

Elm Creek Public Schools Elementary Student Handbook 2017-2018

(revised August 7, 2017)



**Love BLUE,
Live GOLD !**

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

Specified complaints of alleged discrimination should be referred to:

Title IX Coordinator

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

Parent/Student Handbook 2017-2018 School Year

Foreword

Section 1. Intent of Handbook:

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

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

Section 2. Members of the Board of Education:

Mr. JC Ourada	Mr. Jeff Meads	Mr. Morgan Fouts
Mrs. Suzanne Brodine	Mr. John Worthing	Mr. Morgan Meier

Section 3. Administrative Staff:

Name	Position	Office Phone
Mr. Jason Sullivan	Superintendent	856-4300 ex 1709
Mr. Derrick Pulliam	Elementary Principal	856-4300 ex 1604
Mrs. Jessica Sullivan	Pre-School Teacher	856-4300 ex 1104
Mrs. Teresa Aten	Kindergarten	856-4300 ex 1107
Ms. Jan Gunderson	1 st Grade	856-4300 ex 1101
Mrs. Heather Tool	1st Grade	856-4300 ex 1102
Mrs. Brandi McCarter	2 nd Grade	856-4300 ex 1202
Mrs. Shaina McIntosh	3rd Grade	856-4300 ex 1203
Mrs. Jennifer Schopke	3 rd Grade	856-4300 ex 1201
Mr. Mike Ford	4 th /5 th /6 th Grade	856-4300 ex 1301
Mrs. Renee Bauer	4 th /5 th /6 th Grade	856-4300 ex 1306
Mrs. Holly Sindt	4 th /5 th /6 th Grade	856-4300 ex 1308
Mrs. Cindy Schroeder	4 th /5 th /6 th Grade	856-4300 ex 1304
Mr. Mitch Muma	Title I Coordinator	856-4300 ex 1305
Mrs. Lacey Bouc	Special Education	856-4300 ex 1208
Mrs. Cindy Carlton	Speech Pathologist	856-4300 ex 1303

Article 1 – Mission, Goals, and Policies

Section 1. District Mission Statement:

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

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

Section 1 Operating Principles

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*supporting the economic and civic health of our community;

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

Section 2. Focus of the School:

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

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

Section 3. Complaint Procedures:

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

Complaint procedure:

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

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

Conditions Applicable to All Levels of Complaint Procedure:

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

Section 4. Entrance Age

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

Section 5. Birth Certificate Requirements

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

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

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

license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 6. Immunizations and Physicals

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

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

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

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

Section 7. Registration

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

Section 8. Student Information Updated

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

Section 9. Student Records

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

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

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

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

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

Section 10. Student Records Disclosure

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

Section 11. Publishing of Student Pictures

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

Article 2 - School Day

Section 1. Daily Schedule

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

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

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

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

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

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

Section 2. Shortened Schedule

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

Section 3. Severe Weather and School Cancellations

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

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

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

Section 4. Fire Drills and Tornado Warning

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

Section 5. National Emergency

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

Section 6. Emergency Conditions

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

Section 7. Open-Closed Campus:

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

Section 8. Field Trips

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

Section 9. Breakfast

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

Section 10. Lunch

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

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

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

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

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

Article 3 - Use of Building and Grounds

Section 1. Entering and Leaving the Building

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

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

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

Section 2. Visitors

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

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

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

Section 3. Smoke-Free Environment

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

Section 4. Care and Use of School Property

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

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

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

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

Section 5. Locker Regulations

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

Section 6. Searches of Lockers and Other Types of Searches

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

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

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

Section 7. Video Surveillance

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance

recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 8. Use of Telephone

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

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

Section 9. Bicycles

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

Section 10. Student Valuables- Personal Property

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

Section 11. Lost and Found

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

Section 12. Accidents

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

Section 13. Insurance

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

Section 14. Bulletins and Announcements

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

Section 15. Solicitation

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

Section 16. Deliveries

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

Section 17. Parent-Teacher Organizations

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

Section 18. School Pictures

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

Article 4 – Attendance

Section 1. Attendance and Punctuality

Attendance Policy and Excessive Absenteeism

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

A. Attendance and Absences.

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

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

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

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

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

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

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

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

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

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

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

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

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;

- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

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

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

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

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

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

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

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

4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall

designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”

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

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

6. Reporting Excessive Absenteeism to the County Attorney.

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

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

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

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

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

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

Section 3 Notifying the School

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

Section 4. Tardiness

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

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

Section 5. Leaving School

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

Section 6. Make-up Work

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

Section 7. Leaving the District

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

Section 8. Withdrawal and Transfer

The procedure for withdrawal or transfer is as follows:

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

Article 5 - Scholastic Achievement

Section 1. Grading System

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

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

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

F	0.0	69
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- d. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system.
- e. Staff members may use whatever method they determine professionally appropriate in the day to day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.
 - Achievement in relation to class objectives.
 - Class participation.
 - Mental ability of student in relation to the total class and required work.
 - Evidence the student is exceeding the class requirements and delving further.
- f. On excused absences of secondary students, they shall be allowed two (2) days for each day missed to complete work assigned. After this period elapses, all work not handed in or completed shall receive a zero.
- g. On unexcused absences, all work assigned shall receive a zero, or a grade assigned for class participation shall also receive a zero, and also possibility of a disciplinary action.
- h. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, deportment, comments (if instructor desires).
- i. Lower Elementary and Specials classes may use the following scale to show student progress:

+	Commendable
S	Satisfactory
N	Needs Improvement
W	Working on level of ability

/	Still not Introduced
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Section 2. Promotion and Retention

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

Section 3. Interim Reports

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

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

Section 4. Report Cards

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

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

Section 5. Parent Access to Student Information System

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

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

Section 6. Parent-Teacher Conferences

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

Section 7. Achievement Tests

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

Section 8. Homework Policy

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

1. It helps students develop study habits at an early age that will benefit them later in their education.
2. Involvement of the parents in the student’s learning process keeps them informed about their child’s learning and progress.

3. Students need to spend extra time at home to facilitate their learning at school.
4. It helps students budget their time.
5. It provides essential practice in developing basic skills.
6. Homework should nurture lifelong learning.

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

Article 6 - Support Services

Section 1. Guidance Services

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

Section 2. Health Services

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

Section 3. Student Illnesses

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

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

Section 4. Guidelines for Administering Medication

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

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

Section 5. School Health Screening

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

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

Section 6. Immunizations and Physical Examinations

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

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

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

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

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

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

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

Section 8. Guidelines for Communicable Diseases

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

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

Diseases	Exclusion From School
Measles (Rubeola)	May return to school in a minimum of 4 days after appearance of rash.
German Measles	May return to school in a minimum of 4 days after appearance (Rubella) of rash.
Mumps	May return to school after swelling has subsided.
Chicken Pox	May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.
Diphtheria	Must have doctor's written permit to return to school.
Influenza	Exclude for duration of illness.
(Scarlet Fever, Streptococcal Infection Scarlatina, Strep Throat)	Exclude until no fever and under treatment for 24 hours.
Pin worm	Exclude until treated, as documented by a physician.
Fifth Disease	Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.
Hepatitis A	Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.
Meningitis (Bacterial & Viral)	Exclude for duration of illness. Return with documented physician approval.
Pertussis- (Whooping Cough)	Exclude, may return with documented physician's approval.
Pulmonary Tuberculosis	Exclude, physician treatment essential. My return with documented physician approval.

*Pink eye Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious.

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

Section 9. Emergency Health --- Epi-Pen

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

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

Section 10. Health Information Consent

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

Section 11. Power Announcement - Phone Notification System

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

Article 7 - Drugs, Alcohol and Tobacco

Section 1. Drug-Free Schools

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

Section 2. Education and Prevention

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

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

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

Article 8 - Student Rights, Conduct, Rules and Regulations

Section 1. Student Conduct and Discipline Policies:

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

Section 2. School Discipline

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

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

Section 3. Suspensions of Pupils

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

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

Section 4. Weapon/Firearm Policy

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

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

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

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

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

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

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

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

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

The term "destructive device" means:

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

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

Section 6. Discipline and Corrective Actions - Due Process

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

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

Section 7. Insubordination

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

Section 8. Playground Rules

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

may be required to stay on the hard surface areas of the playground.

8. Personal equipment (footballs, softballs, basketballs, etc.) will not be allowed at school.
9. Students will line up and enter the building in an orderly manner.

Section 9. Fighting and Other Disturbances

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

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

Section 10. Dress Code

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

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

Section 11. Citizenship

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

Section 12. Lunch Conduct

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

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

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

Section 13. Safety

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

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

Section 14. Bus Discipline

Safety is our first consideration when transporting children to and from school. Bus discipline is a shared responsibility of students, parents, drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students. If parents are notified of their child's misbehavior on the bus, they are urged to cooperate with the school by pointing out the

dangerous situations caused by violation of safety rules. If a driver's attention is diverted by misconduct, the safety of all passengers is jeopardized. Failure to comply with these rules may result in the loss of bus riding privilege.

Section 15. Bus Rider Rules

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

Prior to Loading:

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

While on the Bus:

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

After Leaving the Bus:

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

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

Section 16. Pets

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

Section 17. Field Trip Eligibility

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

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

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

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

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

Section 18. Procedures for the Use of Electronic Resources

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

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

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

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

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

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

Follow all of the guidelines established for classroom use:

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

Recognize that classroom work takes precedence over independent use:

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

Section 19. Additional Student Conduct Rules:

RULES AND REGULATIONS

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

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

Article 9 State, Federal Programs, and Additional District Policies

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

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

Elm Creek Elementary Schools Title I Parent/School Compact

A Plan for Responsible Action & A Call for Home/School Cooperation

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

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

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

Parents will:

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

Teachers will:

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

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

**RECEIPT OF 2017-2018 PARENT-STUDENT
ELM CREEK ELEMENTARY SCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2017-2018 Parent-Student Handbook of Elm Creek Elementary School. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.

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

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to: **Elementary School Teacher**

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

Elm Creek Public School District

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

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

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

DATED: _____

Signature of Parent/Guardian/Custodian

DATED: _____

Signature of Physician

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