4. Twenty absent days: Parent letter and County Attorney letter

When a student's attendance becomes a concern by the Attendance Officer (Building Principal), each parent/guardian will be notified in writing. The parent/guardian will receive a letter by mail any time a concern is present and when their child reaches the maximum attendance allowance per quarter and/or semester.

Section 5 Secondary Grading and Make-up Work

Students in 7-12 will be required to complete classwork in a timely manner and be held to the following grading standards. Work will be considered late after the assigned due date in which the grade of that assignment can be docked. Assignments over a week late will be considered a 0 in the grade book. Students are encouraged to use their time wisely in class and take work home if necessary. Absences will be handled as stated below in regards to grading.

For EXCUSED absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. For UNEXCUSED absences, it is the discretion of the classroom teacher and administration to determine if make up work will be required. Students will not receive credit on work when absence is unexcused. and how make-up work will be

assigned. If a student misses half or more of the class, the student will be required to make up the work for 80% credit even though they will be given an unexcused absence

Section 6 Attendance is Required to Participate in Activities

Students must attend school half day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend 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 7 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations for students who are legally obligated to attend school.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

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 session 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 may be held between the school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
- 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.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the truancy problem by the school resource officer, or if such school does not have a school social worker, another person designated by the 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 truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) absences or the hourly equivalent per year may be deemed to be habitually truant by the Attendance Officer. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Leaving School or Class. Students who 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 school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, could be considered truant.

Section 8 Certificates of Attendance

Perfect Attendance will be awarded to each elementary and secondary student who has attended every class period throughout the entire school year, with the exception of tardiness and school activities.

Excellent Attendance will be awarded to a secondary student who has missed between one (1) and twenty-four (24) class periods and an elementary student who has missed between one (1) and six (6) attendance periods, which is equivalent to no more than 3 school days.

Article 5 - Scholastic Achievement

Section 1 Class Rank, GPA and Grading System

The following grading system will be used throughout the 7th – 12th grades. For 9th – 12th class rank, all semester grades are figured as a percentage. For college reporting, all 9th – 12th grades will be converted to GPA on a 4.0 scale using the following chart:

| Letter Grade | Percentage | Conversion Chart | | |
|-------------------|------------|------------------|----|-----|
| | | From | To | GPA |
| A – Superior | 100 – 93% | A+ 100 | 98 | 4.0 |
| | | A 97 | 95 | 4.0 |
| | | A- 94 | 93 | 4.0 |
| B – Excellent | 92 – 86% | B+ 92 | 90 | 3.7 |
| | | B 89 | 87 | 3.4 |
| | | B- 86 | 85 | 3.0 |
| C – Average | 85 – 78% | C+ 84 | 82 | 2.7 |
| | | C 81 | 79 | 2.4 |
| | | C- 78 | 77 | 2.0 |
| D – Below Average | 77 – 70% | D+ 76 | 75 | 1.7 |
| | | D 74 | 72 | 1.4 |
| | | D- 71 | 70 | 1.0 |
| F – Failing | Below 70% | Below 70 | | 0 |
| I – Incomplete | | | | |

Section 2 Graduation Requirements

To be eligible for graduation from Elba Public School:

| Graduation Year | Total Credits | Language Arts | Math | Science | Social Sciences | PE & Health | Career and College Readiness | Senior Careers | Fine Arts | Electives |
|-----------------|---------------|---------------|------|---------|-----------------|-------------|------------------------------|----------------|-----------|-----------|
| 2024 | 240 | 40 | 40 | 30 | 40 | 10 | 20 | 10 | 10 | 50 |

New and option students - graduation requirements will be based on in-coming transcripts and number of credits.

Foreign Exchange students will be considered as juniors.

The following courses are required:

FRESHMEN

English 9
 Geography
 Physical Science
 Algebra 1
 Health/PE

Found. of Computing (sem.)

SOPHOMORES

English 10
 Geometry
 Biology
 Speech
 World History

JUNIORS

English 11
 American History
 Algebra 2
 Science Elective

SENIORS

English 12
 American Government
 Personal Finance
 Math Elective

Section 3 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. 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 see a full description of “Student Promotion, Retention or Acceleration” refer to District Policy No. 611.02.

Course: In order for each 9th – 11th grade student to be promoted to the next class in a sequence of courses, a passing grade is required. A proper foundation is necessary when building upon prior knowledge.

Class: High school students will be classified in certain grades according to their track to graduate with the class they are placed in. To see the full description of “Assignment of Continuing Students to Class” refer to District Policy No. 502.11.

Credits: Each semester course will earn a student 5 credits toward graduation. A year class will award a student 10 credits toward graduation. In some unusual circumstances a student will finish one quarter, which will earn the student 2.5 credits toward graduation.

Graduation: Once the graduating student fulfills all graduation requirements in a traditional manner by attending classes at school, not on-line at home, they will be able to participate in the graduation ceremony.

Credit Recovery: Electronic On-line coursework such as Odyssey, Acellus, Edgenuity, Apex or similar on-line programs are used for credit recovery or extenuating circumstances decided upon by administration.

Section 4 Academic Progress Monitoring**Academic Policy:**

The student may have one failing, 69% or below, class grade per week. Two class grades 69% or below makes a student ineligible for athletics and/or activities.

The grades will be checked weekly after 4 pm on Thursday. The ineligible list will be published on Fridays. The ineligibility week will be the following Sunday through Saturday.

Students who are not participants in an athletic/activity will also be required to arrange a study time with their teachers they have failing grades in.

Ineligible students may NOT travel with the sponsor/coach or sit on the bench/sidelines/ behind stage etc. and be present as a teammate for the “live event”.

All athletic sports and activities such as extracurricular activities include One-Act, FFA Quiz Bowl, Prom, Cheerleading, Speech, homecoming HAL and other events which are school sponsored field trips and other activities as determined by the administration.

Any activity which is given a grade, like a music performance will not be included in the eligibility policy. Any student who received suspension, In School Suspension (ISS) or Out of School Suspension (OSS) during a week, will be ineligible for the following week.

Ineligibility will begin on the Thursday of the third week of the quarter.

PowerSchool Access. Students and parents will receive usernames and passwords so they may access current information via the Internet and Power School at www.elba.k12.ne.us. If at any time, you are not able to access your student's grades via the Internet, the school will be happy to send a report home, please contact the office at 308-863-2228.

Section 5 Report Cards

At Elba Public School, there are six (6) grading periods – four (4) quarters and two (2) semesters. Quarter grades are not permanently stored but their percentages are averaged to determine the semester grades. Semester 1 uses Quarter 1 and 2 percentages and Semester 2 uses Quarter 3 and 4 percentages. Every 9th – 12th grade student has a cumulative transcript report that only reports each semester letter grade and credits earned. Elementary and middle school students will also receive a Year grade to help determine promotion.

Report cards are issued and mailed out at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade.

Section 6 Honor Roll

The purpose of the Honor Roll is to give recognition and honor to those students who excel in the classroom. The school will release Quarter 1 and 3 and Semester 1 and 2 Honor Rolls. The Honor Roll will be calculated using the grades from enrolled classes, with the following exceptions: Teacher and Office Aides, Study Halls and Pass/Fail classes.

Students who earn all A's will qualify for the HIGH Honor Roll.

Students who have earned A's and B's qualify for the Honor Roll. An incomplete grade in any course will exclude a student from being included on the Honor Roll.

Section 7 National Honor Society

At Elba Public School, students are eligible for membership starting at the end of their freshman year. Juniors and seniors who qualify but have not already been elected to membership are also eligible at that time. Students with a cumulative 3.0 GPA of or above are automatically considered for membership. Their names are placed on a ballot and the entire faculty has the option to vote for those students. However, the staff does not only consider grades but considers the quality of character, service, and leadership. The National Honor Society is based upon the principles of Scholarship, Character, Service, and Leadership. Students must have an accumulative rating of 3.5 on a rating scale of 1-5 from the faculty to continue the application process for membership. At this point, students who qualify are asked to fill out sheets listing Service and Leadership activities at home, school, and in the community.

Depending upon the grade they are in, they must meet a certain number of points in these areas. A faculty council for NHS membership then votes on those meeting the points for their grade level. Those students who are selected for membership must keep their GPA at 3.0 or higher to remain in membership and any incidents involving character or citizenship can also lead to a loss of membership. NHS is a very prestigious organization and is highly honored by others. Although school personnel supervise and sponsor the program at EPS; the faculty council is governed by rules, regulations and the bylaws of the national organization. For a more complete look at the evaluation procedure and policies, please feel free to contact the NHS Sponsor at EPS for further information.

Section 8 High Ability Learners

Students in grades 2nd through 12th may be recommended for the HAL program based on the identification process outlined in District Policy No. 605.03. Every student will be reviewed for the program at the beginning of each academic school year.

Section 9 Academic Lettering

Every year during the Academic Awards evening, the administration will award students with an academic letter or pin who achieved an accumulative yearly GPA of 3.5 or better that will be determined by the deadline date prior to the Academic Awards evening.

Section 10 Community Service Requirement

Elba Public School realizes an effective partnership with the community is essential in teaching the standard of community involvement. It is important to give back to the community that has given you so many things. School board policy requires all 9th – 12th grade students to participate in community service to become productive citizens and help to improve the township of Elba.

Community Service Hours All community service hours will be done in or around the township of Elba or during any event that benefits Elba and Howard County. They can be completed in another county with prior approval from the administration. Service done for family members will NOT count towards their community service hours.

All community service hours will be Administrative approved **PRIOR** to community service and will be properly documented. This includes any community service to be done during the summer. All community service hours **MUST** be turned in one (1) month prior to graduation to the School Counselor. The Principal has a right to refuse any submitted community service hours, even with documentation, if policy was not properly followed. Students may begin community service during their Freshman year.

Extracurricular Involvement Graduation Requirements

- 1) Twenty (20) extracurricular involvement points (accrued from involvement in positive activities outside of school hours). Four of these points must be from individual community service approved by the principal.
- 2) During their senior year, each student will complete 4 hours of administratively assigned (group) community service.

*If a student does not participate in the class community service activity, the student will be responsible for an additional four individual hours of community service.

Activities that accrue extracurricular involvement points:

- Community Service, 1 hour (activities approved by the principal) = 1 point
- Participation in a sport for the complete season = 1 point
- Participation in FFA for the complete school year = 1 point
- Participation in Band (including concerts) for the complete school year = 1 point
- Participation in Chorus (including concerts) for the complete school year = 1 point
- Participation in Speech for the complete season = 1 point
- Participation in One-Act-Play Production for the complete season = 1 point
- Participation in the Science Olympiad for the complete season = 1 point
- Participation in Quiz Bowl for the complete season = 1 point

Students who transfer into Elba Public School while in high school will be responsible for five (5) extracurricular involvement points per year remaining of school (with at least one of these per year of high school remaining until

graduation being from community service. (i.e. a 10th grade transfer student will be responsible for fifteen extracurricular involvement points (at least three of which must be from individual community service); a 11th grade transfer student will be responsible for ten extracurricular involvement points (at least two of which must be from individual community service); a 12th grade transfer student will be responsible for five extracurricular involvement points (at least one of which must be from individual community service) in addition to the required class community service hours.

Article 6 - Student Conduct Rules

Section 1 Student Discipline Act

Sections 79-254 to 79-294 of Nebraska Law shall be known and may be cited as the *Student Discipline Act (SDA)* – “The purpose of the Student Discipline Act is to assure the protection of all elementary and secondary school students’ constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The sanctions defined in the act shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of Nebraska and the United States Constitution and in recognition of the right of every student to public education.”

Elba Public School’s student conduct rules are developed from the Student Discipline Act and are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the student conduct rules will result in disciplinary action.

Section 2 Forms of School Discipline

Short-Term Suspension (OSS-ST). Defined as “exclusion of students from attendance in all schools within the system for a period not to exceed five school days. 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 (5) school days on the following grounds:

- a. Conduct that constitutes grounds for expulsion as set out in SDA, whether the conduct occurs on or off school grounds; or,
- b. Other violations of rules and standards of behavior adopted by the Elba Public School 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 connection between such conduct and school.

The following process will apply to short-term suspensions:

1. 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.
2. Prior to commencement of the short-term suspension, the student/parent/guardian 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.
3. 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.
4. 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.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
6. A student on a **short-term suspension** will have the opportunity to make-up class work, even though it is not required. Students will receive all work before leaving the building and all work is due the day the student returns from the suspension. Students will receive 80% credit for work completed during suspension.

Long-Term Suspension (OSS-LT). A long-term suspension means an exclusion from school and any school functions for a period of six (6) school days up to twenty (20) school days.

1. 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.
2. The length of suspension will be determined by past history of the offender and per individual basis.
3. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
4. A student on a **long-term suspension** will have the opportunity to make-up class work, even though it is not required. Students will receive as much work as possible before leaving the building and depending on the length of suspension all work is due the day the student returns from the suspension. Students will receive 80% credit for work completed during suspension.

Expulsion (Expelled).

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 (a) the misconduct occurred within ten (10) 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) the misconduct occurred within ten (10) 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) 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. Other exceptions to the length of expulsion are personal injury, weapon (non-firearm) and firearms. These determinations will be based on the Student Discipline Act.

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. The suspension pending hearing may be imposed 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.

Summer Review. Any expulsion that remains 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.

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 which assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

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 (1) 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.

Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, 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 which 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.

Mandatory Reassignment. This is the involuntary transfer of a student to another school in connection with any disciplinary action. Administration and school board will follow policies and the other school's authority during this type of situation.

Emergency Exclusion. This situation is to not allow a student to attend school due to a communicable disease or the student poses an imminent threat to others. The use of this action will be considered "administrative assigned" and depending on the situation may or may not be a discipline issue and may or may not count towards attendance.

- a. Initially, the length of exclusion is limited to 5 days and will follow the same procedure as short-term suspension.
- b. If length of exclusion is beyond 5 days, the school board must adopt a hearing procedure and the final determination must be made within ten (10) school days after the initial date of exclusion.

Other Forms of Student Discipline. Administrative and teaching personnel may 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 seclusions and detentions. When in-school seclusions, 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.

- a. **Detentions** – may be assigned to students who fail to meet behavioral expectations. The teacher may assign a behavior detention any day for elementary/junior high/high school students who are disruptive to the orderly conduct of the school. Either lunch detention or after school detention may be assigned. At lunch detention, students will go to the cafeteria and get their lunch tray and then report to the assigned room to serve lunch detention with the principal or principal designee. Students will sit quietly and may eat and/or work on assignments that they bring with them during detention time,, but may not socialize or go to the gym during this time. Detentions will be arranged and served with the teacher where the offense occurred. The teacher will notify the parent on each behavior detention. Students can get a grace period of 24 hours, if needed, to make arrangements for transportation.
- b. **In School Seclusion** – Since this is not considered a suspension, any given student can serve an In School Seclusion (ISS). Any student serving an ISS will be considered present in attendance and will be required to do all class work being missed and is due that day. The length of ISS will be determined by the Principal and can be determined by past history of offender and on a per individual basis. An ISS may be served in the Principal's office, counselor's office or Superintendent's office. If a SPED student is serving an ISS, that student will still receive services outlined on IEP.

Section 3 Major Student Conduct Expectations and Grounds for Short-Term, Long-Term Suspension, Expulsion or Mandatory Reassignment

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, wellbeing or rights of other students, staff or visitors.

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

- a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- b. 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 reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
- c. 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;
- d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- e. 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;
- f. 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;
- g. 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 alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor, 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. 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; Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.
- h. Public indecency or sexual conduct as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
- i. Engaging in bullying as defined in section 79-2137.
- j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity or event. For the purposes of this subdivision, sexual assault defined in section 28-319, 28-320, 28-320.01 or 28-319.01.
- k. 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; or
- l. Repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.
- m. 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;

- n. Knowingly and intentionally possessing, using, or transmitting a firearm, **including concealed firearms**, 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 (1) 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 (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Section 4 Minor 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 ISS, short-term suspension, long-term suspension, expulsion or mandatory reassignment.

Student Appearance. The school administration and teachers will encourage all students (elementary and secondary) to behave and dress in a fashion that reflects good taste and a style appropriate to the school day. An individual's dress, personal appearance, and cleanliness, like his or her behavior, should reflect sensitivity to and a respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are appropriate.

Common sense and discretion are invaluable when determining what is appropriate or inappropriate. Just because you can buy it at a store does not mean that it is suitable for the school setting. If you question the appropriateness of something, it is probably not appropriate. If a student is wearing questionable attire, the student will be given the opportunity to correct the situation at school by either borrowing clothes from the school, be asked to turn the article of clothing inside out for the remainder of the day or by getting other alternatives. If the student chooses not to comply, they may call home to bring appropriate clothing. The students will remain in the office while they wait; however, time missed from classes will need to be made up. The clothing items may also be confiscated from the student and a parent will have to pick the items up from the office. Students will be encouraged to not wear the article of clothing at school again. Repeated violations will be treated as insubordination. All staff members have the discretion to send students they believe to be in violation of the dress code policy to the office. Administration will have the final authority in determining the appropriateness of student attire. The administration will not permit the following, but not limited, items for elementary and secondary students:

- a. Clothing, jewelry, or accessories (including bandanas) with pictures or printed wording that conflict with board policy or school curriculum will not be permitted. Clothing, jewelry, or accessories (including bandanas) with printed wording, pictures or designs that advertise or promote alcohol, tobacco, drugs, putdowns, derogatory connotations, profanity, nudity, sexual innuendos, gang affiliations, anti-Semitism, offensiveness to race, color, religion, or depiction of lewd, vicious, or vulgar double meaning or any other inappropriate or questionable acts are prohibited.
- b. Clothing that is tight-fitted or body-contouring. Tight-fitted or body-contouring leg wear is allowed if hips and buttocks are covered.
- c. Clothing that shows an inappropriate amount of bare skin or underwear. This may include midriffs, low cutting tops, baggy pants, tights, bootie shorts, leggings, transparent material, strapless tops, low cut arm-holed shirts or bare back tops.
- d. Students are not allowed to wear any article of clothing that does not cover undergarments (including bra straps, sports bra, gym shorts, etc.) nor clothing usually worn as undergarments may not be worn as outer garments. Sports bras, spandex tops or shorts, nor boxer shorts will not be permitted as outerwear.
- e. 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).
- f. Hats, hoods, sunglasses, and other head coverings which may disrupt the learning environment, which includes hair coloring. All head coverings are not allowed in the building and must be taken off and stored in a locker. Items will not be allowed to be carried.
- g. No blankets shall be worn around school and in the classroom.

- h. Tails, collars, leashes, costume ears or anything intended to make the student look like an animal. Clothes with an animal print or design will be allowed.
- i. All shoes will be in good, clean condition and have proper soles. No house slippers, heels higher than 2 inches or mud/manure covered shoes will be permitted in the school building.
- j. Any other alterations or modifications that a student has done to his or her appearance that interrupts the learning environment is in violation.

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.

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.

Section 5 Harassment and Bullying Policy

One of the missions of Elba Public School is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority as defined in section 79-2137. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to **immediately** report the problem to their teacher, administration or counselor, so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. Refer to District Policy No. 504.20 for the procedures and forms related to Bullying-Harassment by Students.

Related Sexual Harassment. It is the policy of the school district to provide an environment free and unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of employees and students is unequivocally prohibited. Sexual harassment is misconduct which interferes with work productivity and wrongfully deprives employees of the opportunity to work and student of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly which the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with who he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee or status as a student

Section 6 Specific Rule Items.

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Students must have a legitimate reason and a classroom hallway pass when not in class during class time. Students who are found in the hallways during class must complete tasks and quickly return to class. Students are not to loiter, roam the hallway or bother other classrooms.
- b. Sunflower seeds, popcorn, "fake" chewing products (i.e. jerky or coffee) or other food and drink are not allowed in the school building or classrooms. Students may consume food and drink during breakfast and lunch times.
- c. No skateboarding, rollerblading, or hover boarding inside the building or on school sidewalks immediately after school. These items may be stored in a student's locker or in a school office. A student is prohibited from carrying them during school hours.
- d. Students will follow all individual classroom rules, expectations and/or guidelines set by the classroom teacher. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by the specific teacher which must be followed.
- f. 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 which may include fidget spinners or other similar objects.
- g. Students are expected to use the sidewalks and not to run in the street between vehicles.
- h. Students will use trash cans and not litter in or around the school grounds.
- i. No Cheating and Plagiarism – students caught cheating will lose credit for that work or test.
- j. There will be no running in or between buildings.
- k. No display of affection will be allowed in the school, on school grounds, or at any school event. Public display of affection means: kissing, hugging, hands on thighs or inappropriate touching including holding hands. Teachers will enforce this rule by assigning a 30-minute detention to each of the parties involved.
- l. No water guns or water balloons or any inappropriate use of any liquids.
- m. Snow handling is prohibited.
- n. Under no circumstances students are to be in the building without a sponsor present outside of school hours.

Section 7 Student Driving

Students who drive vehicles to school must be properly licensed to do so by the State of Nebraska. There is no parking on the south side of the school building in front of the garage or trash bins. Parking should not be up on the grass or past the north end of the garage. Please review Article 3 – Section 15 “Student Vehicles” for more information.

Students who drive to school or school activities will be required to fill out a Vehicle Registration form with student and parent signatures.

Vehicles will stay off the sidewalk located south of the gym.

Students will be expected to ride to school activities in school-sponsored vehicles if they participate in that activity. If a parent or guardian requests in person to the sponsor or the administrator their child ride home with them, the sponsor/administrator may grant permission.

If students ride in personnel vehicles a Student Transportation Consent form must be completed and given to the superintendent.

The school is not responsible for students riding in non-sponsored vehicles, or after they have been released from sponsored vehicles upon their return to Elba.

Section 8 Pets at School

Regarding children bringing pets to school, the following rules are to be followed:

- a. Please arrange with the classroom teacher in advance for a time to bring the pet.
- b. All dogs and cats brought to school must have been immunized against rabies.
- c. Pets are to be brought by the parent and taken home after showing the other students.
- d. If a small pet is kept in the classroom, its cage must be kept clean and sanitary conditions maintained.

Section 9 Elementary Playground Rules

Recess. Recess is provided daily for the elementary students. Students are expected to participate in outside activities all the time. If for some reason, your child cannot participate in recess, a note should be sent to the classroom teacher stating the reason for non-participation. Students are expected to come to school dressed for cold, rainy/snowy weather at all times. Going outside or staying inside is up to the discretion of the administration. Students will not go outside if the “real feel” is less than 20 degrees. Students will not go out in extreme temperature or weather. Students who do not bring boots will be asked to sit on the steps or stand on the sidewalk. Students who do not bring appropriate clothing will not be allowed to stay inside.

Students are **not** to do the following on school grounds:

- Play tackle football or any games that involve physical altercations such as pushing, shoving or tripping others.
- Throw sand burrs, rocks/gravel, snowballs, sticks or other objects.
- Fight or other physical altercations to others.
- Use profanity or other offensive language.
- Leave the playground without the supervisor's permission.
- Pick on or bully another student; physically or verbally.
- Argue with or be disrespectful toward playground supervisors.
- Do not go down the slide head first.

Students will be expected to:

- a. Be fair and just when playing general games. Choose sides fairly and should avoid games that put grade against grade. Teams should be a mixture of all grades and genders.
- b. Use all equipment for their intended purpose. Damage or abuse to equipment will result in the loss of using equipment.
- c. Stay within the boundaries of the school playground and be seen at all times.

Recess Discipline and Time Outs. The supervisors are responsible for the discipline on the playground. The student is subject to their authority and must comply with reasonable demands for behavior as established by the administration and rules and guidelines of the student handbook. Consequences for misbehavior will result in a Time Out. There are designated areas and children are to sit in those specific places. They are not allowed to play or talk to other students until their time is served. The length of time served will depend on past history of offender and severity of offense. Students may be told by classroom teachers or by recess supervisors to walk during recess, as a consequence for poor behavior. Students will walk in designated areas and will not interact with other students. However, if a student continues certain misbehaviors or engages in a severe misbehavior, harsher consequences like detention or suspension may occur.

Section 10 Cafeteria Rules

Food Policy: According to the Nebraska Department of Education Competitive Food Policy Elba will follow the rules below:

- a. No food or beverages can be sold to students anywhere on school premises beginning one half hour before breakfast and /lunch service until one half hour after Meal service unless **ALL** proceeds earned during these time periods go to the school nutrition program.
- b. No other program or club can sell foods/beverages during times which overlap (complete) with the meal service offered by the school lunch/breakfast programs.
- c. If a vending machine, not operated by the school nutrition program, is open during the meal service period, the profit during this period must go to the school nutrition program.
- d. All foods sold during the school day will need to meet the nutrition standards as outlined in the Smart Snacks guidance. The Smart Snacks in School regulation applies to foods sold a la carte, in the school store and vending machines.
- e. There are no requirements for food/beverages sold during non-school hours for example weekends and evenings.

Drinks: NO bringing pop, energy drinks, coffee or anything which is not water into the school. Administration will have the right to check water bottles at their discretion. Students violating this rule by bringing in outside drinks other than water, will result in only being allowed to carry a clear water bottle for the remainder of the year.

Snack Time: All snacks will be Smart Snacks. A designated snack time will be allocated to the high school students. An Elementary snack time can be scheduled by the homeroom teacher.

Breakfast. Students will be signed up for breakfast the day before to eat the following morning. Breakfast needs to adhere to federal guidelines. All food and drink will be consumed in the cafeteria and will not be taken out of the cafeteria without permission. All secondary students must remain in the cafeteria unless with a teacher. Elementary students may be on the playground or the gym prior to school. Secondary students must have permission from the cafeteria supervisor unless going to the restrooms or getting a drink. Secondary students are permitted to enter the locker rooms only when the gym supervisor is present and starting at 7:50 A.M.

Lunch. The school lunch program serves a nutritious lunch based on federal guidelines. Each tray is required to have a certain number of items on it including milk. Because of these regulations, the tray may have items on it the student does not like. Parents who have children with food or milk allergies should present the school with a physician's statement about the allergy. We will make all attempts to accommodate you and your child in this matter. Students may bring their own lunch from home. No commercially made food will be delivered or brought into the cafeteria. Students are required to clean off trays and to leave tables neat and clean. Boisterous activity, throwing food, and playing with the food of others will not be tolerated. Students may lose lunchroom privileges and earn consequences if these behaviors occur. Students are not allowed to leave the cafeteria unless they receive permission from the cafeteria supervisor or for scheduled meetings. During "recess" time, all students must be in either the cafeteria, restroom hallway or the gym. All students must follow directions and consequences from the supervisor. Students may lose privilege for leaving the cafeteria.

Section 11 Discipline Record

- a. The school district must retain all records of student disciplinary actions for at least two years while the student is in school.
- b. The student and/or parent/guardian of the student has the right to inspect and review any and all official records, files and data directly related to themselves or their child. The student’s cumulative record folder and all contents contained therein shall be the primary record source for students. A second disciplinary record shall be kept for students needing one.
- c. The student and/or parent/guardian shall obtain the right to review the student’s records by: (1) Getting oral consent from the guidance counselor, principal or superintendent or (2) By completing a student record review form. The request shall be granted within a reasonable period of time and no case shall the time exceed 45 days (See Board Policy).
- d. A school representative must be present when the student’s records are inspected and reviewed.

Section 12 Reporting Student Law Violations

- a. 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.
- b. 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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in this event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- c. In an effort to demonstrate student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of Elba Public Schools 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:
 - i. Knowingly possessing illegal drugs or alcohol.
 - ii. Assault.
 - iii. Vandalism resulting in significant property damage.
 - iv. Theft of school or personal property of a significant nature.
 - v. Automobile accident.
 - vi. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Article 7 - Student Technology Conduct Rules

Section 1 Personal Electronic Devices

Philosophy and Purpose. Elba Public School strongly discourages students from bringing and/or using their own personal electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items frequently lost or stolen. The school will not be liable for any lost, stolen or damaged personal items brought to school including all electronic devices. Additionally, it will discourage the use of social media during school hours and the chances of harassment or bullying using personal devices.

Definitions.

- a. “Electronic devices” include, but are not limited to, cell phones, Mp3 or iPod players, iPads, personal digital assistants (PDAs), portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- b. “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

- i. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
- ii. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- iii. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Possession and use of Electronic Devices:

- a. Students may have cell phones before school, during breakfast/lunch, passing periods and after school. Laptops, Chromebooks, or Tablets may be used for school projects if given permission by the teacher. The student cannot commit any abusive use of the device. Students may choose to store cell phones in lockers, the hanging phone pocket holders, a secure space in the school office, or a teacher provided space.
- b. Students will not have phones during class periods:
 - 1st strike: verbal warning
 - 2nd strike: Student walks the phone to the high school principal's office for the rest of the day.
 - Repeat offenders: Student walks the phone to the high school principal's office for the rest of the day and has after school detentions.
- c. No phones in the bathrooms or locker rooms.
- d. Students may use school-issued electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

Prohibited Use of Electronic Devices. Students shall not use any electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Disposition of Confiscated Electronic Devices. Any electronic devices possessed or used in violation of this policy may be confiscated by any school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the Principal's office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way. Whoever is in possession of any confiscated device will be held responsible and the owner of such device.

- a. **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, at a minimum the offender and/or owner of the device will be allowed to pick up the device from the Principal's office and documentation will be placed in the student's file.
- b. **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a requirement of the offender's and/or owner's parent/guardian to come to the office to sign an agreement stating understanding of any further consequences before allowing them to pick up device. Documentation will be placed in the student's file.
- c. **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a required meeting with parents/guardian, offender and Principal to discuss consequences and sign contract about the device. A meeting must be held before the device is allowed to be picked up and all documentation will be placed in the student's file.

Penalties for Prohibited Use of Electronic Devices. Students who receive "sexting", bullying or harassment messages

are to report the matter to a school administrator. Students shall not participate in “sexting”, bullying or harassment or have any “sexting”, bullying or harassment messages on their school-issued or personal electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

Reporting to Law Enforcement. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated personal electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed personal electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Section 2 Network, E-Mail, Internet and Other Computer Use

General Rules:

- a. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- b. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- c. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure users are using the network system responsibly. Users should not expect files or any information stored or otherwise used or retained on the network, district servers, or in computers, to be private. No reasonable expectation of privacy shall exist in relation to network use.
- d. Users should not expect, and the district does not warrant, any information or products obtained from the network, files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- e. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district’s network.

Policy and Rules for Acceptable Use of Computers and the Network. The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- a. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. Do not change the settings on any computer. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- b. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members). Users shall not use or try to discover another user's account or password.
- c. Students must have supervision from a teacher or paraprofessional while using computers or technology. All Internet usage shall be used for schoolwork only.

Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software. Use of electronic resources for recreational games or chat is prohibited.

- d. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators. Do not use software programs from home on the computer.
- e. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- f. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
Do not receive or send any of the following materials:
 - i. Copyrighted material
 - ii. Threatening, harassing, pornographic, obscene or profane material
 - iii. Materials related to the illegal use or manufacture of restricted substances or items
 - iv. Materials that contain defamatory or discriminatory pictures, words, or other
- g. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
Do not download software or .exe files to the computer.
- h. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- i. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

Digital Citizenship. All students will receive Digital Citizenship instruction which will teach the students about etiquette and rules for the use of computers, network and social media.

Penalties for Violation of Rules. All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Consequences for violation of Computer & Network policies, rules, and procedures concerning the use of computers and the network may include but are not limited to, loss of access, forfeiture of computer rights, expense of repair, detention, suspension, or expulsion as outlined in Article 5.

Student and Parent Agreements. Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Section 3 School Issued Technology

Elba Public Schools is proud to offer our Elba students Apple iPad devices and Chromebooks for classroom studies. This program provides mobile computing and wireless technology to all Elba Public School students. The program has been designed to enhance the delivery and individualization of instruction of our students.

If a student wishes to take any school issued technology out of the building, they will be required to sign a check-out sheet from the Principal's office and will be held fully responsible for the condition of the device.

Using Technology at School.

Screensavers and Backgrounds

- a. Every device is the property of the school district. Therefore, school staff have the right to check any material stored on a student's account, including the screensaver and apps at any time.
- b. Only school appropriate backgrounds and screensavers may be used on the devices.
- c. Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures on any device or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- d. Passwords on screen savers are not to be used.
- e. Violations of this policy will result in disciplinary actions.

Sound

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Earbuds or headphones are not allowed to be used or visible at any time during school hours, unless the accommodation is written in the student's Individualized Education Plan or 504.

Managing Your Files and Saving Your Work.

Saving Your Work

- a. **Students should save all of their work daily and sync with the server before leaving the school.** It is the student's responsibility to ensure work is not lost due to technical failure or accidental deletion. Technology malfunctions are not an acceptable excuse for not submitting work.
- b. **SAVE OFTEN and SYNC TO THE SERVER** (Refer to the Syncing Section of your User Guide). Students are encouraged to use Google Docs or USB Jump Drives/Memory Sticks to save all work.

Devices Apps.

Installed Apps

- a. The apps originally installed by Elba Public School must remain on the iPad in usable condition and be easily accessible at all times.
- b. The Technology Team has the discretion to approve and install additional apps and files.
- c. Distributing apps to unauthorized machines is prohibited.

Additional Apps

- a. **Games will be limited during school hours. Games will be restricted to educational purposes only. Violations of this policy will result in disciplinary actions.**

Security

- a. Students may be selected at random to provide their school-issued devices for inspection without notice by Administration and/or Technology Team.
- b. Each device has an anti-virus protection software package installed.
- c. The virus software will be updated from the Internet. **Students are required to allow antivirus updates to download uninterrupted.**

Acceptable Use Guidelines.

General Guidelines

- a. Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Elba Public School.

- b.** Under no circumstances, technology will be allowed in restrooms and/or locker rooms. There is no way to supervise those areas and privacy can become an issue. If evidence is found that any technology were used in those areas disciplinary actions will occur.
- c.** Access to the Elba Public School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Elba Public School's Acceptable Use Policy.
- d.** Transmission of any material in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- e.** Any attempt to alter data, the configuration of any device, or the files of another user, without the consent of the Superintendent or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

Integrity and Civility. In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- 1.** Cheating
- 2.** Plagiarizing
- 3.** Falsifying Information
- 4.** Violating Copyright Law
- 5.** Hacking
- 6.** Gaining unauthorized access to any network or iPad

Precautions and Consequences.

- a.** All school issued technology will remain in the building unless prior approval and appropriate documentation is given.
- b.** All efforts must be done to complete homework or assignments during school hours. Not having devices at home is not an excuse for not completing assignments.
- c.** If damage occurs to any device while under the care of any student, repair or replacement costs will be assessed accordingly.
- d.** If a student has damaged a device more than once, that student forfeits the right to use any device unless during specific times.
- e.** If a student wishes to take a device out of the building, the student must receive permission from administration. If a student abuses privilege, the student forfeits all rights to the device out of the building for the remainder of the year.

Consequences for Abusing Technology/Electronic Devices Privileges are as follows.

Suspensions - The administration retains the right to suspend a student for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending any device for the remainder of the semester or school year. Suspension days are school days.

Noncompliance with the policies of the Elba Public School's Student Technology Conduct Rules or acceptable use policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate.

The Elba Public School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting their respective signatures in order to gain access to the network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student being caused by or related to the inappropriate use of the network.

Chromebook/iPad Incident Fees

Elba Public Schools will assess the Chromebook/iPad damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse based on the following guidelines.

- An incident fee can/will be charged per incident in relation specifically to each individual incident.

★ Type1 - no fee required; general wear and tear, not specific to significant device damage.

★ Type2 - Students Pay Replacement Costs

❖ Incident #1

- Screen - 50% of cost
- Keyboard/touchpad - 50% of cost
- Power cord - \$30.00
- Chromebook - \$300.00
- iPad - \$350.00
- Full Replacement Cost \$400.00

❖ Incident #2

- Screen - 75% of cost
- Keyboard/touchpad - 75% of cost
- Power cord - \$30.00
- Chromebook - \$300.00
- iPad - \$350.00
- Full Replacement Cost \$400.00

❖ Incident #3

- Screen - 100% of cost
- Keyboard/touchpad - 100% of cost
- Power cord - \$30.00
- Chromebook - \$300.00
- iPad - \$350.00
- Full Replacement Cost \$400.00

(Frequent incidences may result in disciplinary action.)

Article 8 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

Elba Public School is a safe & drug free school. Students, who are found to be influenced, have in their possession, or using drugs or alcohol, including tobacco, while on school grounds, may be charged with a crime and certainly will be disciplined by the administration. The proper law enforcement agencies may be contacted. Parents & visitors are reminded under Nebraska State Laws 71-5701 to 71-5713, “**smoking within any indoor educational facility is restricted**” and that Federal Laws prohibit any drugs or alcohol on any property of Elba Public School.

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Elba Public Schools has installed the Halo IOT Smart Sensor. A Halo will detect vape in the bathrooms and locker rooms. Halo Smart Sensor can monitor air in your facility for quality, chemicals, and temperature. The Halo's are connected to our camera systems and can be live or elapsed view. There will be a sensor in each bathroom and the locker rooms.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the district is hereby provided a copy of the standards of conduct for student behavior (Article 6) in the district which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

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. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the "Every Student Succeeds Act Section 4108 Section A", 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 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.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

- a. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
- b. Possession of any prescription drug in an unlawful fashion.
- c. Possession, use, distribution or being under the influence of alcohol.
- d. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid,

whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

- e. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
- f. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions. Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware:

- a. Violation of these standards may result in suspension or expulsion.
- b. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
- c. The student may be referred for counseling or treatment.
- d. Parents or legal guardians will be notified.
- e. Law enforcement will be notified.
- f. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention. The district does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

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.

Article 9 - Support Services

Section 1 Special Education Services

An on-going effort is made to locate and identify every exceptional child who lives in EPS's boundaries. This search applies to exceptional individuals who are already attending school and those who are not yet enrolled. EPS provides periodic screenings to identify children with special needs, regardless of the severity of the disability, and who are in need of special education and related services. The district also requests that parents may refer any child who may be in need of Special Education services by calling the Elba Public School at (308) 863-2228.

Parents who question whether their child is making satisfactory progress in a regular classroom should request a conference with the child's teacher and/or principal. The parents may ask for their child to be referred to the school's Student Assistance Team (SAT). This team is made up of school personnel who have knowledge of the child's school performance and can address the parents' concerns. The team will review the student's educational, health, and family history, screen for visual and hearing difficulties, and make a determination regarding the student's dominant language. The SAT, including the parents, will look at what has already been tried and offer more suggestions for helping the child in school. A referral to the SAT may also be made by the student's regular education teacher, the school nurse if there is a medical concern, the counselor, or the school principal. The parents are always notified and invited to attend the SAT meeting(s).

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students with Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Referral. If these efforts do not help, the SAT and the parents may agree to refer the child for a complete evaluation for possible Special Education placement. The parents will have had prior notice of a referral for testing being made. The SAT will have already discussed the child's progress and needs with the parents prior to recommending a referral for testing.

School personnel will meet with the parents at the time of the referral to:

- a. Review the reason for the referral for testing.
- b. Explain the evaluation process.
- c. Describe assessment instruments that will be used.
- d. Obtain permission to evaluate, if necessary.

Evaluation. A complete assessment of the child's performance in many areas of functioning is needed before determining eligibility for Special Education services. The assessment is performed by a multidisciplinary assessment team. The team may include but is not limited to the child's teacher, a Special Education teacher, the school nurse, other school staff members who work with the student, a Speech and Language Pathologist (SLP), and a Certified Educational Diagnostician.

The assessment may include the following:

- a. A complete review of the SAT documentation including: Family, social, and medical history; Assessment of the student's dominant language; School health records.
- b. An observation of the student during school activities.
- c. A review of work samples.
- d. A measure of intellectual ability, academic ability, and adaptive behavior.
- e. Any additional procedures or tests necessary to learn more about how the student processes information and strengths and weaknesses.

The selection of tests and testing procedures will take into consideration linguistic and cultural factors. Tests must be appropriate and will be administered by trained personnel.

Independent Evaluation. If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation. Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Least Restrictive Environment. At Elba Public School our philosophy is based on the Least Restrictive Environment (LRE) which means that students with disabilities are educated to the maximum extent possible with children who do not have disabilities. Removal of children from the regular education classroom should occur only when the nature or severity of the disability is such that education in regular classes or other natural environments with the use of supplementary aids cannot be achieved satisfactorily. Educational and related services will be provided without cost to the exceptional student except for those fees that are charged to regular education students. Services will be provided in an appropriate program as close to their homes as possible. When transportation to a more distant school or center is necessary, transportation will be provided at no cost to the student.

Reviewing the IEP. Once the IEP has been developed, it must be reviewed at least once a year in order to continue planning the child's educational program. IEP meetings may be called more frequently if the parents or the school deems it necessary. Parents must receive written notice in a timely manner in order to give them an opportunity to make arrangements to attend.

Transition Planning. For students who are age 14, the IEP Committee will develop an Individual Transition Plan (ITP) with the student and his/her family. The ITP is a coordinated set of activities for the student which promotes movement from school to post-school activities (post-secondary education, vocational training, supported employment, continuing and adult education, adult services, independent living and community participation). The ITP is reviewed annually along with the IEP until the student leaves the Elba Public School. Other agencies are invited to participate in the planning of transition services.

Option Enrollment: Capacity for the special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee. If the district receives an option enrollment application indicating the student has an individualized education program under the Individuals with Disabilities Education Act or may be eligible to receive special education or related services, it shall be evaluated to determine if the appropriate class, grade level, or school building in the district has the capacity to provide the student with

the appropriate services and accommodations.

Elba Public Schools currently serves 22% of its Birth-12th grade students in special education. The special education department is at capacity.

Resident students with special needs living in the Elba Public School District are eligible to be served in that school system.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

- a. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
- b. Have the school district advise you of your rights under federal law.
- c. Receive notice with respect to identification, evaluation or placement of your child.
- d. Have your child receive a free appropriate public education (FAPE). This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- e. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
- f. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
- g. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
- h. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
- i. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
- j. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtained copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
- k. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
- l. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
- m. File a local grievance in accordance with school policy.
- n. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance Services

Elba Public School employs a school counselor for the purpose to assist with scheduling, instruct elementary and junior high guidance and career curriculum, instruct and/or monitor other classes and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by the counselor's office and make arrangements for an appointment.

Section 4 Health Services

Student Illnesses. School 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, 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.

Emergency Sheets/Information. Students **must** have an updated emergency sheet on file. These sheets are used to notify parents or guardians if an emergency occurs. 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 your 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 office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

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 OTC medications will be accepted but only for allowed child and office personnel will follow the directions precisely for age and weight of the child.

School Health Screening. All preschool through 12th grade students are screened for vision, hearing, dental defects, height and weight. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination. Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a waiver form of refusal for his or her child. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations. Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Unimmunized students may be excluded from school in the event of a disease outbreak.

Updated 6/23/21

**Summary of the School Immunization Rules and Regulations
For 2022 – 2023 School Year**

| Student Age Group | Required Vaccines |
|--|--|
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider | 4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or a health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age |
| Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or a health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. |
| Students entering 7 th grade | Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster) |
| Students transferring from outside the state at any grade | Must be immunized appropriately according to the grade entered. |

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 5/2015

Birth Certificate Requirements. State law requires a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Nebraska Department of Health & Human Services, Division of Public Health, Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a

translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice. According to Policy No. 508.51, Students observed with live lice, parents will be required to pick up their student(s) from school and ask to begin treatment. When a student has nits (lice eggs) the student does not need to be sent home early and may remain in school for the balance of the day. Parents/guardians will be notified, sent home at the end of the day, be treated, and return to class after treatment has begun and has been verified by signing and returning to the office the document sent home with the child. Upon return, school staff will re-examine the student before the child returns to the classroom. The student will be examined again in 7-10 days by school staff to confirm the absence of lice and nits.

Section 5 Emergency Response Service (Death of student or staff member):

POLICY

When an event including the death of a student or staff person occurs which might produce psychological, physical or emotional problems, the crisis response/safety team will be empowered to be authorized by the school board and administration to act in the best interest of students, staff, and district. The Elba Public School Crisis Response Team members can be contacted regarding a crisis through either the Superintendent of School, Principal, or personally at school, 308-863-2228: or alternate number: Allison Pritchard, 402-741-0281 or Michael Collett, 785-694-3422.

OBJECTIVE

- Provide an organized procedure to use should a crisis occur involving a student or member of the staff.
- Maintain a safe environment for students and staff.
- Prevent escalation of rumors.
- Communicate with staff, students, parents, and the public.
- Continue effective instruction and carry out established routines, rules, and regulations within the school building.
- Meet special needs of individual students by working with parents, school staff, and specialists.
- Provide support for those directly or indirectly involved.
- Identify students at risk following a crisis.
- Attempt prevention of imitative behavior in case of suicide.

PROCEDURES

- In the event of a crisis, the school system will continue to function as normally as possible and will not close due to the death.
- There will be no school-sponsored activities concerning the death with the exception of the crisis center (i.e. visiting the funeral home, attending the funeral, visiting the family)
- All scheduled school activities should proceed as planned.
- Students should not be dismissed from school, unless a parent is notified.
- Students may attend the funeral if their parents have notified the school office. (This information will be included in the letter to the parents.)
- All memorials will be directed to the family and the family can then direct it to the Superintendent.
- Class collections will not be taken for memorials. (This information will be included in the letter to the parents.)
- Funeral or memorial services will not be held in the school (during school hours).

Section 6 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

School Transportation Rules and Regulations.

Transportation Riders Behavioral Expectations.

- a. Follow these general safety rules at all times:

- i. Keep hands and feet to yourself. Do not touch other students.
- ii. Keep your hands, arms, head and all objects inside the vehicle at all times.
- iii. Use an indoor voice when talking to your friends. No cursing, swearing, or loud talking.
- iv. Only talk to the driver when the vehicle is moving if it is an emergency. If you have something to tell the driver, wait until the vehicle is stopped.
- v. Remain quiet when the vehicle is stopped and crossing Railroad Crossings.
- vi. Stay in your seat with your feet on the floor.
- vii. No food and/or drinks allowed on daily routes without the driver's permission. Food and/or drink on activity trips are at the sponsor's discretion.
- viii. Treat school equipment with respect. Report any damage to the vehicle driver, and do not litter, write on, or damage the bus in any way. Rider will be responsible for damage caused to the vehicle.
- ix. Keep the vehicle clean at all times – throw trash in the trashcan when you exit the vehicle.
- x. Keep all items out of the aisle, including your feet.
- xi. Make sure the vehicle is stopped and the door is opened before leaving your seat, and then one seat at a time, gets up to leave. Everyone should not get up and stand in the aisle at the same time.
- xii. No running or pushing when getting on or off the vehicle.
- xiii. Keep all nuisance and harmful items off the vehicle, i.e.: water guns, rubber bands, animals, weapons, tobacco, sunflower seeds, etc.
- xiv. Behave in a manner that is polite and not offensive to others. Do not use rude gestures or tease anyone on the bus. Follow the same behavior code on the vehicle as is expected in the classroom since the transportation ride is considered part of the school day.
- xv. Follow the directions given by the transportation driver, the first time they are given.
- b. Transportation drivers have the authority to assign seats.
- c. Students are to arrive at least 2 minutes before, but not more than 5 minutes before their assigned transportation time.
- d. Students will be picked up and dropped off at the end of the driveway.
- e. Dress appropriately for weather conditions.
- f. The transportation driver will honk the horn but only wait 3 minutes if not there.
- g. If there is a problem on the vehicle, report it to the driver as soon as possible.
- h. When your children are not riding the vehicle, please notify the driver or transportation director as soon as possible.

Consequences For Violations.

1st Offense: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, the student was warned by the driver.

2nd Offense: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, student assigned designated seat and parent called.

3rd Offense: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, principal, parent, student, Transportation Director conference.

4th Offense: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, possible suspension of transportation privileges for designated period of time. Parents/Guardians will be notified and are responsible for transportation arrangements.

Severe Violation – Same as fourth violation.

Use of Video Cameras on School Buses

According to District Policy 801.15, the board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding. Please refer to policy No. 801.15 for more information.

Regular Route Transportation. Only assigned route students will be allowed on school transportation before and after

school. The following exceptions may be made with written permission by the parent/guardian for each incident:

- a. Transportation to another parent/guardian or family residence
- b. Change of a regular route drop off site
- c. Student rider(s) will not be on school transportation vehicle

However, in the situation where a regular continuous change to the regular route, a parent/guardian must fill out and turn in to the Transportation Director, the “Change of Transportation” form before said change will occur.

In Case Of Emergency. In case of an emergency situation where written permission is not possible, parents/guardian should notify the school office of change of student(s) drop off site or to ride the school transportation vehicle to an optional drop off site.

Section 7 Food Services – Breakfast and Lunch Programs

The district has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. Free and reduced waivers must be requested and returned prior to the **last business day of August.** The district provides the United States Department of Agriculture’s required nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- 2) Fax: (202) 690-7442; or
- 3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

Breakfast and Lunch Procedures.

| | | | | | |
|-----------|--------|---------|--------|------------|---------------|
| Breakfast | | Lunch | | A la Carte | |
| Reduced | \$.40 | Reduced | \$.50 | 7 – 12 | \$.60 Main |
| K – 12 | \$1.80 | K – 6 | \$2.85 | | \$.35 Dessert |
| Adult | \$2.45 | 7 – 12 | \$3.05 | Milk | \$.60 |
| | | Adult | \$3.85 | | |

Parents and other patrons are invited to eat at the school cafeteria, please call ahead to let us know you will be coming. Breakfast will be served from 7:35 – 8:20 am. Elementary lunch and recess is from 11:30 am – 12:20 pm and Secondary lunch is from 12:23 – 12:53 pm.

If Elba qualifies and elects to participate in the CEP free lunch program NO monies can be on the student accounts by the restrictions of the program. If the school does NOT qualify as a CEP school a minimum of a \$15.00 balance must be maintained on their lunch account.

Each student is provided a lunch number and lunch account status can be viewed on PowerSchool. Students are not allowed to charge their meals. All monies will be deposited in the office for seconds or additional meal items. No money will be given directly to the lunch staff.

Food Limitations. Because of Public Law 111-296 “Healthy, Hunger-Free Kids Act of 2010”, the district has to limit the availability of non-school food. Students are allowed to bring their own breakfast and lunch but must consume the food **in the cafeteria only. Students are NOT allowed to eat any food during school hours, except for lunch, without administrative approval. Only water is allowed to be drunk during school hours and must be in an appropriate clear bottle.

In addition, students will be provided a school packed lunch for field trips, school activities, or any other school-related activity that prevents the students from eating lunch at school. Accounts will be charged accordingly.

Article 10- State and Federal Programs

Section 1 Notice of Nondiscrimination

The Elba Public School does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

| Law, Policy or Program | Issue or Concern | Coordinator |
|------------------------|---|----------------|
| Title VI | Discrimination or harassment based on race, color, or national origin; harassment | Superintendent |
| Title IX | Discrimination or harassment based on sex; | Superintendent |

| | | |
|---|---|-----------------------------|
| | gender equity | |
| Section 504 of Rehabilitation Act and Americans with Disability (ADA) | Discrimination, harassment or reasonable accommodations of persons disabilities | SPED Coordinator |
| Homeless student laws | Children who are homeless | Superintendent |
| Safe and Drug Free Schools and Communities | Safe and drug free schools | Superintendent Principal |
| Behavioral Points of Contact | Mental health | School Counselor |

The Coordinator may be contacted at: Elba Public School PO BOX 100, Elba, Nebraska 68835, telephone number (308) 863-2228.

Section 3 Multicultural Policy

The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Elba Public School.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit: The District designates the Howard County Sheriff Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 6 Student Privacy Protection Policy

It is the policy of Elba Public School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable

federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family

- relationships;
- 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
- 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Section 7 Parental Involvement Policies

Parental Involvement in Schools:

The Elba Public School Board of Education has adopted Policy No. 1005.03, The Parental and Family Involvement in the Schools, to invite the parent(s)/guardian(s) of any student of the district into our building and review any aspects of our school, not otherwise prohibited by law. Please view the entire policy for more information.

Title I Compact/Parental Involvement Policy:

Title I Compact: Elba Public Schools

| | | |
|---|--|--|
| <p>Student, I understand how important my education is to me. I will do my best to:</p> <ol style="list-style-type: none"> 1. Come to school prepared to learn and return completed homework on time. 2. Work cooperatively with my peers and teachers. 3. Show respect for myself, my school, and all other people. 4. Ask for help when I need it. 5. Obey all school rules. | <p>Parent/Guardian, I understand that I need to participate in my child’s education. I will do my best to:</p> <ol style="list-style-type: none"> 1. Provide a positive home environment. 2. See that my child attends school on time and regularly. 3. Talk with my child about school activities every day. 4. Insist that homework is completed. 5. Communicate with school staff to support my child. | <p>Teacher, I understand how important a child’s school experience is in their development. I will do my best to:</p> <ol style="list-style-type: none"> 1. Provide high-quality curriculum and instruction to help students meet the state’s academic standards. 2. Be aware of the child’s needs. 3. Provide a safe, positive learning environment. 4. Maintain an open line of communication. 5. Help each child grow to his/her fullest potential. 6. Come to school prepared to provide the best education possible. 7. Provide parents/guardians with progress reports every quarter. |
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Revised: November 2, 2016

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District’s Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 8 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and

adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;

2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**ELBA PUBLIC SCHOOLS
ACKNOWLEDGEMENT RECEIPT OF STUDENT/ACTIVITY HANDBOOK INFORMATION**

**Please initial the following that apply:
STUDENT/ACTIVITY HANDBOOK**

____ I acknowledge receiving a paper copy of the Student/Activity Handbook or receiving information about accessing the Student/Activity Handbook online.

INTERNET USE

____ I agree to abide by Elba Public Schools Student Internet & Computer Access Policy, which is stated in the Student/Activity Handbook and available on the Elba Public Schools website.

TITLE PROGRAM

____ I have reviewed Elba Public Schools Title I Program School-Parent Compact as stated in the Student/Activity Handbook and available on Elba Public Schools website.

MEDIA PUBLICITY

____ **I DO NOT** consent to the release of my child's photo, voice, video or other directory information for public access including, but not limited to, inclusion on Elba Public Schools' websites and broadcasts and in athletic programs.

CLASS LISTS TO COLLEGES OF MILITARY RECRUITER

____ **I DO NOT** give permission to include my child's name, address, and phone number in class lists requested by college or military recruiters.

Student Name Grade

Parent of Legal Guardian's Signature Date

Emergency Number to Contact