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## School District #145 Start and End Times:

<u>School</u>	<u>Start</u>	<u>End</u>
Eagle	8:15	3:05
Hamlow	8:25	3:20
WIS	8:30	3:30
WMS	8:25	3:25
WHS	8:40	3:40

## **EAGLE ELEMENTARY STAFF**

**2010-2011 School Year**

Principal	Dottie Heusman
Secretary	Darcey Hansen
Counselor	Laura Allen
Library	Jamie Hestermann
Vocal Music	Teri Lindquist
Instrumental Music	Teri Lindquist & Jim Kucera
Title I	Jennifer Collins & Amanda Russell
Speech Therapy	Sheryl Jedlicka
Occupational Therapist	Stephanie Jones
Educational Psychologist	Angie Cobelens
Special Education Director	Renee' Hunt
Special Education	Tammy Gress, Abbey Manning, & Mary Wenz
Physical Education	Stan Erickson
Kindergarten	Megan Flohr & Mackenzie Ottemann
Grade One	Susie Lehr & Ann Rieker
Grade Two	Michelle Dutton & Tricia Sabin
Grade Three	Mary Divis & Melanie Stepp
Grade Four	Gregg Culver & Annetta Davidson
Grade Five	Roxane Dietze & Stephanie Foreman

### **ASSISTANTS:**

Teacher Assistants	Stephanie Hestermann, Lori Koutecky, Ronda Learned, Haley Lee, Cleo Leming, LaNita Ortgies, Sue Torpin, Rhonda Wredt
Health Assistant	Shelly Janssen
Cooks	Marla Hardnock, Catherine Porath, Alice Rader
Custodians	Beverly Schmidt, Sandra Studnicka
Maintenance	Ron Kringle

## **HAMLOW ELEMENTARY STAFF**

2010-2011 School Year

### **HAMLOW ELEMENTARY:**

#### **Hamlow Elementary Staff (Grades K-2)**

Principal	Rodney Engel
Secretary	Neda Large
Counselor	Mary Downey
Library	Gaye McCallum
Vocal Music	Judy Welch & Teri Lindquist (Kindergarten)
ELL/Reading	Melissa Kasuske
Speech Therapy	Lori Rezac
Early Childhood	Becky Schroeder
Occupational Therapist	Stephanie Jones
Educational Psychologist	Angie Cobelens
Special Education Director	Renee' Hunt
Special Education	Julie Lutjeharms, Elizabeth Echternkamp, Stephanie Schernikau, & Cara Piper
Physical Education	Mark Zulkoski & Stan Erickson (Kindergarten)
Kindergarten	Jennifer Baumeister, Kim Rippe, Gail Swiggart, Cathy Umphres, & Jennifer Wyatt
Grade One	Terese Brown, Brandi Lambert, Heather Manning, & Nicole McIntire
Grade Two	Donice Kaspar, Kim Frantzen, Jill Young, & Jennifer Wylder

#### **TEACHER ASSISTANTS:**

Teacher Assistants	Pam Fox, Lorie Eastep, Cindy Tierney, Sue Hill, Patti Whitefoot, Ginny Rohren, Sarah Jackson, Dixie Janssen, Cindy Bayne
Media Assistant	Heather Rubbenking
Health Nurse	Tracy Anderson
Cooks	Carol Peterson, Nahed Habib, Mark Hill
Custodians	Sarah Rhoades & Twila Rohoades
Maintainance	Tom Bowlin

# **WAVERLY INTERMEDIATE SCHOOL**

2010-11 School Year

## **Waverly Intermediate School Staff (Grades 3-5)**

Principal	Craig Patzel
Secretary	Kim Stice
Counselor	Mary Downey
Library	Gaye McCallum & Jamie Hestermann
Vocal Music	Judy Welch
Instrumental	Brady Rohlfs, Jim Kucera
ELL/Reading	Mary Zach
Speech Therapy	Keri Wiseman
Occupational Therapist	Stephanie Jones
Educational Psychologist	Angie Cobelens
Special Education Director	Renee' Hunt
Special Education	Stacy Buescher, JoEtta Jarecke, & Lynette Snyder
Physical Education	Mark Zulkoski
Grade Three	Angie Harris, Nichole Flodman, Sara Schuster, & Sue Schuessler
Grade Four	Brent Bogner, Dana Dalton, Teresa Hruska, Christine Sears
Grade Five	Rich Corbin, Kris Palmer, Kirk Vance, Gabrielle Happold

## **TEACHER ASSISTANTS:**

Teacher Assistants	Gayle Hall, Pam Amick, Sylvia Buffington, Amy Tonniges, Nancy Marsh, Lori Dael, Brandi Thorn, Andrew Cerny
Library Assistant	Heather Rubbenking & Amy Broadstone
Health Assistant	Rosa Santa Cruz-Irland
Cooks	Cindy Rex, Jennifer Wilhelm, & Marge Rader
Custodians	David Kage & Wendy Baker
Maintainance	Bob Mueller

## **INTRODUCTION**

This handbook contains many of the policies, practices and customs of our schools. It is based on the School Board Policy Manual, but also includes many practices and information that is necessary for the day-to-day operation of the school, but may not be specifically stated in the Board Policy Manual. The handbook also contains some basic information on the instructional model used in the elementary schools. No part of this handbook is purposefully in conflict with State of Nebraska rules and regulations, federal statutes and school district policies.

We hope this handbook will answer many of your questions and that you will refer to it during the school year. If you have any questions about policies not discussed in the handbook please call for further explanation.

## **EQUAL EDUCATION OPPORTUNITIES STATEMENT**

School District #145 provides equal educational opportunities for all its students and does not discriminate against students on the basis of sex, race, national origin, ancestry or handicap in the educational programs or activities.

Inquiries concerning discrimination may be directed to Dr. Bill Heimann at 14621 Heywood, P. O. Box 426, Waverly, Nebraska, 68462, who is the designated Title IX compliance official, or to the Director of the office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

## **SCHOOL DISTRICT #145 VISION STATEMENT**

Inspire Our Students to Seek Excellence in Their Lives.

## **SCHOOL DISTRICT #145 BELIEFS**

School District #145 Belief Statements:

1. All students can and will learn
2. Education is a shared responsibility among students, staff, families, and community and must be responsive to the diverse needs of all students.
3. All students will be inspired and empowered to become independent lifelong learners.
4. Education occurs best in a safe and nurturing environment.
5. Students are entitled to quality, program-driven learning facilities.
6. Quality professional development for educators leads to increased student achievement.
7. Excellence in education requires efficient and innovative use of all available resources.

## ***Notice Concerning Staff Qualifications***

*The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, School District #145 -*

*Waverly Public Schools will give parents the following information about their child's classroom teacher:*

- 1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.*
- 2) Whether the teacher is teaching under an emergency or provisional teaching certificate.*
- 3) The baccalaureate degree major of the teacher.*

*You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.*

*We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.*

### **NOTICE OF NONDISCRIMINATION**

School District #145 does not discriminate on the basis of sex, race, national origin, religion, marital status, age or handicap in admission or access to, or treatment or employment in, its programs and activities.

The Superintendent of Schools is the district's designated coordinator of Federal Title IX and Section 504 compliance procedures. The superintendent may be contacted at School District #145, Box 426, Waverly, NE 68462; phone 786-2321.

Students (or parents on behalf of student) or employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should (1) discuss the grievance with a building principal or supervisor within 10 school days of the alleged situation being known. If the matter is not resolved to the satisfaction of the complainant, the complainant should (2) contact the superintendent of schools and submit the nature of the grievance in writing to the superintendent within 10 school days of receiving an oral response from the principal or supervisor. The superintendent will, within 10 school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution (3) submit a written request for a board hearing on the grievance to the Board President within 10 school days of receiving the superintendent's response. The board of education will convene a hearing, and reserve the right to solicit evidence and testimony from pertinent sources. The board will submit a written resolution of the grievance to the complainant within 20 school days of conducting the hearing, and the board's decision will conclude the grievance procedure.

If school is dismissed for the summer, "days" will refer to week days, Monday through Friday, excluding holidays. If a principal, supervisor, or the superintendent is the focus of the initial grievance, the procedure would be initiated at the next step. If a board policy is the focus of the grievance, the procedure should be initiated with the superintendent.

Students or employees may be represented by advocated or legal counsel at any and all steps of the grievance procedure, and they may have access to school records or documents that are not otherwise protected by privacy statues.

## **POLICIES AND PROCEDURES**

### **ADMISSION**

**BIRTH CERTIFICATE** - In order to be admitted to an elementary school, pupils must submit a certified birth certificate.

**KINDERGARTEN** - In accordance with Nebraska Law, a child must be five (5) years of age on or before October 15\*, of the ensuing school year in order to enter kindergarten. Other requirements include current physical and dental examinations and inoculations up to date.

*\*Due to a change in Nebraska State Statute this date will change to July 31 beginning with the 2012-2013 school year.*

**FIRST GRADE** - In accordance with Nebraska Law, in order to enter first grade, a child must be six (6) years of age on or before October 15, provided that in the event any child has successfully completed kindergarten, such child may enter the first grade.

### **ATTENDANCE**

**Mandatory Ages of Attendance** - The mandatory ages of attendances for truancy purposes are age 6 (as of January 1 of the then-current school year) to age 18.

Attendance is also 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.

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 such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

Reporting Excessive Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.

Any time a student is absent from school, it is the responsibility of the parent or guardian to call the attendance office to verify the student's absence.

1. **ABSENCES (EXCUSED)** - A student may be excused if he/she brings a written note, signed by the parent, stating the reason for the absence. The student will be counted absent, but assignments may be

- taken home and completed. If a child is ill and cannot attend school, we expect the parent to call and inform us. We will initiate a call if one is not received.
2. ABSENCES (UNEXCUSED) - An unexcused absence is when the student is gone from school *without permission*. Time and work missed will be made up after school hours. Parents will need to provide transportation if the student rides the bus.
  3. DOCTOR AND DENTAL APPOINTMENTS - (Excused) - Students who must visit either the doctor or dentist during the school day shall not be counted absent if the time missed does not exceed one-half day.
  4. TARDINESS - Students will be counted tardy after the building start time (see page 1).
  5. LEAVING THE BUILDING DURING THE SCHOOL DAY – The school district operates a closed campus. Once students arrive at Eagle Elementary, Hamlow Elementary, or Waverly Intermediate School they are not allowed to leave the school grounds. If a parent wants to take a child out of school during the day, he/she is to stop by the office to let office personnel know.
  6. TRIPS TAKEN BY PARENTS - Occasionally we have parents who take trips during the school year and want to take their children with them. Because of the age of elementary students we encourage children to go with their parents. First hand knowledge is an excellent way to learn. We do expect parents to contact and inform us in advance. Sometimes, with older children, work can be completed in advance.
  7. FIELD TRIPS - Permission slips will be sent home at the beginning of the year for you to sign allowing your child to go on field trips. Students without signed permit slips will not be allowed to attend field trips. A field trip is an educational activity and an extension of the school day, for that reason it is our school policy not to allow young siblings to attend field trips with parents who are helping with the field trip.
  8. GOING HOME WITH A FRIEND – If children are planning on going home with a friend these plans need to be made the day before at home and not at school. Children will not be allowed to call home for this reason. If a child is going home with a friend a note is required from the parents granting permission.
  9. STUDENT TRANSFER - Parents should notify the school administration and teachers involved several days in advance when planning to move. A copy of the child's permanent record will be sent to the school when requested by the new school.

### **SCHOOL DISTRICT #145 ELEMENTARY (K-5) INFORMATION**

1. NEWSLETTERS - The school newsletter will be posted on the schools website ([www.dist145schools.org](http://www.dist145schools.org)) periodically throughout the year. The newsletter may contain information from the school, parent/teacher organization, staff and the administration.
2. PHONE CALLS AT SCHOOL & CELL PHONES – Students needing to use a phone during the school day need permission from the classroom teacher, office personnel, or building principal. The use of cell phones, during the school day, is prohibited. Students who bring cell phones to school must keep them in their lockers with the ringers on silent or turned off. Misuse of cell phones during the school day will result in the following:
  - 1<sup>st</sup> Offense: The cell phone will be turned in to the principal for the remainder of the day. The student can pick up the phone at the end of the school day.
  - 2<sup>nd</sup> Offense: The cell phone will be turned in to the principal for the remainder of the day. Parents will be contacted and asked to pick up the phone from the office.
  - Additional Offenses: To be determined by the building principal.
3. VISITORS AT SCHOOL - We want to welcome you to visit our school and we wish to make your visit meaningful. In order to help insure this, we ask that you call ahead and make arrangements to visit because there are times when the class may be on a field trip, involved in a practice for a music program, taking a test, or a substitute may be teaching. We encourage you to visit school anytime after the first week of school and before the last two weeks of school. We recommend that parents of kindergarten children wait three weeks before visiting. Parents are discouraged from bringing preschool youngsters to

school for classroom events. Students who attend other school districts may not attend ours when they are on vacation. We do not have the authority to assume responsibility for them. If you as a parent wish to discuss something with the teacher, please make an appointment to do so after school. **All visitors must check in at the Office and wear a visitor's badge while visiting the school.**

4. **PERSONAL PROPERTY** - Personal items are the responsibility of the student. These items should be left at home. Examples of personal items may include: Ipods, cd players, electronic games, radios, excessive money, or valuables. The school is not responsible for personal items. Any loss of personal items at school should be covered by parents' homeowners insurance and is not covered by school insurance.
5. **STUDENT FINES** - Text books and library books shall be checked out to students. Each student is responsible for his or her assigned materials. Teachers with the principal's approval shall assess fines for lost, abused and excessive wear to text. Fines vary according to the cost of the text, year it was purchased and amount of damage. All fines shall be paid before the final report card is sent home.
6. **PETS** - Pets are a nuisance and a real problem on school grounds. A friendly pet may become vicious when excited by many children. Please help your child by keeping pets at home. The local officials will pick up pets that become a nuisance on the school grounds. Children that wish to bring their pet to school must get prior approval of school officials and the parents must bring the pet to school and take it home after the sharing time.
7. **ASBESTOS** - A copy of the district asbestos report is on file in the Eagle, Hamlow, and Intermediate Offices.
8. **ROOM VOLUNTEERS** - Parents who are willing to assist teachers with clerical duties and/or groups of students involved in learning projects may be room volunteers. Volunteers are always needed. Please contact your child's teacher if you wish to volunteer.
9. **ROOM PARENTS** - Room parents are volunteers who are willing to assist a classroom teacher. The major areas of assistance are field trips and room parties. Responsibilities of room parents include organizing games and providing treats. Room parents need to work in collaboration with the classroom teacher and receive permission for activities.
10. **CLOTHING AND LOST AND FOUND - Marking Clothing** - Please mark the child's name on clothing and other articles. Your child's name on the item will greatly assist all teachers and parents and decrease the possibility of it being lost. **Lost and Found** - Each year we have numerous items (coats, hats, mittens, etc.) that are not claimed. Lost and found articles are kept either in the office or by the front doors until June, at which time they will be donated to charity.
11. **RECESS** - Recess periods are provided to allow students to gain physical exercise, to communicate and share experiences with other students and to learn to play and share with one another. It is an important part of a child's educational experience. Students are expected to go outside for recess whenever weather permits. Children who must remain indoors because of colds or who are recovering from an illness must bring a note stating the reason and suggested duration for staying indoors. If school authorities question the length of time a child is missing recess periods, a note from a doctor may be required. It is important children come dressed appropriately, for the weather and outdoor play.
12. **FOOD ITEMS** - When providing treats for birthdays or classroom parties, only store purchased food items can be served to the students. Home baked items that are brought to school will not be handed out to the children.
13. **PARTY INVITATIONS** - Invitations for birthdays parties, etc. are not to be distributed to the children at school unless every child in the classroom receives an invitation.
14. **LOCKERS** - Student lockers remain the property of the school district and therefore may be searched by appropriate school personnel at any time. There should be no expectation of privacy while using any school locker. The contents therein remain the responsibility of each individual student.

## **STUDENT FEES POLICY**

The Board of Education of School District #145, Waverly adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students

may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

- (ii) **Damaged or Lost Items.** Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
- (iii) **Materials Required for Course Materials.** Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.
- (iv) **Music Course Materials.** Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (v) **Parking.** Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages caused with or for failure to comply with school parking rules.

### (3) Extracurricular Activities – Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

School District #145 will generally furnish students with specialized equipment and attire for participation in extracurricular activities. District provided equipment and/or attire may not be kept by the student and may only be used as determined by school officials. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire.

For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities–Fees for participation

Any fees for participation in extracurricular activities for the school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs

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

(6) Transportation costs

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

(7) Copies of student files or records

**The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records.**

(8) Participation in before-and-after-school or prekindergarten services

**Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost**

(9) Participation in summer school or night school

**Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.**

(10) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

#### (11) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. In order for a fee to be waived the student and or student's parent(s), guardian, or legal representative shall file a fee waiver application with school officials prior to the event, activity, purchase of supplies, materials, attire, or the payment of student fees. The fee waiver application will be reviewed and eligibility will be determined in a timely manner by district administrators.

#### (12) Distribution of Policy

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

#### (13) Student Fee Fund

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

### **CERTIFICATION**

Yearly, the school board will conduct a public hearing on the student fee policy. The public hearing will review the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the previous school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

For a copy of Appendix "1", student fees for the current year, please contact the principal's office.

## ASSESSMENT AND REPORTING

1. GRADING SYSTEM - The grading system in the elementary schools is one that takes into consideration each individual student's current achievement. Grades are determined by percentages, judgment of teachers and/or achievement grouping. The following system is used:

Kindergarten	M	Mastered
	S	Satisfactory Progress or Introduced
	N	Needs Improvement

Grades 1 & 2	E	Excellent
	S+	Exceeds Satisfactory Progress
	S	Satisfactory Progress
	S-	Limited Satisfactory Progress
	N	Needs Improvement

Grades 3-5	A	94 – 100 Percent
	B	86 – 93 Percent
	C	78 – 85 Percent
	D	70 – 77 Percent
	N	0-69 Not Acceptable

2. STUDENT RECORDS - Each student has a cumulative file in which records are kept. All materials placed in the student's file and originating with the school district shall be available to the student and his/her parent or guardian on request for inspection in the presence of the person(s) responsible for keeping the files. Test results and records prepared by any department shall be made available to principals and to the superintendent in a confidential manner.
3. DIRECTORY INFORMATION – The school may supply student directory information at the discretion of the building principal for school purposes. Directory information may consist of: (1) student's name (2) address (3) grade in school (4) parent names (5) date of birth. Parents wishing not to have their child's information included in the directory should notify the school office.
4. REPORT CARDS (Parent-Student-Teacher Conferences) - Pupil progress shall be reported to parents four times yearly following the close of each quarterly period. Classroom teachers will distribute report cards to students following the end of each report period. Parent-Student-Teacher conferences will be held during the first and third quarters.
5. TESTING - In order to comply with state guidelines and to determine student progress, the a Norm Reference Test is administered to students in grade 5. Criterion reference tests are administered to kindergarten through fifth grade students.
6. SPECIAL EDUCATION - School District #145 complies with Special Education rules and regulations as defined by district, state, and federal policies. Further information may be obtained from administrators, counselors, or the Director of Special Education.
7. RETENTION - It is sometimes necessary for a student to repeat a level of instruction to increase a child's potential later in life. It is a very serious decision and therefore the following procedure must be followed.
  1. The teacher will ask other members of the unit and resource teacher for assistance.
  2. The teacher, principal or psychologist during the third reporting period shall hold a conference

with the parents and discuss retention with them.

3. During the entire process the ability level, achievement level, opportunity to repeat the course at the next grade level, age, physical size and psychological effects shall be considered.

4. The final decision of retention shall be made by the principal. The parents will be notified during the month of May in regard to the decision.

### **NATIONAL SCHOOL LUNCH PROGRAM**

Students may eat hot lunch or bring their own lunch, but all will eat in the lunchroom. Milk for cold lunches can be purchased at school.

#### **LUNCH TIMES:**

**EAGLE:** TBA

**HAMLOW:** TBA

**WIS:** TBA

**SCHOOL BREAKFAST PROGRAM TIMES** - Students arriving on a late bus will be provided the time to have a breakfast at school. The student needs to indicate this preference in the school office while checking in.

Eagle 7:55-8:15 AM

Hamlow 8:00-8:20 AM

WIS 8:00-8:25 AM

**LUNCH & BREAKFAST CHARGES** - Students and/or parents are responsible for providing money for purchasing lunch and breakfast. It is important that parents maintain a positive account balance in their family lunch account.

**FREE AND REDUCED LUNCHESES** – School District #145 participates in a free and reduced-priced lunch and breakfast program and has measures in place to follow state, federal, and government guidelines. Students from families whose income is below certain designated levels are eligible for free meals and free milk, or meals at reduced prices. Information concerning the eligibility income scale or any other facet of the program is available at all buildings in School District #145. Anyone desiring to apply for the free or reduced price lunches should obtain and complete an application. The application should then be returned to the buildings for processing.

**USDA NONDISCRIMINATION STATEMENT** – 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, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **STUDENT HEALTH INFORMATION**

Normal good health practices should be used at all times. The school's goal is to keep students in school while not putting other students at risk. Students feeling uncomfortable and unwell to the extent that the student is unable to accomplish normal activities should not be in school.

First aid will be administered by the school nurse or personnel with first-aid training whenever possible. If a serious illness or injury takes place at school, the parents will be notified. The city emergency unit will be called upon parents' request for transportation of a student with a serious injury or illness.

Children that are ill will not be sent home alone or without parent notification. It is the parents' responsibility to assume the care for their child and make arrangements for care in their absence. If a parent cannot be reached at home or work, the person whose name appears on the emergency care form will be contacted to assume responsibility. When parents cannot be reached, the child will be isolated and made as comfortable as possible. Students with health concerns should be evaluated individually to determine if school attendance is appropriate.

The following Nebraska State Health Guidelines will be used:

1. Students with a temperature of 100 degrees or more should not be in school. Students may not return until they have been without fever for 24 hours.
2. Students with serious communicable/infectious diseases must have a doctor's permission slip to return to school in accordance with State Health Guidelines.

Diseases included are:

- A. Hepatitis A
  - B. Tuberculosis
  - C. Measles
  - D. Mumps
  - E. Rubella
3. Students with chicken pox will be excluded from school for no less than 6 days (day of onset of specific symptoms is counted as day '0', the day after is day '1') after the appearance of the first crop of vesicles, and the student is without fever and the vesicles are dry.
  4. Students with some communicable/infectious diseases cannot remain in school.

Examples of these diseases are:

- A. Streptococcal Infections (strep throat, scarlatina)
  - B. Pinkeye (conjunctivitis)
  - C. Scabies
- A minimum of 24 hours exclusion and proof of treatment will be required before a student having this type of disease can attend school.
5. Students with some diseases must have a doctor's permission slip or evidence of treatment (proof of medication) to re-enter school.

Examples of these diseases include:

- A. Impetigo
  - B. Ringworm
6. Head Lice - Students identified as having head lice will be excluded from school until they receive appropriate therapy. They may return to school with proof of treatment the morning after treatment and are determined to be nit free by a school representative.
  7. Students with an unidentified rash who are without fever (under 100 degrees) and feeling well, may stay in school. When a rash is observed, parents must be notified of the rash. Rashes persisting longer than 3

- days require proof of medical evaluation. Some rashes may require immediate exclusion and proof of medical evaluation.
8. Students will be sent home if they are vomiting or have diarrhea regardless of whether or not they have a temperature elevation. They may not return until the following school day.
  9. In the event it becomes known that a student is infected with a chronic infectious disease not commonly associated with casual transmittal (i.e. hepatitis, rheumatic fever, mononucleosis and HIV) any changes in the education program of a student will be handled on a case-by-case basis, relying on the best scientific and medical advice available.
  10. No medication can be given by school personnel unless there is a signed medication permission form from the parent/guardian. The medication must be labeled by the pharmacy and remain in the bottle. Prescription medication and signed instructions are to be brought to the elementary office by the parents. They will be stored in a locked compartment and may be administered by the principal, secretary, health assistant or a teacher. Medication must be labeled with the most current prescription. Over-the-counter type medication can only be given with a signed permission form from the parent/guardian. Medication must be in its original container and clearly marked with the student's name. All medication is to be kept in the school office. The student may carry asthma inhalers, if their doctor recommends it, and there is written permission from the parent/guardian on the school asthma form. A record will be kept of all prescription medication administered at school.
  11. For a student either to be excused from physical education or readmitted to physical education activity from any injury and/or illness for more than 5 days, a doctor's excuse or permission will be required. Students who return to school after an excused absence due to illness, and require further time indoors for recuperation, must have a written note from their parent/guardian advising the school of the need to remain indoors at noon and recess time. For periods exceeding 5 days, a doctor's statement will be required.
  12. Insurance - A group plan of pupil accident insurance shall be made available on a voluntary basis to every pupil registered and attending school between the hours of 8:00 a.m. and 4:00 p.m. in School District #145. The specific plan shall be approved by the Board. The Board does not assume financial responsibility for accidents nor injuries to pupils engaged in school related activities. The insurance company shall provide information to parents by sending a form to each family. This form will be sent home with your child during the first week of school. Insurance forms are available in the office for injured students carrying school insurance.
  13. Health Examinations - Nebraska State Law requires that each child entering kindergarten and the seventh grade receive a physical examination by the family doctor. The exam needs to be within 6 months of the beginning of the school year. Forms are available from the principal's office. According to state law a screening program must be conducted yearly to identify possible defects in child's eyes, hearing and teeth. The principal will arrange with the assistance of the school nurse for such screenings.
  14. Student Inoculation - The Nebraska Immunization Program, Nebraska Department of Health and Human Services, established immunization requirements for school-aged children. These immunizations need to be completed prior to the first day of school. The only exception is with the Hepatitis B series. Due to the time needed between doses (2nd dose given 1 month after the first, and the 3rd dose given 5 months later) a child may start school if he/she has received the first dose.
  15. School Vision Evaluation – A school vision evaluation is required for all children within six months prior to entering Nebraska schools for the first time (includes beginner grades including kindergarten, transfers, and other students new to Nebraska). A copy of the report form is available by contacting Eagle Elementary, Hamlow Elementary, or Waverly Intermediate School.

## STUDENT WELFARE

CHILD ABUSE - NEGLECT - Any School District #145 employee who has reasonable cause to believe a child has been subject to abuse or neglect or observes such person being subject to conditions or circumstances which would reasonably result in abuse or neglect are required by law to report the same to: Protective Services, County Sheriffs Department, or the State Office of Social Services. In addition to reporting the alleged abuse or neglect to the proper authorities, the employees shall also inform the principal or other immediate supervisor of the alleged abuse or neglect.

CONDUCT - Students are expected to act in such a fashion that their behavior will reflect favorably on the individual and the school, show consideration for fellow students and create a harmonious school atmosphere. All students must recognize their individual responsibility and obligations and discharge them in accordance with the school regulations.

CONTROL - (AUTHORITY) - School staff personnel have authority over all students. In cases in which a student refuses to comply with a staff member request, that person is justified in taking the matter to the principal. The principal may assign students to an alternative room between the hours of 8:00 and 4:00. Policies and rules are explained to the students so that the student knows what is expected of him/her. Discipline problems will be handled when they arise.

DETENTION - Keeping students after school is a means of improving student behavior and performance. It is used after other attempts of correction have been tried. The teacher assigning the detention shall assist the child and supervise the child during the period. Parents shall be notified by the student and teacher of the prolonged school day. Generally the child will stay the day of the offense. Refusal to stay could result in suspension. Any deviation from this procedure will require special permission from the principal. The school shall not provide transportation when a student is assigned a detention period.

SUPERVISION - It is the responsibility of the principal to arrange for adequate supervision of playground at all times. Supervision will vary according to need. Special attention shall be given to the prevention of accidents and to the development of habits of good citizenship.

ORGANIZED STUDENT MOVEMENTS - Any organized group of students that elects to be absent from school on a given day may be required to make up time at the end of the school year and face other disciplinary consequences.

STUDENT RESPONSIBILITY - School District #145 is aware that certain events or activities that occur outside of school may carryover into the school. If the incident creates a substantial interference with school purposes, the individuals making the disruption may face disciplinary measures.

HARASSMENT – School District #145 is committed to providing a safe, positive learning environment for all students. No one will be the victim of unwelcome, unwanted, or uninvited words or actions that offend, hurt, or humiliate people. Such behavior will be termed as harassment and will result in disciplinary action, including but not limited to, completion of RTA plan, a verbal/written reprimand, required counseling, suspension, or possible expulsion. Harassment is defined, but is not limited to, sexual assault, attempted sexual assault, sexual harassment, a comment, act, or gesture toward another individual that is commonly understood and intended to be derogatory to someone or a group of people on the basis of sex, race, national origin, religion, marital status, age or handicap. Procedure for reporting harassment is as follows:

Step 1: Communicate to the harasser that you expect the behavior to stop. You can tell or write the person. If this is too difficult to do alone, have a teacher, counselor, or an adult you trust help you.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal
- b. Write exactly what happened and give the information to the teacher, counselor, or principal.

Step 3: If the behavior is repeated, go to a higher authority (i.e. building principal).

ANTI-BULLYING POLICY – One of the missions of the district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

STUDENT INTERNET USE--Students shall be subject to the following rules and regulations when utilizing School District #145 Internet services:

1. Students are not to use the Internet unless being supervised by a staff member.
2. Students shall not disclose personal identification information on the Internet.
3. Students should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education with the context of a school-related assignment activity or for purposes related to work, including volunteer at School District #145.
4. Students shall not use School District #145 technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
5. Students shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational or work-related uses.
6. Students shall not engage in any illegal activities on the Internet.

TECHNOLOGY - Computers that are property of School District #145 may be searched at any time. Additionally, administrators reserve the right to search any technological devices that students bring to school.

SECURITY SYSTEM – All buildings in School District #145 are monitored by security systems. Information gathered through use of the security cameras can and will be used in the investigation of incidents that occur on school grounds. School officials may access and review videotapes from the security cameras as they deem necessary.

SEARCH AND SEIZURE – School district authorities may, without a search warrant, search students or their personal property based on reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, employees and visitors to the school district facilities. School authorities may seize any illegal or unauthorized materials discovered in the search and turn it over to law enforcement authorities as necessary.

LAW ENFORCEMENT – A student may be questioned in private and with confidentiality by law enforcement at school, but in the presence of the principal or designee. The parent or guardian of the child questioned should be informed of the substance of the interview as soon as possible by law enforcement and/or the school. School district officials will cooperate with Child Protective Services as needed.

ALCOHOL AND ILLICIT DRUG USE PROHIBITED - The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity; further any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

Finally, the board directs that this policy be included in all staff and student handbooks and that it be posted in staff lounges and workrooms.

## **STUDENT BEHAVIOR EXPECTATIONS**

**PLAYGROUND AND COURTESY RULES** - All school personnel have been requested to be alert for any student behavior that is in violation of school regulations. This list is not intended to place undue restrictions on students but rather to encourage all students to behave in such a manner that they will be a credit to the school, their parents, community and themselves.

### **SCHOOL DISTRICT #145 DRESS CODE POLICY**

All students shall be dressed in a manner that does not disrupt the classroom and/or educational environment. The school administration reserves the right to approve or disapprove any items not addressed in this policy and procedure. Decisions to approve or disapprove will be based on the goal of providing a safe and orderly environment for the education of all students.

**Head Coverings** – Headwear may not be worn in the school building. The following are some examples of prohibited headwear: hats; head covering of any kind, including bandanas and visors; sunglasses. Headbands, scrunches, etc., that are used to hold hair in place and do not cover the entire head are permitted.

**Clothing** – All clothing shall be clean. Shirts must be worn in such a manner so as to: cover the back and shoulders; cover the midriff area; not to be seen through; fit modestly so that cleavage area is covered; cover undergarments. Muscle shirts and tank tops are considered undergarments and must have a shirt over them or under them. Shorts, skirts, and dresses must be worn in such a manner as to cover the mid-thigh when sitting down. Pants must be worn in such a manner as to: cover undergarments at all times; not be excessively long so as to drag on the floor or not to be excessively baggy as to fall down; not to be seen through. Appropriate footwear shall be worn at all times.

**Jewelry and Accessories** – Any jewelry or accessory that can be used as or is perceived to be a weapon is prohibited. Jewelry and accessories considered inappropriate are: jewelry with spikes, including chokers, necklaces, rings, or bracelets; chains that could cause injury or damage.

**Language, Symbols and Messages** – Student appearance and apparel must not show any reference to or inference of: profanity; drug, alcohol or tobacco; suggestive, and or sexual messages; language or symbols that offend, demean, or promote hatred toward an identifiable person or group; words or symbols deemed to be inappropriate for the school setting such as rude, disrespectful, or discourteous expressions which are inconsistent with civil discourse and behavior or which may substantially disrupt or materially interfere with the educational setting; inappropriate apparel as identified by outside agencies (police and other law enforcement agencies); gang apparel.

## **TRANSPORTATION AND BUS CONDUCT**

All students in School District #145 who ride a bus to school are subject to regulations until they get off at school or the bus stop near their home. Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the vehicle and as such, jeopardizes the safety of all passengers.

Every school bus and driver has been supplied with a School Bus Incident Reporting System, which reflects the rules of student conduct. Students will receive a bus conduct notice when violating the rules. The bus conduct notice is as follows:

**BUS # \_\_\_\_\_ BUS CONDUCT NOTICE**

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_ School \_\_\_\_\_

Dear Parents: Your child has violated the specific rules of bus safety checked below. Continued misconduct could lead to suspension from transportation. The signed notice must be returned to the driver before transportation can be resumed.

<input type="checkbox"/> Deliberate defiance - refusal to cooperate with driver.	<input type="checkbox"/> Deliberate delay - loading or unloading.
<input type="checkbox"/> Obscene & unacceptable language, gestures, remarks or signs.	<input type="checkbox"/> Refusal to stay seated - turning around in seat.
<input type="checkbox"/> Excessive talking & unnecessary noise - lack of courtesy & respect.	<input type="checkbox"/> Having or using tobacco on the bus or at the bus stop.
<input type="checkbox"/> Throwing items of any kind in the bus or out of the windows.	<input type="checkbox"/> Extending hands, arms or head out windows.
<input type="checkbox"/> Fighting or scuffling on the bus or at the bus stop.	<input type="checkbox"/> Tampering with equipment - deliberate vandalism.

The rules of conduct have been established solely in the interest of children's safety. Will you do your part by assuring your child's future good behavior? You will be asked to call only in the event that misbehavior is repeated, or severe enough to warrant suspension.

Parent is requested to call \_\_\_\_\_ Parent's Signature \_\_\_\_\_

Comments \_\_\_\_\_

First Offense & Second Offense - A warning to the student by the bus driver with a written report to the parents. This report must be signed by the parent for the student to ride his or her next trip. In the event the infraction occurred on the students AM ride that student will be transported home.

Additional Offenses - Automatic suspension of riding privileges for a minimum of 5 school days. The length of time may depend upon the seriousness of the infraction. Certain offenses that the principal or transportation director considers to be of serious nature may result in immediate suspension or a longer suspension of bus riding privileges.

All conduct suspension notices may be followed by a written report from the principal or transportation director.

**BEHAVIORAL EXPECTATIONS**

1. Prior to loading: (On the road or at school)
  - a. Be at the designated bus stop 3-5 minutes before your assigned time.
  - b. Stay off the road at all times while waiting for the bus.
  - c. Wait until the bus comes to a full stop before attempting to load.
  - d. Be careful when approaching bus stops.
  - e. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have come to a complete stop.
  
2. While on the bus:
  - a. Keep hand and head inside the bus at all times.
  - b. Assist in keeping the bus safe and clean at all times.
  - c. There shall be no loud talking or noises to divert the bus driver's attention that may result in a serious accident.
  - d. Do not tamper with the bus or any of the equipment.
  - e. Do not leave books, lunches or other materials on the bus.

- f. Do not throw anything out of the bus window.
  - g. Bus riders are not permitted to leave their seats while the bus is in motion.
  - h. "Horseplay" shall not be permitted on or around the bus.
  - i. Bus riders are expected to be courteous to everyone.
  - j. Students will be instructed in Emergency Evacuation drills twice a school year.
  - k. While at railroad crossings all riders are to be quiet for the driver.
  - l. Always observe the same conduct as in the classroom.
3. After leaving the bus:
- a. Cross the road, when necessary at least 12 feet in front of the bus, but only after looking to be sure no traffic is approaching from either direction.
  - b. Be alert to any danger signal from the driver. Help small children cross the road.
  - c. The driver will not discharge riders at places other than the regular bus stop at home unless written authorization from parent or school personnel, or prior arrangements have been made with the driver.

## **STUDENT BEHAVIOR AND CONDUCT**

### Suspension, Expulsion, and Mandatory Reassignment

It shall be the policy of School District #145 to comply with the Student Discipline Act of 1994. Students shall receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short and/or long term suspensions, expulsions, or mandatory reassignments.

It shall be the policy of the District to direct the superintendent to develop and adopt guidelines to be used in determining whether and to what extent a student who is suspended pursuant to this policy may be given an opportunity to complete any class work, including but not limited to examinations missed during the period of suspension. The superintendent shall take into consideration such things as, but not limited to, what impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate, obtain full credit in any course, and whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause any other educational relevant outcome. Such guidelines as the superintendent may develop shall be provided to the student and parent or guardian at or prior to the time of suspension.

The superintendent may designate other school officials to perform certain functions designated for the superintendent and the principals in the cited sections.

### I. Definitions

Short-term suspension: Exclusion of a student from attendance in all schools for a period of up to and including five (5) school days.

Long-term suspension: Exclusion of a student from attendance in all schools for a period of more than five (5) school days, but less than 20 school days.

Emergency exclusion: Immediate exclusion if the student has a dangerous disease, or the student's conduct presents a threat to the physical safety of the school community or is very disruptive.

Expulsion: Exclusion from school for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred within the last ten (10) days of a semester in which the

ensuing semester and summer school may be included in the exclusion. Such action may be modified or terminated by the District at any time during the expulsion period.

Mandatory reassignment: The involuntary transfer of a student to another school within the system in connection with any disciplinary action.

## II. Behavior Constituting Grounds for Exclusions from School

### A. Short-term Suspension:

1. The principal may deny any student the right to attend school or to take part in any school function for a period of up to five (5) days for:
  - a. Conduct constituting grounds for long-term suspension, expulsion, or mandatory reassignment, (C1) or
  - b. Any other violations of other rules or standards of behavior adopted pursuant to law.
2. The following procedure is required for short-term suspension:
  - a. The principal will make an investigation.
  - b. The principal may suspend the student after the principal determines that it is necessary to help the student, to prevent interference with school purposes, or to further school purposes.
  - c. Prior to such suspension, the student must be given oral or written notice of the charges, an explanation of the evidence against the student, and an opportunity to present the student's version.
  - d. Within 24 hours or such additional time as is reasonable necessary following suspension, the principal must:
    - i. Send a written statement describing the student's conduct or rule violations to the student and the student's parents or guardian.
    - ii. Set forth the reasons for the action taken in the written statement.
    - iii. Make a reasonable effort to confer with parents or guardian before or at the time the student returns to school.

### B. Emergency Exclusion

1. A student may be subject to emergency exclusion for the following reasons:
  - a. Dangerous communicable disease.
  - b. Creating a danger to self or others.
  - c. To substantially reduce the risk of interference with school purposes.
2. An emergency exclusion shall be based on a factual situation and last no longer than is necessary to avoid the dangers listed above.
3. An emergency exclusion for five (5) days or less shall be subject to the same procedures set forth for short-term suspension. If the exclusion should exceed five (5) school days a description of the hearing procedures provided by law and a hearing request form shall be included in the written notice to the student and the student's parents or guardian.
4. In the event an emergency exclusion extends beyond five (5) school days a hearing will be scheduled within ten (10) days of the initial exclusion. Such procedure shall substantially comply with the provisions for long-term suspension and expulsion.

### C. Short-term, Long-term Suspension, Expulsion, and Mandatory Reassignment

1. The following behavior constitutes grounds for these types of exclusions when it occurs on school grounds, in or on school property, or at a school event:
  - a. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
  - b. Willfully causing or attempting to cause substantial damage to property, stealing, or attempting to steal property of substantial value or repeated damage or theft involving property of small value.
  - c. Causing or attempting to cause physical injury to any student, school employee, or volunteer. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this section.
  - d. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from such student.
  - e. Knowingly possessing, handling, or transmitting any object, or material that is ordinarily or generally considered a weapon.
  - f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcohol, tobacco, drug paraphernalia, or being under the influence of such substances on school grounds or while attending a school activity or event not on school grounds.
  - g. Sexually assaulting or attempting to sexually assault any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault shall mean sexual assault in the first or second degree or a sexual assault of a child in the first, second, or third degree, as such crimes are defined in the statutes referenced in section 79-267(8) or from time to time as amended.
  - h. Willfully disobeying any reasonable written or oral direction of a staff member, or the voicing of disrespect to those in authority.
  - i. Dressing in a manner wherein such dress is a danger to the health and safety of the student or others, or indecent to the extent it interferes with school purposes.
  - j. Engaging in any other activity forbidden by the state law which activity constitutes a danger to other students or interferes with school purposes.
  - k. A repeated violation of any rules validly established pursuant to law if such violations constitute a substantial interference with school purposes.

## 2. Mandatory Expulsion for Firearms, Explosives, and Weapons

- a. The following behavior constitutes grounds for mandatory expulsion:
  - i. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening to use any object or material that is ordinarily or generally considered a firearm, explosive, or weapon, including guns, firearms, pipe bombs, fireworks, throwing stars, brass knuckles, stun guns, B.B. guns, and pellet guns.
  - ii. Using or threatening to use knives and/or chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other substance that could be used to injure another person.
- b. The administration in its sole discretion will decide the suitability of the above sanctions should a student violate a provision of paragraph C2.a.i. or C2.a.ii. by using or threatening to use mace or pepper guns while acting in self-defense.

## 3. Mandatory Expulsion or Long-term Suspension for Causing or Attempting to Cause Physical Injury to a School Employee

- a. The following constitutes grounds for mandatory expulsion for students in grades seven through twelve and long-term suspension or expulsion for students in grade kindergarten through grade six:
  - i. Causing or attempting to cause physical injury to a school employee. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this provision.
4. The Following Procedure is Required for Long-term Suspension and Expulsion:
  - a. The principal must file a written charge and summary of evidence supporting the charge with the superintendent on the date of the decision to exclude.
  - b. Within two (2) school days, written notice must be sent by registered or certified mail to the student and the student's parent or guardian informing them of their rights.
  - c. This notice shall include the following:
    - i. Rule(s) violated and a summary of the evidence
    - ii. Penalty which the principal has recommended
    - iii. Notice of the student's right to a hearing upon request
    - iv. The hearing and appeal procedures
    - v. Advisement of the right to examine the student's academic and disciplinary records and any affidavits to be used at a hearing
    - vi. Advisement of the right to know the identity of witnesses who will appear at a hearing, and the substance of their testimony
    - vii. A form on which the student and student's parents or guardian may request a hearing.
5. Hearing Procedures for Hearings Requested Within Five (5) Days
  - a. If the student or the student's parents or guardian requests a hearing within five (5) days after receipt of the written notice, the superintendent shall appoint a hearing examiner who shall, within two (2) days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place of the hearing. The hearing shall be scheduled within five days after it is requested, but may be postponed by the hearing examiner for good cause. Unless all parties consent in writing, no hearing shall be held less than two school days following actual notice to the principal, the student and the student's parents/guardian.
  - b. The following shall attend the hearing: the hearing examiner, the student, the student's representative (if any), the student's parents or guardian, and, if necessary, the counsel for the School Board.
  - c. Witnesses may be present only when giving information.
  - d. Anyone may be excluded by the hearing examiner if they disrupt an orderly hearing.
  - e. The student may speak in his/her own defense and may be questioned on his/her testimony, but he/she may choose not to testify and in such case, shall not be punished for refusal to testify.
  - f. The hearing examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed.
  - g. The principal shall present statements, in affidavit form, to the hearing examiner of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, the student's parents, guardian or representative, prior to the hearing.
  - h. The hearing examiner is not bound by rules of evidence or other courtroom procedure.

- i. The student, the student's parents, guardian or representative, the principal and hearing examiner may ask persons to testify at the hearing.
- j. The testimony shall be under oath; the hearing examiner shall administer the oath.
- k. The persons listed in (i) shall have the right to question any witness giving information at the hearing.
- l. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held unless student interests may be substantially prejudiced as determined by the hearing examiner.
- m. Proceedings shall be recorded at District expense.
- n. Nothing in this section shall be deemed to supplant any other procedures required by law or board policy.

#### 6. Hearing Examiner's Report and Superintendent's Determination

- a. The hearing examiner shall within a reasonable time prepare a report of his/her findings with a recommendation of the action to be taken and the reasons for the recommendation.
- b. The superintendent shall review the examiner's report and may change, revoke, or impose the sanction recommended by the hearing examiner as long as the superintendent does not impose a sanction more severe than that recommended by the hearing examiner.
- c. Written notice of the recommendation by the hearing examiner and the superintendent's determination shall be sent by registered mail or personal delivery to the student and the student's parents or guardian.
- d. Upon receipt of the notice the determination of the superintendent shall take effect immediately.

#### 7. Appeal of the Superintendent's Determination

- a. The student or the student's parents or guardian may appeal the superintendent's determination to the Board of Education by a written request filed with the Secretary of the Board or with the superintendent within seven (7) days of their receipt of the written notice of the superintendent's determination.
- b. If such a hearing is requested, it shall be held within a period of ten (10) school days after such request unless the time is changed by mutual agreement.
- c. The hearing may be held before the Board or a committee of the Board consisting of not less than three members.
- d. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence, if any, shall be made a part of the record.
- e. After examining the record, and if necessary, taking new evidence, the Board or the designated committee, may withdraw to deliberate privately upon the record and new evidence.
- f. When the Board deliberates, it may reopen the hearing to receive additional evidence subject to the right of all parties to be present.
- g. The Board may alter the superintendent's recommendation but may never impose a more severe sanction.
- h. Final determination of the Board shall be personally delivered or sent by registered mail to the student and the student's parents or guardian.
- i. An appeal of the Board's decision must be taken to the district court of the county where the action is taken within thirty (30) days after the notice of the final decision of the Board.

8. Hearing Procedures for Hearing Requested after Five (5) Days but Within Thirty (30) Days
  - a. If the student or the student's parents or guardian requests a hearing more than five (5) school days but not more than thirty (30) calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination.

D. Nothing in this procedure shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing.

### III. Suspension of Students Under the Individuals with Disabilities Education Act

Suspension and expulsion of verified or eligible disabled students under the Individuals with Disabilities Education Act and Title 92, Nebraska Administrative Code, Chapter 51, shall comply with District procedures and state and federal law.

### IV. Right to Notice

It shall be the duty of the superintendent to provide notice to each student and his/her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established by the Board of Education. Rules shall be distributed at the beginning of the school year, or at the time of enrollment, if during the school year.

Rules shall also be posted in conspicuous places in each school during the school year.

Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to students and parents or guardians.

### V. Reports to Law Enforcement

In the event the principal knows or suspects that a violation of the Nebraska Criminal Code has occurred on school property or off school property at a school function, and when such act consists of any unlawful acts described in 79-4,180, the principal shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the principal except if the criminal act to be reported occurred on school grounds of the District or during an educational function or event in which the District is involved off school grounds.

### VI. Release to Law Enforcement

Consistent with any other lawful policy of the District, when a principal or other authorized school official releases a minor student to a police officer, or any other person with authority to make arrests, the principal or authorized official shall take immediate steps to notify the parents, guardian, or responsible relative of the minor regarding the release of the minor to such officer unless the minor has been taken into custody as a victim of suspected child abuse in which case, the principal or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parents or guardian or other responsible relative.

## VII. Coordination with Other District Policies

Nothing in this policy shall be construed to modify any of the District's existing policies on student privacy, student records, or policies pertaining to the District's role in dealing with the Department of Social Services, law enforcement officials, or other authorities who seek information from the school about a student when such knowledge is or may be privileged or private by applicable law.

### **FIREARMS**

It shall be the policy of School District #145 to utilize reasonable efforts to prevent possession of firearms at school, on school grounds, in school-owned vehicles, and at school-sponsored activities, except as allowed by law. The Board of Education finds that firearms are an immediate and inherently dangerous threat to the personal safety and well-being necessary to an effective educational environment, and the Board recognizes that Nebraska Law now makes possession of a firearm at school, on school grounds, in school-owned vehicles, and at school-sponsored activities a criminal offense.

The Superintendent, or his or her designee, shall, from time to time but not less frequently than annually, take reasonable action designed to inform students, parents, and members of the public of the following:

1. Firearms may be in the physical possession of a person at school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity, only if that person is (a) a law enforcement officer, or (b) an authorized firearms instructor or a student under his or her immediate supervision.
2. Firearms may be present in a vehicle on school grounds only if that vehicle is a private vehicle operated by a non-student adult and the firearm(s) are not loaded and are either (a) enclosed in a case that is expressly made for the purpose of containing a firearm and which is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed, or (b) held in a locked firearm rack that is within the vehicle.
3. State law requires law enforcement officers, and authorizes school administrators and teachers (in their discretion), to confiscate without warrant firearms unlawfully at school, on school grounds, in school-owned vehicles, or at school-sponsored activities. If firearms are confiscated by school personnel, such firearms are delivered to a law enforcement officer as soon as practicable.

It shall be the policy of the school district that school administrators and teachers confiscate from students, or from vehicles operated by students, any firearm unlawfully present at school, on school grounds, in school-owned vehicles, or at school-sponsored activities. Such confiscated firearms shall be delivered to the Superintendent, or his or her designee, and ultimately school personnel shall also make a report of the circumstances of the firearm-possession offense to the appropriate law enforcement authorities.

School administrators and teachers shall exercise their judgment in determining the manner of dealing with situations involving unlawful possession of firearms by persons other than students, or the presence of firearms which are not encased or locked in a rack within vehicles operated by persons other than students, at school, on school grounds, in school-owned vehicles, or at school-sponsored activities. School administrators and teachers shall not, however, attempt to confiscate such firearms unless in their judgment, it can be done without endangering any person. School administrators and teachers shall report to the appropriate law enforcement authority any situation described in this paragraph in which the person involved refuses upon request to

surrender or remove the firearm(s) from school property.

## **COMMUNITY RELATIONS**

PARENTAL INVOLVEMENT - The School District #145 Board of Education after having conducted a public hearing concerning parental involvement and participation in the school district herewith declared that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of School District #145 in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall cause to be prepared a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint form shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of School District #145 to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of School District #145 to encourage communications from parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of School District #145 to provide full access to the records of the students to a parent or guardian all as set forth in SS 79-4,157, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may be regularly maintained by the District.

It is the policy of School District #145 to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of School District #145, it shall be the duty of the superintendent or his/her designee to notify the parent or parents to each student involvement in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of School District #145 as a general matter to leave substantive decision making processes

to the professional staff, administration and board of education, subject to an effort to receive information from parents as to any concerns, objections, and other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the students of the District.



School District #145

Waverly High School, Waverly Middle School, Waverly Intermediate School, Eagle Elementary, Hamlow Elementary  
Family Educational Rights & Privacy Act (1974)

According to the Family Educational Rights & Privacy Act, School District #145 is required to inform parents/legal guardians that standard information in regard to your child can be published unless you wish to restrict information. Examples of publication include district music/sports programs, honor roll, bulletin boards, newspapers, newsletters, student directories, websites, award listings, and birthday/valentine lists. In addition, the press often covers special school events for the newspaper, television or website. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications.

If you do not wish to have your child's information released, you may check and sign the exclusion form below and return it to the school your child attends. This form will be placed in the student's file and be in effect for the duration of your child's attendance at School District #145. It will be up to the parent to contact the school building to redirect any of the items from the preference you have marked below. Thanks for your partnership in your child's education.

It is important to note that School District #145 makes every effort to safeguard the privacy of our students. We do not release student information for unofficial business. If this form is not returned, your student will be placed in the NO RESTRICTIONS category.

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- No Restrictions: I do not wish to restrict the release of any directory information about my child and hereby give consent for publication of the below mentioned items.
- Restrictions: I hereby direct the school district **NOT TO RELEASE** the following directory information concerning my child:

**Student Name/Home Address/Telephone Number/Birth date**

Restriction will *exclude* your child from class lists, music or sports programs, newsletter, newspapers, Valentine and birthday lists, bulletin boards, honor roll, award listings, student directories, scholarship listings, graduation listings, etc.

**Student Photo or Video Release**

Restrictions will *exclude* your child from television, newsletter, newspaper, or website coverage of school events, field trips and classroom activities. (Does not include yearbook or photo ID)

**Student Work Display**

Restriction will *exclude* your child's schoolwork or art from being posted on the web, published in the paper or on television, and District #145 school displays at public buildings.

Child's Name \_\_\_\_\_

No Restrictions

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

Restrictions

-----Detach and return to Eagle Elementary, Hamlow Elementary, OR Waverly Intermediate School-----

**SCHOOL DISTRICT #145 ELEMENTARY SCHOOL HANDBOOK**

I have read the 2010-2011 student handbook including the student behavior and conduct section and discussed the information with my child.

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Legal Guardian)