

Hayward Elementary School
Home of the Pioneers
2015-2016

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Dr. Jeff Edwards
Superintendent

Mr. Scot Davis
Principal

PRINCIPALS' MESSAGE

Dear Parents/Guardians and Students:

Welcome to Nebraska City Public Schools. It's time for school to begin. I know you are ready for a great year filled with learning and fun. We look forward to partnering with you to help our children reach their fullest potential.

Please take time to read our handbook. It will give you an idea of how we operate our school and will help us to work together more effectively. It is hoped that this handbook will be read carefully and kept for reference in your home. Although the information found in this handbook is detailed and specific on many topics, it is not intended to cover every possible situation, and is not a "contract" with the school district. The administration reserves the right to make decisions about individual situations as necessary.

We have high academic and behavioral expectations at Hayward. Our students will achieve these high expectations because all of us are ready to work together for the betterment of our children. Thank you for choosing Nebraska City Public Schools. With your support we know this will be a successful year.

Sincerely,

Scot Davis
Hayward Principal

Cut and return to the office

Dear Parent/Guardian:

Please review the Hayward Elementary Student Handbook with your child. It is required that you sign this form and return it to the school.

My child, _____ has received and understands the Student Handbook for the 2015-2016 school year.

Student Signature

Parent/Guardian Signature

Date

Mission Statement

GIVING OUR BEST...

GROWING SUCCESS!

Statements of Belief:

We believe all students will:

Be safe, respectful, and responsible citizens

Thrive in a culturally diverse environment

Learn through cooperative efforts

Think and solve problems creatively

Become technologically proficient

Develop visionary thinking

Be life-long learners

Academic Goal: All students will increase Reading skills across content areas.

Behavior Goal: All Students will Be Safe, Be Respectful, and Be Responsible!

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ATTENDANCE POLICIES

Nebraska City Public Schools complies with the Nebraska Compulsory Education Law.

Pupils are expected to be in attendance everyday that school is in session. Good attendance is one of the best indicators of future success in school. If a child is not present in school he/she is counted absent regardless of the reason for the absence.

The parents of any student, who is absent for any reason, four (4) days from school will receive a letter from the principal. A second letter will be sent home at eight (8) absences and every four (4) absences thereafter. Parents of students who are absent ten (10) days in a semester maybe requested to conference with the building principal. The purpose of the conference is to develop a plan to improve attendance.

A letter will be sent to the county attorney if absences exceed twenty (20) days cumulative. Building administrators will take documented medical issues and family crisis into consideration.

ABSENCES AND TARDINESS

Parents/Guardians should notify the elementary school office on the morning of a child’s absence before 8:00 a.m. If you have not made contact by 8:00 a.m., the secretary will attempt to make contact with you. It is important that we confirm the whereabouts of your child. It is essential that students arrive at school on time and stay for the entire day. Valuable information may be missed if they arrive late or leave early. Students are to be in their classrooms at the start of the day and are expected to remain the entire school day. If tardies become excessive (4 in a quarter) a letter will be sent home and the building principal may call the parents in order to develop a plan to correct the issue. Students are considered tardy if they arrive at school five minutes after school has started.

A Student who arrives after **9:45 a.m.** or leaves before **1:45 p.m.** and does not return to school will be marked a ½ day absent. Appointments that cause a student to miss more than an 1 ½ hours during the school day will also be counted as a ½ day absent.

If a child is out of school with any contagious disease, they may return with an admittance slip signed by the parents, and be checked by the school nurse before returning to the classroom.

ACCIDENTS

The School (School District) shall not be responsible for any medical costs incurred by any student who is injured while attending School, any class, any School function, on the premises of the School or at any off premises location at any activity authorized or sanctioned by the School (School District).

ADDRESS CHANGE

Parents should notify the office immediately of any change in address, phone number or family doctor. All unlisted numbers will be kept confidential.

All new students or transfers should contact the school principal as soon as possible. If transfer is known in advance, we would appreciate early notice.

ARRIVAL AT SCHOOL

Children are not to arrive on school grounds earlier than 20 minutes before school begins unless riding the bus. No adult supervision is provided before then. Children get cold and discipline problems arise when students arrive too early before school starts. If consistently arriving at school prior to the time supervision is provided administrators may contact parents about this situation.

BELL SCHEDULES

NORTHSIDE

Supervision Begins	7:50
Morning Bell.....	8:10
Tardy Bell.....	8:15
Dismissal Bell.....	3:20

HAYWARD

Supervision Begins	7:55
Morning Bell.....	8:15
Tardy Bell.....	8:20
Dismissal Bell.....	3:25

BICYCLES

Students are to park their bikes in the appropriate bike racks or where designated. Students are advised but not required to keep their bicycles locked. Under no circumstances is any student to borrow or tamper with a bicycle that is not their own. Once a bicycle is parked in the morning it should not be ridden until school is dismissed.

BIRTH CERTIFICATES

Board Policy requires that all new enrolling students must show a certified birth certificate. A copy will be made for school files and the original will be returned to the parent or guardian. If there are any questions, the school principal should be consulted.

BULLYING

Nebraska City Public Schools strives to maintain a positive educational atmosphere for students. The school district recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment. Bullying is defined as an ongoing pattern of physical, verbal, or electronic abuse on school grounds or at school sponsored activities. Nebraska City Public Schools have adopted strategies and practices to reinforce positive behaviors and to discourage inappropriate behaviors. Behaviors defined as bullying, will result in disciplinary action as deemed appropriate by the school administrator.

BUS TRANSPORTATION

Bus transportation is provided between the elementary buildings, and for rural students. Residential students wishing to ride the bus should go to the Northside or Hayward buildings by 7:45 a.m. A bus will take them to their school. A bus will also return them to their neighborhood school at the end of the day. Union and rural students will work out their schedules with the transportation department.

BUS RULES

In the interest of safety, students riding in a bus will be expected to listen to the bus driver and follow all bus rules. It is a privilege, not a right, for students to ride the bus. The administration reserves the right to suspend bus-riding privileges at any time regardless of the number of violations committed. The bus driver does not administer the below actions, the school administration does. Direct all questions to the transportation supervisor and/or school administration.

Basic Rules- (Not intended to cover all situations)

Obey bus driver	Sit down
No profanity	Face the front
No bullying	No fighting or play fighting
Keep hands & objects inside the bus	Don't throw objects inside or outside of bus

1st - Violation: the driver will give a verbal warning. If the behavior continues the bus driver, transportation supervisor or elementary principal will fill out an office referral form. This report will be given to the elementary principal who will notify the parents. Additional consequences may be given at this time.

2nd - Violation: same as above, except that privileges of riding the bus will be suspended for 1 week (5 school days).

3rd - Violation: same as #1, except that privileges of riding the bus will be suspended for 2 weeks (10 school days).

4th - Violation: same as #1, except that privileges of riding the bus may be suspended for the rest of the semester.

CELL PHONES

Students are required to shut off their cell phones and put them in their backpack or locker during school hours. If students violate this rule their cell phones will be taken and held in the principal's office until the end of the school day.

1st - Violation: Cell phone will be returned to the student at the end of the school day and parents will be notified.

2nd - Violation: Cell phone will only be returned to parent or guardian.

3rd - Violation: Cell phone will only be returned to parent or guardian. The Principal may assign additional consequences.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution, which the complainant seeks.
 - d) Respond to the complainant.

4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) The superintendent will investigate, as he or she deems appropriate.
 - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
 - c) The board will notify the complainant in writing of its decision.
 - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.

CODE OF CONDUCT / STUDENT DISCIPLINE

Board of Education Discipline Policy:

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors lending to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

I WILL - Be Safe / Be Respectful / Be Responsible

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

Definition of Discipline

An ongoing process designed to teach, model, and use appropriate strategies to promote the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

Belief Statements

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student -
 - a) will not be allowed to interfere with the learning opportunities of another student, b) will not be allowed to interfere with the teacher's responsibility to teach all students, and c) will not excuse the misbehaving student from also successfully completing the learning objectives.
2. Changing behavior takes time.
3. Discipline is a part of the daily routine--not a disruption.
4. Self-discipline is the expected outcome.
5. Every discipline situation is an opportunity to teach expected behavior.
6. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
7. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
8. Punishment by itself cannot change behaviors.
9. In handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
10. Staff members will not respond to misbehavior as if it were a personal attack on them.
11. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.

12. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
13. Staff will handle all discipline situations in a professional manner.

Discipline Expectations

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Staff and students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school while using district transportation, at school, during lunch, on the way home while using district transportation, and at all school activities (home and away or any time while on school or district property).

The school district’s discipline is guided by the following principles:

1. The school district’s discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district’s expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student’s academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extra curricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Levels of Unacceptable Behavior

LEVEL ONE: Productive Personal Environment -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student. Minimum consequence: Teacher making eye contact with student
Maximum consequence: Detention

LEVEL TWO: Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others. Minimum consequence: Teacher making eye contact with student
Maximum consequence: In-School Suspension

LEVEL THREE: Orderly Environment -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment. Minimum consequences: teacher making eye contact with student
Maximum consequences: short-term suspension

LEVEL FOUR: Safe Environment -- Behaviors that are intended to cause another individual physical harm and/or are illegal. Minimum consequences: one day out-of-school suspension
Maximum consequences: one year out of school

Examples of Unacceptable Behaviors

LEVEL ONE: incomplete work, sleeping, inattentiveness, loitering, wearing hats in building

LEVEL TWO: leaving the room without permission, inappropriate movements, disruption of environment (noises, faces, improper attire etc.), talking without permission, failure to abide by classroom rules

LEVEL THREE: petty theft, derogatory remarks, improper language, elementary grade fighting, racial remarks, disrespect, destruction of property, noncompliance, intimidation, public displays of affection, going to parking lot or leaving the campus without permission, any other words or actions that would negatively affect an orderly environment.

LEVEL FOUR: weapons, arson, bomb threats, sexual harassment, felony theft, drugs or look-a-likes, tobacco, alcohol, physical assault (fighting), bodily harm or threatening bodily harm, lewdness, engaging in any other activity forbidden by the laws of Nebraska which constitutes a danger to others or substantially interferes with school purposes.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary

measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students will be required to serve suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The student and his/her parent or guardian will be given the opportunity to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

1. **Meaning of Expulsion.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be

enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.

- 4. Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may, with proper consent upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. 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;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding the school district's buses;
14. Sexting (a combination of sex and texting) - the act of sending sexually explicit messages or photos electronically;
15. Bullying as defined by Nebraska law;
16. Repeated and/or willful violation of the district's acceptable use rules regarding computers or other electronic devices;
17. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes. This provision will be enforced for conduct that occurs off school grounds if it causes or may reasonably be expected to cause a substantial interference with school purposes; or
18. Repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;

In addition, a student who engages in the following conduct that occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect. If the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

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

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

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

DELIVERIES

It is the practice at the Elementary buildings that deliveries of flowers, balloons, etc. for students will be held in the office until the end of the day. No flower/balloon type deliveries for students will be accepted for Valentine's Day. These practices are to minimize classroom disruptions and hurt feelings.

DISCIPLINE

In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems with which he/she feels unable to cope should be referred to the Principal. Exclusion from class for a brief time may be necessary in order to provide time for the Principal and teacher to confer with parents in regard to a solution of the problem. A teacher stands in the place of the parent while the pupils are under his/her control and has the same right to command and enforce obedience, which the parent has in the home.

DISMISSAL

Children will not be dismissed from school before dismissal time without direct, phone, or note permission from their parents or an authorized adult. Instruct your child never to leave school with a stranger.

Children who are not waiting for a ride or involved in a supervised activity are to leave the school grounds immediately after dismissal. Children may return to use the playground after 4:00 p.m.

DRESS FOR STUDENTS

The school administration and teachers will continue to encourage all to behave and dress in a fashion that reflects good taste and a style appropriate for a school day or school activity.

An individual's dress, personal appearance and cleanliness, as well as behavior, should reflect sensitivity to and a respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. The final decision in those situations of disagreement will be resolved by the school administration after consultation with the student and parents/guardians.

In addition to the above guidelines, the school administration will exclude the following items and/or method of grooming. This list is not inclusive of all items, which may be excluded:

1. Clothing or articles, which are soiled, torn, ragged, or sagging. Jeans or pants that have holes (where skin can be seen) above the knee.
2. All shorts/dresses/skirts are to reach to mid-thigh or longer. With arm hanging at the side and fingers extended, the length of the shorts/dresses/skirts must extend beyond the tip of the longest finger.
3. All tank tops must have two shoulder straps with a minimum of 1" in width.
4. Articles, which could cause damage to individuals or property.
5. See-through clothing.
6. Bare midriffs.
7. Printed wording or pictures on clothing that advertise or promote alcohol, tobacco, or drugs or carry derogatory or sexual connotations.
8. Headgear including hats, bandannas, sweatbands, stocking caps, do-rags, scarves, and visors are prohibited.
9. Make-up, costume paint, hair dye, etc.
10. Heals or shoes with wheels.

Students who are not dressed appropriately may be requested to go home and return to school properly dressed.

For playing outdoors in wet and snowy weather your child needs overshoes or rubber boots and snow pants are encouraged. Shoes should be sent with the boots for indoor wear. Be sure boots, mittens, caps, scarves, etc. are labeled with your child's name. If temperature drops below 15 degrees F with or without wind chill, children will stay indoors.

HEALTH

Nebraska Department of Health and Human Services prescribes a schedule for screenings based on current medical and public health practice. The schedule requires a physical screening by the school nurse for all kindergarten through fourth grade students. The results of the screening will be recorded on their permanent record. Parents will receive a written notice of any defective symptoms found, and are urged to correct them as soon as possible. The school DOES NOT diagnose or treat an illness or injury. Our policies are:

1. First-aid for sudden illness or injury.
2. In the event of a life threatening respiratory emergency, the school will administer medications as directed on any student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order, which has been reviewed by a physician and mandated by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility by rescue squad at the family's expense.
3. The school's obligation continues until after the emergency has been placed in the care of the family or physician of their choice.
4. Exclusion of children: having a temperature of 100 degrees or more for 24 hours after symptoms have stopped; with a suspicious contagion; symptoms of vomiting, headaches, active head lice; etc.
5. Any pupil with a rash that the school nurse cannot identify must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted their family physician and he recommended readmission with a written notice to this effect, then admittance is acceptable.
6. Children with cases of chickenpox must be excluded from school until each sore has developed a scab, and they no longer have a fever.

Parents can help the school health program by completing the health appraisal form sent home. You are asked to do this just once during your child's school term, with short forms being sent out each year thereafter, requesting only new information regarding illness, etc., which has occurred during the past school year and summer.

Nebraska State Law requires a physical examination for all children entering school in Nebraska for the first time. This includes all kindergarten students and any transfer students who are coming from another state.

It is necessary to have a telephone number other than your own to call in case of an emergency. Be sure this party is aware that you have given the school their number to call.

Children, who must remain indoors because of health reasons, must bring a note to that effect. The school takes special care in maintaining respect for each child's health and well-being. No child will be sent outside during inclement weather if it in any way would jeopardize his/her health. We ask parents to cooperate by not sending notes asking for their child to remain inside during recess period unless it is an absolute necessity. A note from the doctor may be required of requests for keeping children in from recesses for extended periods of time.

HOMEWORK

The teachers may require homework if it is a requirement of the curriculum or they feel that it will be a benefit to the student. This assignment will be given with the thought of what is best for your child and is designed as an extension of the school instruction not as busy work. We appreciate any help you may give the child, but doing their homework for them is not helpful. Encouraging them to finish and turn in their homework on time is important. Thank you for teaching them to be responsible.

IMMUNIZATIONS

State law requires students to be immunized against hepatitis B, measles, mumps, rubella, polio, diphtheria, pertussis, tetanus and varicella prior to enrollment in school. Students are required to be immunized against varicella or provide month/year the student had the chickenpox. Proof of immunizations is required. You must either have met immunization requirements for enrollment or be working toward completing requirements as fast as medically possible to be provisionally enrolled or receive an exemption.

LIBRARY

Books may be checked out of the library for two weeks. Students may be required to check out books with a reading difficulty level within their established reading level range. The student is responsible for any damage to the book and if any book is lost, report cards can be held until restitution is made.

Each elementary school has a fine library collection, accessible to students and teachers at all times. A library aide is usually on duty or available for assistance.

LICE

The procedure for monitoring and controlling lice in the elementary schools is:

1. Routine head-checks will be done twice a year; once at the beginning of the year and once after Christmas break.
2. Head-checks will be done more frequently at parent or teacher request, or as the need arises.
3. Any child found to have head lice will be sent home immediately with instructions for treatment and head lice control at home. A head-check of the child's classmates will be done at that time to determine if the head lice has spread within the classroom.
4. Parents will also be notified at the time of any head-checks if any nits are present.
5. Children will be readmitted to class after treatment with insecticidal louse shampoo. Parents need to send a note or call the school informing the school that the shampoo has been used. Children will be rechecked when they return.

LOST AND FOUND

The school secretary will handle the lost and founds, however, dangerous and illegal articles are confiscated. Pupils should be discouraged from bringing costly items or large sums of money to school. Parents are advised to mark children's clothing and possessions.

MEDICATIONS

Please do not send any medication to school with your child unless absolutely necessary. Dosages for medicines should be arranged to be given during non-school hours if possible. If medications must be given during school hours, the medication must be kept in the office. A permission form listing the student's name, the name of the medication, amount of medicine to be given, and the reason for the medication must be filled out and given to the office. For any long-term prescription medications, the form must have a doctor's signature. Forms are available in the office. Over-the-counter medications must be in the original container and age appropriate. Prescription medications must be in the original prescription bottle, labeled with the student's name, name of the medication, dosage, and directions for administering. Parents assume responsibility for monitoring the effects of the medication.

PARENT/TEACHER CONFERENCES

We are going to request at least two scheduled conferences with you at the end of the 1st and 3rd quarters. Additional conferences may be initiated by either the parent or the teacher at any time. Conferences help the teacher to understand the child and in many cases bring the parents into a closer working relationship with the school.

PARTIES & PARTY INVITATIONS

Various parties may be held each year: This includes: Halloween, Christmas and Valentine's Day. Parties will last approximately 45 minutes to one hour. Times will be determined by the staff in each school. There may be a Valentine exchange in grade K-5.

If a child brings treats for the room on his birthday, the last 5 minutes of the day or milk break may be used for passing treats. In some instances, it would be advisable for the parent to make prior arrangements with the teacher in regard to the number of treats to send. Exceptions to the above may be made through the administration.

Party invitations are an "out of school" activity, and cannot be delivered during the school day.

PERSONAL PROPERTY

Toys, skates, skate boards, laser lights, ipods, mp3 players, radios, etc. are not to be brought to school except by permission.

PETS

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. If a child has a special pet he would enjoy showing to his classmates, he may do so if previous arrangements have been made with his teacher and that a parent accompany the pet to the classroom for a short visit. It has been the school's policy to call the dog pound or police for unclaimed or unidentified pets.

PHOTOGRAPHS

Photographs and videos of students may be used for educational purposes in demonstrations and web pages. Individual students will not be identified in photographs and videos used in educational demonstrations and web pages without parent permission.

PROPERTY DAMAGE OR LOSS

Students will be charged for malicious damage to school property. Fines will be assessed at the end of the school year for lost or damaged books.

REPORT CARDS

Report cards are given out at the end of each quarter. They must be signed and returned to school after the first three quarters and may be kept at the end of the year.

SAFETY/EVACUATION DRILLS

Fire, Tornado, and Bus evacuation drills are practiced at regular intervals and are required by law. It is essential that when the first signal is given everyone obeys orders promptly and goes to designated areas, clears the building, or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

Lock Down Procedures:

A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times.

In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lock down.

SEARCHES

All property owned by the Nebraska City Public School District including lockers assigned to students, book bags, and vehicles on property owned by the Nebraska City Public Schools may be inspected by school authorities at any time. Items found as a result of such inspections will be turned over to the building principal.

SCHOOL CLOSING INFORMATION

In all cases of inclement weather or for any other reason that schools are closed, the information will be given over the local radio stations. If school is closed in the middle of the day, schools will be kept open until all children have left. The principal may excuse teachers when they are no longer needed to supervise pupils.

Parents who have baby-sitters should give them the above information and any other information pertaining to school activities.

STAFF QUALIFICATIONS

The No Child Left Behind (NCLB) Act of 2001 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, the Nebraska City 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. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline or the certification or degree.

NCPS will also, upon request and in a timely manner, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to the administrator of the child's building. The District will also give parents timely notice if the child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB Act.

TELEPHONE CALLS

Students must ask permission of a teacher or the secretary before using the school telephone. Phone calls are to be limited to those of necessity only. Students will not be called out of class for a telephone call unless it is an emergency.

VISITORS

Parents are encouraged to visit school anytime except the first week and the last two weeks of school. For safety reasons, all visitors are required to check in at the Office to receive a Visitor's Badge. Visitors can never walk into an operating classroom without Office assistance. A call to your school before a visit would be appreciated.

If a parent/guardian wishes to bring lunch and eat with their child, we ask that you only bring food for your own child. Students are not allowed to eat food brought by another student's parent/guardian unless the school office receives written or verbal permission from that student's parent/guardian.

Sending to school little brothers, sisters, cousins, etc., with your child is not permitted. These children generally get bored before the day is finished and cause disruptions. Out of town friends or former students will not be permitted to visit school. Arrangements for seeing former classmates must be made outside of the school day.

Former students who wish to visit with teachers may make arrangements to see that teacher after classroom hours, but only with prior arrangement through a telephone call to the teacher.

Board Policies/Notices

CHILD ABUSE AND/OR NEGLECT

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect. Reporting shall be both written and orally to the Child Abuse Center of the local Department of Public Welfare. If there is reason to believe that immediate protection for the child is advisable, an oral report shall also be made to any appropriate law enforcement agency. Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Laws providing communication shall not apply in cases of suspected child abuse or neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor.

PROOF OF IMMUNIZATION

Prior to enrollment, each Nebraska City Public Schools student shall provide a written immunization history, signed by the student's physician, parent or guardian, verifying that the student has received the required vaccines so as to be protected by immunization.

Any student who does not comply shall not be permitted to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or provisional requirements continue to be pursued or an exemption from compliance is given.

The cost of immunizations and any required documentation shall be borne by the parent or guardian, not the Nebraska City Public School district.

PHYSICAL EXAM AND VISION EVALUATION

Physical Exam:

*Admission to school requires submission of evidence of a physical examination within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade.

*Evidence of a physical examination is also required within six months prior to entrance in the seventh grade.

Vision Evaluation:

*Admission to school requires submission of evidence of a visual evaluation within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

The cost of the physical examination and vision evaluation shall be borne by the parent or guardian.

EVIDENCE OF BIRTH DATE

Upon admission to the Nebraska City Public Schools the parents/legal guardian of any child preschool to grade 12, shall furnish (a) a certified copy of the student's birth certificate issued by the state in which the child was born, or (b) other reliable proof of the child's identify and age, (i.e. naturalization or immigration documents showing date of birth or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. If the parents/legal guardian fails to provide this information, they will receive in writing a statement explaining the need for them to provide this information within thirty days. If the parents/legal guardian fails to comply with this request within 30 days the school shall notify them in writing that they need to comply within 10 days. If compliance is not obtained within that 10-day period, the school shall immediately report the matter to the Nebraska City Police Department for investigation. If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Nebraska City Police Department.

MISSING PERSONS:

A missing person shall mean a person 16 years or younger reported to any law enforcement agency as abducted or lost. Upon notification by the Nebraska State Patrol of a missing student, the school will flag the student's records in such a way that any personnel looking at such birth certificate or record shall be alerted to the fact that that birth certificate or record is of a missing person. Any school requested to forward a copy of a transferred student's record shall not forward such record to the requesting school if the record has been flagged as that of a missing person. The school will notify the Nebraska City Police Department of the request and that the student is a reported missing person.

Any school or person acting on behalf of a school shall be immune from civil and criminal liability for acts or omissions, which occur as a result of the requirements of the Missing Children Identification Act.

PARENT INVOLVEMENT POLICY

The Nebraska City Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district determines that it shall be the policy of the Nebraska City Public Schools to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall also be the policy of the Nebraska City Public Schools, in the event that any parent has a complaint or objection concerning any materials to make available personal conferences for the parent and appropriate school personnel to discuss those concerns identified. The district will prepare a complaint form, which may be used by any parent to express objections to particular instructional materials. The complaint forms will seek information including, but not limited to, the specific instructional material that has been identified for the complaint, the reason for the complaint, and a proposed solution for resolving the complaint from the parent's perspective. The Administration will respond in writing to the person filing the complaint with an appropriate response. (Ref. 79-4, 244 [1])

It shall also be the policy of the Nebraska City Public Schools to permit parents, upon a reasonable advance request, to attend and monitor courses, assemblies, counseling sessions, and other activities (such as FBLA, DECA, FFA, etc). (Ref. 79-4, 244 [2])

It shall also be the policy of the Nebraska City Public Schools to encourage communications from parents concerning when a parent believes it to be appropriate for their student to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The school district shall include a provision in the complaint form to receive 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 proposed solution for dealing with the objection that would be satisfactory to the parent. (Ref. 79-4, 244[3]) It shall also be the policy of the Nebraska City Public Schools to provide full access to the records of the students to the parent or guardian as set forth in State of Nebraska Law 79-4,157 and the Federal Education Right to Privacy Act during regular business hours of the school or wherever the student's records may regularly be maintained by the district. (Ref. 79-4, 244[4]) It shall also be the policy of the Nebraska City Public Schools to notify, through normal means (i.e. school newsletters), a parent or guardian of any student who will be asked to complete a standard norm referenced or criterion referenced test. Parents will be notified, when it is reasonable to do so, where a sample of these tests might be reviewed and the date upon which the tests will be administered. (Ref. 79-4, 244 [5]) Prior to any school sponsored survey being administered to the students of the district, it shall be the duty of the schools to notify the parent or guardian of each student involved in the survey the nature of the survey, the date and time when the survey will be administered, and the proposed use of the survey results. Any parent, who requests in writing that their student be excused from completing the survey, shall have the request honored. (Ref. 79-4, 244 [6]) It shall also be the policy of the Nebraska City Public Schools to prohibit any diminution in grade, credit, or other deterrent to the student as a result of having been excused from any school experience or school activity because of objections by their parent or guardian under this policy. This policy shall be reviewed, on a periodic basis, by the Education Committee of the Nebraska City Public Schools Board of Education. Policy Approved August 11, 2003.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the Nebraska City Public Schools. Students should report any concerns or questions to a teacher, school counselor, or the administration. The incident will be investigated and appropriate actions may be taken.

SPECIAL EDUCATION SERVICE

The Nebraska City Public Schools provide a service designed to identify children (birth to age 21) who may be at risk for learning and could benefit from special services. Children who display delays in learning, coordination, emotional development, language and speech development, or have physical, visual, or hearing impairments may qualify to receive free assistance if you live in the Nebraska City Public School District.

If your child is found eligible for services, an individual educational program will be developed by you, the parent, with the people who will help you meet your child's special needs. These people can include a teacher, speech pathologist, occupational and physical therapists or others. The program will build on your child's strengths and improve areas of weakness. The program will provide support, encouragement, and assistance for you in working with your child. For more information, contact your school principal.

STUDENT FEES, MATERIAL REQUIREMENTS AND FINES POLICY

The Board of Education of the Nebraska City Public Schools authorizes the school staff to assess fees, charges or fines to students, as provided by the Public Elementary and Secondary Fee Authorization Act. Student fees authorized by this act include:

- Participation in school sponsored extracurricular activities, which do not count toward graduation.
- Admission fees and transportation charges for spectators attending extracurricular activities.
- Post secondary education costs for tuition and other expenses associated with obtaining credit from a post secondary educational institution.
- Transportation for option enrollment students.
- Reimbursement for school district property lost or damaged by a student.
- Summer school or night school.
- Breakfast and lunch programs.

Students and their parents are expected to provide minor personal or consumable items for specific courses and activities, such as pencils, pens, crayons, colored pencils, scissors, paper, folders, markers, erasers, glue sticks, notebooks, binders, tissues, rulers, calculators, computer disks, book bags, physical education clothing / shoes that conform to the general guideline for student dress and other supplies as needed.

A public hearing on student fees will be held on the proposed fees and other items expected to be furnished by students. The adopted fee policy will be published in the student handbooks.

When a student maintains possession of project course materials upon completion, the student and their parent may provide the materials for that project or pay the school for the consumable materials used for that project.

All money collected from the students will be deposited in the Student Fee Fund. Money will be expended from the Student Fee Fund for the purposes for which the money was collected from students.

The Board recognizes that some students and their families are not financially able to pay the fees or provide the items expected by the school. Fees may be waived for students that qualify for the federal free and reduced lunch program. Applications to have fees waived are available upon request and must be filled out prior to fees being waived. Students qualifying for, but not participating in, the free or reduced lunch program may still submit the student waiver fee.

The board will annually determine the dollar amount to be charged to students or others for fees. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Nebraska City Public Schools will provide telecommunications access to students and staff for the purpose of enhancing the delivery of educational services and improving the productivity of offices, departments, and other organizations within the district. This access is limited to educational, career, and professional development activities.

The use of this telecommunication access is a privilege, not a right. Inappropriate use may result in limitation or cancellation of such privileges. Actions taken for inappropriate use will be determined by the district's disciplinary codes as well as local, state, and federal laws.

The district will enforce acceptable use regulations by providing for the supervision and regulation of learning activities requiring access to telecommunication systems.

TITLE IX: NOTICE OF NONDISCRIMINATION

Pursuant to Title IX and the requirements therein for the dissemination of policy, notice is hereby given that the Nebraska City School District #111 does not discriminate on the basis of sex in the educational programs and activities operated by the school district. This policy extends to admission and to employment of personnel by the district.

The Superintendent of Schools is designated as the responsible employee to investigate any complaint communicated to Nebraska City School District #111 alleging noncompliance with Title IX or alleging any actions, which would be prohibited by Title IX. The Superintendent may be contacted with any questions or complaints at the Central Administrative Office at 215 N 12th St. in Nebraska City or by telephone at 873-6033. A copy of the complete Title IX policy is available at the Superintendent's office.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a Federal Civil Rights Rehabilitation Act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The act defines a person with a disability as anyone who: (1) has a mental or physical impairment, which substantially limits one or more life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working). (2) Has a record of such impairment; or, (3) is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Nebraska City Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504 (Part D), which include the obligation to identify, evaluate, and if a student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights to educational records. This act gives the parent/guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact the Director of Student Services, Section 504 Part D, Coordinator at 873-6033.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Nebraska City Public Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest
- o Other schools to which a student is transferring
- o Specified officials for audit or evaluation purposes
- o Appropriate parties in connection with financial aid to a student
- o Organizations conducting certain studies for or on behalf of the school
- o Accrediting organizations
- o To comply with a judicial order or lawfully issued subpoena
- o Appropriate officials in cases of health and safety emergencies
- o State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification for Nebraska City Public Schools is accomplished through student handbooks, the district newsletter, in the annual report, and on the district website at <http://www.nebcity.esu6.org>. If you as a parent do not want directory information shared, please submit this request in writing to the building principal by September 1st of each year.

USDA Non-Discrimination Policy

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Title 1
Parent - School - Learning Compact

Title I Reading - helping all children become better readers!

Parents, students, and teachers all have a role in improving each child's reading skills.

Parents	Students	Teacher
Provide a quiet place to read.	Do your best at school.	Encourage and praise all children.
Spend at least 15 minutes a day with your child listening to him/her read or reading with him/her. Ask questions about what they read.	Read alone or with an adult at least 15 minutes per day.	Determine each student's strengths and build on them, as well as developing areas needing improvement.
Encourage and praise your child.	Ask questions if you do not understand something.	