

## GENERAL INFORMATION

### From the Administration

WELCOME to Elwood Public Schools. It is the sincere wish of all staff members to make the 2015-2016-school term as successful and enjoyable as possible.

This handbook has been revised and approved by the Administration and the Board of Education and is intended to be a guide to the rules, regulations, and general information about Elwood Public Schools. These are but a selected few -- read them carefully. They will help answer some of your questions. No handbook can ever be all-inclusive, therefore, the administration reserves the right to act within the general intent of the handbook and make changes when deemed necessary by the school administration.

Included in this handbook is a copy of the Elwood Public School Policy HFCG - Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as Part of Any of the Schools' Activities. This notice is being provided to you in compliance with P. L. 101-226 and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain any federal financial assistance. Policy Concerning Internet use by students, and FERPA is also included. Please sign the Illness or Injury Procedure Consent and Handbook Sign - off Sheet, the Acknowledgment Receipt, and the Internet Policy acknowledgment and return them to the school.

The balance between a high quality program and positive behavior by students insures an effective learning environment for all. The maintenance of a good learning atmosphere depends upon a sustained and cooperative effort on the part of students, parents, teachers, and administrators.

We are looking forward to another exciting new year. Our wish for each of you is to have a great year. Apply yourself in your school work, do your very best, and always be respectful of others.

If you have any questions, don't hesitate to ask. Stop by the office and we will try to help you. One last reminder, in the present day world of electronic files and internet access we will be changing our policy on sending home report cards. **We will discontinue the process of sending home a hard copy unless you request the district to do so by calling the principal's office or by marking the report card preference on the "Acknowledgement of Receipt 2015-16" form that you will be filling out upon your student's enrollment in school.**

Again, WELCOME back to school.

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Daren Hatch, Superintendent

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Kyle Hemmerling, Principal

### Mission Statement

The following is the mission statement and governing values as adopted by the Board of Education and are used as guidelines to develop policies for the Elwood Public Schools.

#### **WE BELIEVE:**

1. Through education, individuals are given the opportunity to reach their potential.
2. Our school should provide a positive, motivating learning environment.
3. That all individuals have the ability to learn.
4. Community support of education is vital to the success of the school and community.
5. That everyone shall be treated with dignity and respect.
6. Everyone must demonstrate and encourage responsible behavior.
7. That family is the origin of education

**MISSION STATEMENT:**

The mission of the Elwood Public Schools District is to promote continuous learning and to prepare individuals to be contributing members of society through educational, extracurricular, and social opportunities that reflect our changing global times.

**IN THE OPERATION OF ELWOOD PUBLIC SCHOOLS, NO ONE WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, SEX, COLOR, NATIONAL ORIGIN, AGE OR DISABILITY. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT DAREN HATCH, SUPT., ELWOOD PUBLIC SCHOOLS. PHONE: 308-785-2491.**

**GENERAL INFORMATION****Board of Education, Administration, Faculty & Staff****1. School Board Members**

|                          |                            |
|--------------------------|----------------------------|
| Shelly Jorges, President | Bill Brell, Vice-Pres.     |
| Lacie Evans, Secretary   | Nick Niemeier, Treasurer   |
| Ken Rahjes, Member       | Kristy Diefenbaugh, Member |

**2. Faculty Members**

|                         |  |
|-------------------------|--|
| Daren Hatch             | Superintendent   |
| Kyle Hemmerling         | Principal  |
| Andrea Malleck          | Guidance   |
| Deloris Kenning-Plummer | Title 1  |
| Toni Rieker             | Kindergarten   |
| Rita Simpson            | First Grade  |
| Lori Knoerzer           | Second Grade/HS & JH Volleyball/JH Girls Basketball/JH Track                               |
| Julie Crawford          | Third Grade  |
| Emily Devine            | Fourth Grade   |
| Kimberly Heimann        | Fifth Grade  |
| Hillary Bentley         | Sixth Grade, EL Academic Bowl  |
| Christel Smith          | English, German, HS Academic Bowl, STUCO   |
| Amanda Remmenga         | English, Journalism, Speech/Drama, One-Act Play  |
| Chelsey Neville         | Science, Science Club, Science Fair  |
| Kurt Banzhaf            | Social Studies, Head Boys & Girls Track Coach, Athletic Director                           |
| Kim Scoville            | Special Education  |
| Catherine Bodenhiemer   | Special Education, Gifted Education, MS Academic Bowl                                      |
| Danielle Carpenter      | Special Education  |
| Sandy Dean              | Mathematics, NHS   |
| James Kleine            | Mathematics, Assistant Volleyball & Assistant Track Coach                                  |
| Nicole Nickell          | Vocal & Instrumental Music   |
| Kevin Mahlberg          | Business, Asst Girls Basketball, Assistant Track Coach                                     |
| Kim Eggers              | Art, 8th Grade Math  |
| Patrick Ropers          | Library, Head Football, Head Girls Basketball, JH Basketball/Track                         |
| Ellen Halmes            | Family & Consumer Sciences, FCCLA  |
| Michael Goracke         | Industrial Arts  |
| Andrew Chrisinger       | Elementary and Secondary Physical Education, Assistant Football, Head Wrestling, Head Golf |
| Shane Tilson            | Head Boys Basketball Coach   |

### **School Time**

Hours for school this year will be from 8:10 a.m. to 3:45 p.m. for students in grades K through 6. Activity Day dismissal time is 2:21. (Usually, the last day of the week.) Students should not arrive before 7:50 a.m.--especially those students from town unless they are eating breakfast. Breakfast is served daily to elementary students from 7:35-8:00. Students arriving before 8:00 AM must stay on the playground or the elementary lobby. Students are not to be in the hallway before 8:00 AM.

### **School Closing**

In case of bad weather we will activate the Power Announcement system which automatically sends out a recording via our telephone system. You may also listen to the radio for an announcement that school has been cancelled-KRVN – 880 AM or 93.1 FM, KQKY – 105.9 FM, KICX, KUVR – 1380 AM. Also, announcements will be made over television KHGI, Channel 13, KGIN, Channel 10-11, or KHAS, Channel 5. If a late opening is announced, please continue to monitor the media as conditions may worsen warranting a closing of school.

### **Board of Education Meeting**

A monthly meeting of the Elwood Board of Education is held on the second Monday of each month. These meetings are held at 7:30 P.M. in the school library.

### **Item for Agenda**

A patron may place an item on the school board agenda by filing a written request with the superintendent at least 24 hours prior to the regularly scheduled meeting. The written request should include the name, address and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board and any pertinent background

## **SCHOLASTIC INFORMATION**

### **GRADING SYSTEM**

A-93 to 100%      B-86 to 92%      C-78 to 85%      D-70 to 77%      F-Below 70

A grading system of (S) Satisfactory and (U) Unsatisfactory may be used in some elementary levels. An intermediate student (4-6) failing in two major subjects will be considered for possible retention. A primary student (1-3) failing in reading will be considered for possible retention. Report cards are generated at the end of each nine-week period and can be checked on PowerSchool, however if you would like to request a paper copy please contact the principal's office.

### **Individual Education Programs**

The psychologist, the parents, the student, the teachers of that student, the guidance counselor and the school administration will determine the course of study for each student in Special Education. Each student in Special Education will be dealt with individually because each student has abilities unique to themselves.

### **Title 1 - Remedial Reading & Math**

Title 1 is a government-funded program made available to schools throughout the U.S., which have a required number of low-income families in the district. This does not mean, however, that only low-income children may attend Title 1. It is provided for all students in a school district who are in need of assistance in reading and/or math, in addition to their regular classroom instruction. Title1 is not the same as Special Ed. (Resource), but rather is a completely separate program. Children in Resource have other special needs that are better served in that program. Very often a Title 1 student simply did not understand a concept or master a skill the first time it was presented, and simply needs more review and drill to help him or her attain grade level achievement. The goal of Title 1 is to help students improve their weak areas in

reading and/or math so they can catch up to grade level and thereby function comfortable in the classroom. Qualification for Title 1 is determined in the spring for the following school year based on two criteria. The first is the annual achievement test and the second is a teacher-selected criterion.

### **Special Education Procedural Safeguards, Policies and Programs**

The Board of Education of this school district herein affirms that all procedural safeguards, policies and programs administered within the school district will be consistent with P.L. 94-142 and in accordance with the rules and regulations pertaining to special education as promulgated by the State Department of Education.

### **Permanent Records**

A permanent record for each student is maintained in each Elementary Classroom. The record includes such items as personal data, family data, health records, scholastic records, activity records, test data, etc. Any student, his parents or guardians may have access to the student's permanent record. These records are kept to facilitate the possible transfer of students to other schools.

## **ATTENDANCE, TARDINESS, & ILLNESS**

### **Attendance Policy and Student Absences**

The Board of Education believes it is the shared responsibility of the parent or guardian, the student and the school to establish and maintain desirable habits of punctuality and attendance. Parents cannot excuse students from school. They can only give the reason for the absence. The authority to determine whether an absence is excused or unexcused rests with the school administration.

When a student is absent from school for a day or any part of a day, the parent should phone the school by 9:00 a.m. This procedure will help insure that your child reaches school safely and will be sufficient notification for the school's absence records.

### **Categories of Absences**

**Excused:** A note from home giving the reason for the absence, i.e.: family bereavement; doctor or dental appointments; illness; special religious observances; demonstration of exhibits at the State Fair; court appearances; family emergencies and other family activities, justified to the principal.

**Unexcused:** Truancy, leaving school without checking out of the office, forged excuses or failure to bring a note from a parent/guardian giving the reason for absence within two days after the student returns to school. Leaving school to attend EHS activities without getting a makeup slip the day before an event and meeting the criteria as outlined in Tardiness and General policy statement. Students with unexcused absences will be expected to make up the time minute for minute for the time absent.

**Medical:** A medical excuse will be issued when the doctor specifically states in writing that the student cannot attend school. Examples would be for a contagious disease or surgery. This DOES NOT include doctor visits.

**Special:** Participation in an E.S. activity is excused.

The total of all absences shall not exceed ten (10) in a semester. Students who are absent 10 or more times a semester will be considered for possible retention. If parents and students feel there are extenuating circumstances causing the excess absence, they may appeal to a faculty committee on absenteeism by contacting the school as soon as notice of excessive absenteeism is received.

Nebraska state law requires habitually truant students, defined as students who are absent more than twenty (20) days of school or the hourly equivalent, to be reported to the County Attorney as being

habitually truant.

Notices of attendance will be mailed to parents/guardians after the 5th excused absence. Also, the student will confer with the principal after the fifth absence in an attempt to clarify any questions and point out all possible consequences. Parents will also be notified via a letter when a student receives an unexcused absence.

Any excuse not covered above will be decided at the discretion of the principal. Any notes not giving the reason for the absence will be counted as unexcused. Any administrative decision as per classification of the excuse may be appealed prior to the absence when enough advance notice is given.

### **Tardies**

Will be handled by the classroom teachers.

### **Student Illnesses or Injuries**

A form is provided for you to give us information necessary in taking action whenever your child(ren) become(s) ill or is injured while at school or at a school activity. Please complete this form and return to us as soon as possible.

### **Administering Medicines to Students**

It is the policy of the Elwood School System that a parent at home administers a student's medication. Students may leave medicine in the office for safe keeping when necessary if a parental note gives permission for the medicine. Our staff members are not required to dispense medication at school as per advice of our school attorney.

## **USE OF BUILDING AND GROUNDS**

### **Telephones**

NO ONE will be called from a class to receive a telephone call unless the call is an emergency.

### **Use of Copy Machines/Printers**

Students may use the copy machine or computer printers for school related items only with permission. All personal items to be copied or printed will cost 10 cents per copy (front and back is 2 copies). Copying another student's class notes on the copier is considered personal items and will be assessed a cost of 10 cents per copy.

### **Lockers and other School Property**

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

### **Visitors**

Visitors are asked to report to the Superintendent's Office upon arriving. **Student visitors are not allowed.** Visitors eating lunch at school will be expected to pay cash--federal regulations will not permit visitors to "borrow" from another's lunch account.

### **Student Bicycles**

There will be no driving of bicycles during school hours. This includes the lunch hour. Bicycles will be placed in the bike racks, at NE corner of the school building. Bicycles are to be left there until dismissal time in the afternoon. The only exceptions will be students that have permission to use them to go home

for dinner.

### **Care of School Property by Students**

Except in cases of unavoidable accidents, students and/or their parents are liable for all damage they may do to school property and will be required to make restitution for damages incurred. This includes writing or carving on school desks, books, lockers, or any other school property.

### **Care of Personal Property by Students**

Students are encouraged to mark all personal property so that it can be identified if lost or stolen. This includes the marking of personal apparel such as coats, shoes, etc.

## **STUDENT RIGHTS, CONDUCT, RULES, AND REGULATIONS**

### **Student Discipline**

Good discipline in the school is extremely important to the school program. With good discipline the school can discharge its primary responsibility in the development of citizenship and students can realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the Superintendent and the School Board. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and involved in constructive activities rather than punishing them or doing things that are anti-social.

### **Student Detention**

Detention has been established to deal with student misconduct. Students who have misbehaved may be assigned to detention. Students will report to the teacher who issued the detention with something to work on or read by 3:48 on the day detention is assigned. Bus students will be given one day to make arrangements and will be expected to report to detention hall the next day. Being late, not having anything to work on, visiting with others, sleeping, chewing gum, or having pop or candy in detention will result in being dismissed and doubling the detention time. No student will leave the detention classroom for any reason after 3:48 until they have completed their time. Failure to appear for detention will result in detention time being doubled. Continued failure to appear will result in in-school suspension.

### **Hazing**

Any hazing of any student by any other student or as a part of an initiation to an organization is prohibited in any and all circumstances.

### **Bullying and Harassment of Students**

Bullying and/or harassment of any student are an unacceptable form of behavior and Elwood Public Schools will not tolerate any form of it. Bullying and harassment is defined as but not limited to an individual or group of individuals who are or feel threatened, abused or undermined by another individual or group of individuals. Bullying can be expressed through physical, verbal, or intimidating behavior. A substantiated charge against a student in a school district shall subject that student to disciplinary action including, but not limited to, suspension or expulsion.

### **Sexual Harassment of Students**

It is the policy of the school district to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the school district staff or employee of the school district, to harass a student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below.

### **Definitions**

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical

conduct of a sexual nature when made by a school employee to a student or when made by any student to another student, constitutes sexual harassment when:

- (A) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- (B) Submission to or rejection of such conduct by an individual as used as the basis for academic decisions affecting that individual; or,
- (C) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to, the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### **Procedures**

Any person who alleges sexual harassment by any employee of the district or another student in the district may use the district's complaint procedure or may complain directly to the superintendent of schools, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against an employee of the school district shall subject the employee to disciplinary action, including, but not limited to, discharge. A substantiated charge against a student in a school district shall subject that student to disciplinary action including, but not limited to, suspension or expulsion.

### **Possession of Weapons**

Any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm or dangerous weapon on school grounds or school zones (including the streets surrounding the school), in a school owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event will be expelled from school for one calendar year. The administration or school board may modify the expulsion requirement on an individual basis.

#### **The term firearms means:**

- 1) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- 2) The frame or receiver of any such weapon
- 3) Any firearm muffler or firearm silencer
- 4) Any destructive device which includes: Bomb, Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one quarter ounce, Mine, and/or Device similar to any of the devices described in the preceding classes.

#### **The term dangerous weapons means:**

- 1) A dangerous weapon is defined as any item that is ordinarily or generally considered a weapon
- 2) Any item that a student has intent of, or use to harm another individual or themselves.

## **Insubordination**

Insubordination is the failure to respond appropriately to any reasonable request by a staff member or administrator. Failure to respond to a reasonable request will result in disciplinary action ranging from verbal reprimand to suspension or expulsion.

## **Alcohol, Tobacco, Use of Other Drugs**

The Elwood School District recognizes that the use of tobacco, alcohol and illegal drugs is a significant health and social problem. Student tobacco, alcohol, and illegal drug use results in negative effects on behavior, learning, social and physical development. We believe that we have the obligation to address what we consider to be detrimental influences on student performance, achievement and development. Any substantiated charge against an elementary student will be dealt with accordingly. This is a part of a total effort to discourage the use of tobacco, alcohol, and other illegal drugs by the young people of our community. The use of dogs to walk locker rooms, parking lot (including the street between the school and football field), or other parts of the school grounds to determine the presence of illegal drugs will occur at any time during the school year and without prior notice to students or parents.

## **Student Dress Code**

The Board of Education endorses the concept that appropriate school attire is conducive to a learning atmosphere. The responsibility for the appearance of students in the public schools of this district rests with the parents and the students themselves. Clothing should be clean, inoffensive and in good condition. For general health and well-being, please see that your child comes to school neat and clean. Apparel must comply with the health and safety codes, and reflect hygienic standards that do not interfere with the educational process.

Gang apparel shall not be worn on school grounds or at school activities. Gang apparel is defined to include clothing, jewelry or accessories generally associated with gangs. Gang apparel includes sagging or excessively baggy pants that touch the floor, and /or excessively long belts that are worn down either leg. Tattoos of objects that are generally associated with gang symbols must be covered while the student is attending school. As examples of gang apparel changes, this policy will change accordingly and students and parents will be notified of any changes.

Students will not be permitted to mark themselves or others with pens or markers for any reason. Those doing so will be asked to wash the markings off. Continued violation of this rule will result in disciplinary action. **Exceptions will be made for putting on school symbols or insignia during spirit week.**

Any question concerning appropriate apparel shall be handled on an individual basis by the immediate supervisor, teacher, or building administrator. The school administration will have the final authority on banning any clothing or apparel that in the opinion of the administration interferes with the education process at E.P.S.

Students (both male and female):

- 1) Are not to wear hats, hoods, or gloves in school building.
- 2) All attire promoting alcohol, tobacco, drugs or of questionable taste are not to be worn during school hours.
- 3) Students may not wear clothing that is excessively revealing such as short mini-skirts, short-shorts, tank tops, loosely fitting and low cut halter tops, mesh shirts (unless a T-shirt is worn underneath), or shirts which expose the midriff.
- 4) The wearing of pants, jeans or shorts worn in a sagging fashion below the waistline or exposing underwear is prohibited.
- 5) Shoes, boots, or sandals must be worn at all times

**Strict rules will be enforced. Violations of these rules will result as follows . . . . .**

First Offense - One warning and student will be required to go home and change.



Second Offense - Student will be required to go home and change and stay one hour after school.  
Third Offense – In School Suspension

### **Student Conduct on School Buses**

Student sponsored transportation is an extension of the classroom. Students are required to conduct themselves in a manner consistent with established standards for classroom behavior.

### **Student Conduct on the Playground**

We want everyone to be able to have fun without getting hurt. Playground rules will be posted in every classroom and all students are expected to follow these rules or have playground privileges taken away for a period of time.

### **Male/Female Relationships**

Students are expected to conduct themselves with decorum and respect for themselves and others in personal relationships. Public demonstration of kissing, embracing, hand holding and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. Students in violation of this rule may be referred to the office for disciplinary action.

### **Leaving the Building - Grades K - 6**

If a student leaves the building during school hours, he or she must have a pass from the office.

### **Electronic Devices**

**Students are not to use electronic devices such as cell phones, pagers, CD players or other like equipment during class time unless approved by the teacher.** The first violation of this rule will result in the item to be confiscated and given to the principal where the student may pick the item up at the end of the day. If a second violation occurs the student's parents will be required to pick up the item. Those who continue to violate this policy will face disciplinary action ranging from detention to expulsion.

Any electronic device found to contain or display inappropriate material or language may result in additional disciplinary actions and/or be turned over to the Gosper County Sheriff.

### **Insurance Program**

A group plan of pupil accident insurance shall be made available on a voluntary basis to every pupil registered in the schools of the district from kindergarten through grade six. This program is made available for your convenience.

### **Parties**

There will be three classroom parties per year: Halloween, Christmas and Valentine's Day. In accordance with the School's Wellness Policy we are encouraging students and parents to bring healthy snacks to any class parties. Each teacher will plan his/her party. There will be no exchange of gifts at Christmas in elementary classes. Invitations for private student parties at home may be handed out at school only if all students in the class are included.

### **Checking Out Procedure**

Students must secure a checkout sheet from the office and must return all books, materials, school property, pay all fines, and have the signature of all teachers, librarians, district secretary, and principal before the student will be cleared to check out. Please begin this process 2-3 days before you are to leave the district to give yourself time to return all school properties and to clear up any outstanding debts to the school.

### **Physical Examinations of Student**

The school district requires evidence of a physical examination by a qualified physician for every kindergarten student. Students transferring to the school district from out of state must also provide proof

of physical examination. Such proof of physical examination must be provided to the school principal prior to admission to the school. Such physical examinations must have taken place within six months prior to the entrance of the student into the school system. Any parent who objects to such a physical examination because of religious or personal beliefs shall present these objections in writing to the proper school officials in lieu of the proof of physical examination.

### **Gum & Candy**

Gum chewing during school hours will be left to the discretion of the individual teacher. When such action annoys others or is causing any problems, it will be disposed of immediately.

**Please use the sidewalks** - Do not cut across the lawns. Also use the crosswalks when going across the street.

**Student Behavior at School Activities** - During the football games, students will not be allowed to play in the end zones. Students should remain seated in the gym during basketball and volleyball games. **No running in the hall.** Be considerate of other spectators.

### **Suspension from School**

**A student may be suspended or expelled from school on the basis of evidence that the student has committed any of the following acts while attending school or participating in any activity sponsored by the school:**

- 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.
- 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 (this includes the use of facsimile or replica weapons);
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in R.R.S. 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in R.R.S. 53-103, or being under the influence of a controlled substance or alcoholic liquor.
- 7) Public indecency, as defined in R.R.S. 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8) Sexually assaulting or attempting to sexually assault any person 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 which occur off school grounds not at an educational function or event. 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 R.R.S. 28-319 and 28-320; as such sections now provide or may hereafter from time to time be amended;
- 9) 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; or
- 10) A repeated violation of any rules and standard validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

A student may be suspended or expelled from school for a period of up to one year. A complete copy of the Student Disciplinary Policy, which lists your rights and responsibilities, may be obtained from the office of the Superintendent of Schools. This policy is in compliance with State Statues passed in, 1996.

## STUDENT FEES POLICY

The board of education 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. 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 students extending 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. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, etc.), students bringing their own or paying the reasonable cost of specialized equipment or supplies for their personal preference or personal retained benefit of the students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments etc.) and assisting with special programs, such as field trips, summer school, school dances and plays. The district's general policy is to continue to encourage and to require, to the extent permitted by law, 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. Parents, guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### I. Definitions:

- A. **Extracurricular Activities.** Student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
- B. **Postsecondary Education Costs.** Tuition and other fees associated with obtaining credit from a postsecondary education institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev. Stat. §§ 79-1106 to 79-1108.03, 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.

### II. Fees Authorized under Nebraska Law:

- A. The board recognizes that under the Public Elementary and Secondary Student Fee Authorization Act, the district may charge students a fee or require students to provide or pay for the following:
- B. Participation in extracurricular activities;
- C. Postsecondary education costs;
- D. Copies of student files or records pursuant to Neb. Rev. Stat § 79-2,104;
- E. Materials for a course project if there are reasonable written guidelines and the project becomes the property of the student;
- F. Minor personal or consumable items;
- G. Nonspecialized attire within reasonable written guidelines;
- H. Musical instruments for optional courses that are not an extracurricular activity, subject to the district waiver policy;
- I. Specialized equipment or attire for music courses that are extracurricular activities, subject to the district waiver policy;
- J. Transportation pursuant to Neb. Rev. Stat. §§ 79-241 (option enrollment), 79-605 (non-resident) and 79-611 (4 mile);
- K. Reimbursement for property lost or damaged by the student;
- L. Before-and-after school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104;

- M. Summer school or night school; and
- N. Breakfast and lunch programs.

**III. Admission fees and transportation charges.**

The district may charge admission fees and transportation charges for spectators attending extracurricular activities. These fees and charges are subject to the district's fee waiver policy, see section XVII, below.

**IV. Postsecondary education costs:**

Any postsecondary courses offered by the district 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.

**V. Materials required for course projects:**

Students shall furnish or pay the reasonable cost of any materials required for course projects where reasonable written guidelines are provided and where, upon completion, the project becomes the property of the student.

**VI. Minor Personal or Consumable Items:**

The district shall require students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks and similar personal or consumable items.

**VII. Nonspecialized attire required for specified courses and activities:**

- A. **Student provided:** 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 program, course or activity and where those requirements are reasonably related to the course or activity.
- B. **District provided:** 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 shall assure that such equipment is available in the appropriate classes and areas of the school buildings. Teachers shall instruct students in the use of such devices and to assure that students use the devices as required. Students shall follow such instructions.

**VIII. Musical Instruments for Optional Courses:**

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available for those students who would qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs. However, the district is not required to provide for the use of a particular type of musical instrument for any student.

**IX. Specialized Equipment or Attire for Extracurricular Music Activities:**

For music courses that are extracurricular activities, students may be required to provide specialized attire or specialized equipment, such as musical instruments, or to pay a reasonable usage cost for such attire or equipment. Payment of any fee under this section is subject to the district's fee waiver policy, see section XVI, below.

**X. Transportation fees:**

The district may charge fees for transportation pursuant to Neb. Rev. Stat. §§ 79-241 (option enrollment), 79-605 (non-resident) and 79-611 (4 mile) to the full extent permitted by federal and state laws and regulations.

**XI. Lost or Damaged Property:**

The district may charge a fee or fine for school district property lost or damaged by a student.

**XII. Public Hearing:**

On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost.

**XIII. Student Fee Fund:**

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school, night school, or Odysseyware classes during the school year. No other money shall be deposited in the student fee fund, whether from other student fees or taxes. The money shall be expended for the purposes for which it was collected from the students.

**XIV. Summer School and Credit Recovery Classes:**

**Students enrolling in ODYSSEYWARE for Credit Recovery classes, in the summer, for failing classes at EPS will be assessed a fee of \$300 per course enrolled.**

**XV. Breakfast and Lunch Program**

Following is the schedule of fees required for the breakfast and lunch program offered by EPS.

Full price meals – **Elementary: Breakfast - \$1.85, Lunch \$2.45, milk -50 cents; Secondary: Breakfast - \$1.85, Lunch \$2.70, milk – 50cents.**

Reduced price meals – Elementary and Secondary: Breakfast - .30 cents, Lunch - .40 cents.

**XVI. Fee Waiver Policy:**

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs: (1) Participation in extracurricular activities; (2) Admission fees and transportation charges for spectators attending extracurricular activities; (3) Specialized equipment or specialized attire for participation in extracurricular activities; (4) Course Project Materials as provided in Section V above; (5) Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities. Participation in a child nutrition program is not required to qualify for the waiver described in this section.

**XVII. Severability Clause:**

If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

## **FERPA RIGHTS**

### **Notification of Rights under FERPA for Elementary and Secondary Institutions**

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

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible

student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, S. W.  
Washington, D.C. 20202-4605**

The Family Educational Rights and Privacy Act allow the release of certain directory information to those who request it. Directory information includes the following information relating to a student: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Parents, or students over the age 18, have the right to refuse to permit the designation of any or all categories of directory information be released if Elwood Public Schools is notified in writing by **August 21<sup>st</sup>, 2015** that such personally identifiable information is not to be designated as directory information with respect to that student.

### **STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS PART OF ANY OF THE SCHOOL'S ACTIVITIES**

It shall be the policy of the School District in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion or referral to appropriate authorities for criminal prosecution.

**Elwood Public School will provide a breakfast and lunch program for students and staff.**

**\*\*Elwood Public School will provide a breakfast and lunch program for students and staff. In accordance with Federal Law and U.S. Department of Agriculture policy:  
“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating 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 toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.**

**\*\*You must sign the Acknowledgement of Receipt and Internet Use page included in the information packet and return it to the school by August 21<sup>st</sup>. \*\***

# Acknowledgement of Receipt and Internet Use

2015-16

## ACKNOWLEDGMENT OF RECEIPT

"This receipt shall serve to demonstrate that you as parent or guardian of a student attending Gosper County School District No. 30 have received notice of the standards of conduct of this district exacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities as described in Board Policy or administrative regulation. This notice is being provided to you pursuant to P. L. 101-226 and 34 C.F.R. Part 86, both Federal Legal requirements for the district to obtain any Federal Financial Assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as hereinabove described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any such student.

2015-16

## Policy Concerning Internet Use by Students

It shall be the policy of Elwood Public School District No. 30 to provide educative and curriculum related opportunities to the students of the district by providing telecomputing services by (Internet) to the students of the district. The district, by adopting this policy recognizes that access to the Internet, data available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of, Internet, be the policy of this district to revoke the privilege of any user who misuses the Internet by engaging in activities not related to the educative purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature, for personal attacks on or "flaming" of another, for engaging in non-educative or non-curricular related conversations, including chat rooms, and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educative purposes or the curriculum of this district.

Additionally, to the extent that it can be reasonably determined by the administration what fees if any have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

It shall further be the policy of this district to provide a copy of this policy to each student user of the Internet and to his or her parent or guardian. I hereby acknowledge that I am aware of the Elwood Public School's policy concerning use of the Internet.

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Parent Signature