

# **PAWNEE CITY PUBLIC SCHOOLS**

## **ELEMENTARY HANDBOOK**

**Grades: Preschool – 6<sup>th</sup>**



**School Year 2016 -17**

**Elementary School Phone: 402-852-2411**

This handbook is to better acquaint you and your parents with the objectives and functions of the Pawnee City Public Schools. Every parent and student should become familiar with policies and procedures stated in this booklet. Take it home with you and discuss it with your parents. Keep it handy so you may refer to it from time to time.

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## INTRODUCTION

### Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

### Notice of Non-Discrimination

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Brian Rottinghaus at (402) 852-2411, [brottighaus@pawneecityschool.net](mailto:brottighaus@pawneecityschool.net) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Brian Rottinghaus at (402) 852-2411, [brottighaus@pawneecityschool.net](mailto:brottighaus@pawneecityschool.net) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent: Mr. Brian Rottinghaus at (402) 852-2411, [brottighaus@pawneecityschool.net](mailto:brottighaus@pawneecityschool.net) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## CODE OF CONDUCT

The Pawnee City Public Schools system is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The behavior expectations outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- on school property;
- traveling on a school bus;
- participating in extra-curricular activities;
- participating in off-site school-sponsored activities; or
- engaging in an activity which will have an impact on the school climate.

### Behavior Expectations

All members of the school community are expected to:

- respect and comply with federal, state and local laws;

- demonstrate honesty and integrity;
- respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, color, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- demonstrate best effort during all school-based activities.

### **Inappropriate Behaviors**

In abiding by Pawnee City Public School behavior expectations, all members of the school community are expected to refrain from:

- breaking federal, provincial or municipal laws;
- any behavior that discriminates based on economic status, race, color, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability, such as racial, ethnic or homophobic, comments;
- any violent or bullying behavior (physical, verbal, social, electronic) that intentionally hurts (physically, socially, or emotionally) another person;
- making derogatory or hateful comments toward an individual or group of people;
- threatening an individual or group of people;
- threatening to damage or destroy property;
- injuring an individual, group of people or property;
- using technology to intentionally abuse or bully another person;
- using technology to interfere with the positive climate of the school;
- using language that is violent, profane or discriminatory;
- wearing clothes that depict violence, profanity or discrimination.

### **Communication of Expectations**

Expected behaviors as identified in the Pawnee City Public Schools student handbooks and board policies will be encouraged and supported through multiple school-wide practices, which may include the following:

- Behavioral expectations are discussed with all members of the school community during scheduled meetings.
- Behavior expectations for students are reviewed, practiced and discussed on a regularly scheduled basis and as needed.
- Behavior expectations are applied consistently by all staff.
- Students are presented with a choice of behaviors and related consequences to enable them to make an informed choice before acting.
- Appropriate behaviors are modeled by school staff.
- Appropriate student behaviors are acknowledged by staff members.
- Teachers contact parents/guardians to provide feedback on student Behavior and accomplishments.
- Curricular and extra-curricular programs that promote social skill development are available.
- Environmental and/or programming changes are considered.
- The student may be referred for counseling.

### **Consequences of Behaviors**

In response to inappropriate student behavior, teachers and administrators of may apply consequences for behavior based on:

- the level of the behavior as determined by student handbooks and board policy;
- circumstances of the behavior, including:
  - the other people involved (students/staff/etc.)
  - the environment,
  - precipitating factors,
  - special circumstances;

- past reactive strategies utilized for this student;
- the frequency of the behavior; and
- the student's exceptionality and/or disability.

Appropriate responses to behaviors which are addressed by the teacher witnessing the behavior:

- verbal reminders
- model expected behavior
- re-teach the expected behavior
- offer choices and consequences of the choices
- home contact
- parent/school conference
- skill building

Appropriate school responses to student behaviors which are referred to the administration, as identified student handbooks and board policies:

- natural consequences
- self-reflective exercise
- restitution
- loss of privileges
- monitoring behaviors
- restricted access to facilities/activities
- behavior contract
- behavior management plan
- referral to school counselor
- detention
- police involvement
- in-school suspension
- out-of-school suspension
- long-term suspension and/or expulsion

### Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

The school day is from 8:10 AM to 3:40 PM. Students should not arrive at school earlier than 7:45 AM. A staff member will be on duty for supervision during allowable arrival times. Upon arrival, your child should report directly to the lunchroom.

#### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

#### **Exceptions**

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### **Attendance Officer**

The building principal is designated as an attendance officer for the district. The building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification may be required)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. Personal or family vacations

### **Excessive Absenteeism**

When a student receives an excessive amount of unexcused absences, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is habitually absent, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

### **Absences due to illness**

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

### **Students are obligated to:**

- 1) complete all class work in advance for any absence that can be anticipated;
- 2) attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences;
- 3) check out of school at the office if leaving school during the school day; and
- 4) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

**Parents are obligated to:**

- 1) call the appropriate building office to inform the school of the reason for each absence; and
- 2) submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

**Birth Certificates**

Students new to the Pawnee City School District must be able to provide an official copy each student's birth certificate for the district to duplicate and keep on file. All students in attendance at Pawnee City Public Schools must have a copy of their birth certificate on file.

**Bills**

Students bills for lunch, supplies, fines, orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Pawnee City Public Schools unless otherwise instructed. The district may assess an additional penalty in kind for any check returned from the bank for insufficient funds.

When students purchase items of significant value, they must make payment at the time of purchase or when the order is placed.

**Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

**Bullying**

Students are prohibited from engaging in any form of bullying as defined by state statute and **Board Policy 5054 "Student Bullying."** "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

**Cafeteria**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

**Cell Phones and Other Electronic Devices**

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook.

Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices deactivated and concealed in their personal book bag.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

#### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

#### **Class Dismissal**

After being dismissed to their classroom in the morning, students may not leave their classrooms unless they have been excused by their classroom teacher, and must follow the dismissal schedule set by the teacher and/or administration.

#### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

#### **Closed Campus**

Students may not leave the building without permission from the administration. Students may leave campus if they have secured their parents' written permission and submitted it to the office and are escorted by a recognized responsible adult.

### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school should be marked with the student's name.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call the school at (402) 852-2411.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Computer Network Use by Students**

Students are expected to use computers school provided computers and devices, and the Internet as an educational resource. Procedures and guidelines in **Board Policy #5037 "COMPUTER LOAN AGREEMENT and STUDENT INTERNET AND COMPUTER ACCESS"** govern the use of computers, deices, and the Internet at school.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, 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 in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator 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:
    - All relevant details of the complaint;
    - All witnesses and documents which the complainant believes support the complaint;
    - The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
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) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) 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 promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the superintendent.
  - If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
  - 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 place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Contact Information**

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Brian Rottinghaus at (402) 852-2411, [brottighaus@pawneecityschool.net](mailto:brottighaus@pawneecityschool.net) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Brian Rottinghaus at (402) 852-2411, [brottighaus@pawneecityschool.net](mailto:brottighaus@pawneecityschool.net) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent: Mr. Brian Rottinghaus at (402) 852-2411, [brottighaus@pawneecityschool.net](mailto:brottighaus@pawneecityschool.net) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code**

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards.

Students are prohibited from wearing the following attire, unless specific exceptions are made by administration for special purposes, such as school spirit:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day or at school-sponsored events
4. Bare feet without any type of footwear
5. Short-shorts or cutoffs
6. Any clothing that could cause damage to others or school property
7. Clothing that is torn, ripped, or cut
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
10. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Pants and shorts worn below the waist so as to expose undergarments
13. Pants that drag on the floor
14. Chains hanging or attached to pants or shorts
15. Coats during school hours unless the student has permission from a faculty member
16. Clothing with tears or holes that expose flesh or underclothes
17. Any clothing, not otherwise mentioned above, that interferes with effective instruction or school safety

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given for wearing inappropriate behavior, or to make up the time away from school. Students may have class scores lowered for class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Emergency Contact Information**

Parents must complete an emergency information for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

### **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

#### **Breakfast**

The school will serve breakfast daily from 7:45 AM until 8:05 AM. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.80 at regular elementary price, and \$0.30 at reduced price.

#### **Lunch**

The school district charges students \$2.65 at regular elementary price, and \$0.40 at reduced price.

#### **Milk**

The school district charges students \$0.45 for additional milk

#### **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office. The Free and Reduced Program does not cover the cost of seconds or ala carte.

Hot meal service charge privileges are denied of any student—regular price or reduced price—who is delinquent in his/her payments of \$30.00 or more until such time as the family account is brought current, or unless they can pay in cash at the time of being served.

The opportunity to order second entre or ala carte food items is denied of any student—regular price, reduced price, or free price—who is delinquent in his/her payments of \$0.01 or more until such time as the family account is brought current, or unless they can pay in cash at the time of being served.

#### **Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip at the discretion of administration. Students who have not completed classroom work on time may be excluded from attending field trips. Students who have a record of excessive inappropriate behavior may be excluded from attending field trips at the discretion of administration. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Grades**

Report cards are prepared each 9-week grading period. The report cards for grades 1-6 contain two portions for each subject, Achievement and Effort. The Effort grade will consist of a letter, **G** for very good, **S** for satisfactory, or **I** for improvement needed. The Achievement grade will consist of a letter: **A** 94-100%, **B** 86-93%, **C** 78-85%, **D** 70-77%, **F** below 70%.

For those families that have a single parent, a copy of the report card will be prepared for the non-custodial parent upon written request and providing that the divorce settlement does not forbid such practice. Unless there are court-imposed restrictions, the non-custodial parent, upon request, will be given a copy of the same reports and notices about the student that the custodial parent receives. It will be the responsibility of the custodial parent to bring a copy of the most recent court-imposed restrictions if any of these rights are forbidden.

### **Head Lice and Bed Bugs**

Students found to have head lice or bed bugs will not be permitted at school and will be sent home or removed from contact with other students. Upon discovering the presence of any indication of head lice or bed bugs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

The student cannot ride the school bus, effective immediately upon discovery by the school, until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

### **Health Problems**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, and the like.

### **Homework**

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

### **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator Mr. Brian Rottinghaus at (402) 852-2411, [brottinghaus@pawneecityschool.net](mailto:brottinghaus@pawneecityschool.net) or in person at school.

### **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

### **Provisional Enrollment**

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations and Hazing**

Pursuant to **Board Policy #5028 "Initiations and Hazing,"** initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Lost and Found**

All lost and found articles are to be taken to the elementary office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medications**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

**Non-prescription medication.** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

### **Media Center / Library**

Students must check out materials from the librarian or library aid on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Nondiscrimination**

Pursuant to **Board Policy #4001 "Nondiscrimination,"** the School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504 Coordinator.

### **Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

### **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. **The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.**

### **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear PE uniforms, but are encouraged to wear tennis shoes for P.E.

### **Physical Exam**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Parents who want pictures of their students may purchase them as it is arranged through the elementary office.

### **Playground Rules**

Students must follow these rules to keep the playground safe:

1. The students will:
  - a. Use only appropriate language.
  - b. Use each child's proper name.
  - c. Stay off and away from fence.
  - d. Stay on the school grounds at all times.
  - e. Play only on the west sides of the building, and within the fenced in areas.
  - f. Use the cafeteria restroom before, during, and after lunch (for noon recess).
  - g. Obey all orders from teacher or aides.
  - h. Leave show-and-share toys in the classroom.
  - i. Play only non-contact games (flag, but not tackle, football is acceptable).
2. Balls are not to be thrown or kicked against the building. Only the following balls are allowed on the playground:
  - a. Whiffle
  - b. Soccer
  - c. Football
  - d. Basketball (basketball court or dribbling on sidewalk only, and not to be kicked).
  - e. Volleyball (not to be kicked)
  - f. Foam/Rubber (not to be kicked)
3. When playing on the playground, the students will:
  - a. Swing one at a time, in the seated position.
  - b. Leave the swing only when it is properly stopped.

- c. Slide only in a seated position.
- 4. Tag games will be played with hand touching only and in an open area, away from playground equipment.
- 5. During snowy weather the students will:
  - a. Stay away from piles of snow removed from play area.
  - b. Stay away from the slippery hill and other dangerous areas.
  - c. Wear proper clothes and boots to leave cleared sidewalk areas.
- 6. The end of recess bell indicates that all play must stop and students should rapidly and carefully line up at the door of their designated area.
- 7. Students are responsible for the items that they take to the playground. This means they are responsible for returning it to the school at the end of recess.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

### **Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a **Board Policy #5015 “Protection of Pupil Rights Protection of Pupil Rights”** in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB). The policy is available on the district’s website or upon request from the district’s administrative office. Parents may opt their child out of participation in activities Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.=

### **Public Displays of Affection**

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **School Day**

The school day is from 8:10 AM to 3:40 PM. Students should not arrive at school earlier than 7:45 AM. A staff member will be on duty for supervision during allowable arrival times. Upon arrival, your child should report directly to the lunchroom. **There will be no supervision provided by the school before 7:45 AM or after 3:50 PM.** Parents must make arrangements for their children to leave school promptly at the end of the day.

### **Section 504 and IDEA Rights**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

### **Self Management of Diabetes or Asthma/Anaphylaxis**

The school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the elementary principal.

### **Sexual Harassment of Students by Other Students**

Pursuant to **Board Policy 5027 "Sexual Harassment of Students by Other Students,"** students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual

harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

### **Smoking and Tobacco**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

### **Staff Qualifications**

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

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

The school district will provide timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the No Child Left Behind Act.

### **Standardized Testing**

One or more of the following tests may be administered to elementary students, depending upon their grade-level: the DIBLES (Dynamic Indicators of Basic Early Literacy Skills) Test, the MAP (Measure of Academic Progress) Test, the state-mandated NeSA (Nebraska State Accountability) Test. These tests are used to determine students' academic achievement, growth, and probability for individual success. Test results will be provided to parents in students' folders.

### **Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may initiate the district process for special needs evaluation. This process can explore possibilities and strategies that will best meet the educational needs of your child.

## **Student Discipline**

### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, at all school activities (home and away or any time while on school or district property), and for other behavior away from school that interferes with effective school operations.

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.

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.

### **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. When in-school suspensions, after-school assignments, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and

weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend school-sponsored suspension at a designated location where they will study or 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.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to **Board Policy #6031 "Emergency Exclusion"** or state law.

### **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 shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed 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 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, as specified by the principal.

## **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to **Board Policy #5049 "Firearms and Weapons"** or state law.

## **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

## **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten 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 ten 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/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

## **Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment Grounds**

The following conduct constitutes 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 (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*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 as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. 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 a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. 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
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. 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, sex, national origin, or religion;
  - b. Dressing or grooming 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, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human

- consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
  - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
  - l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

### **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. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, 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.
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. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Student Fee Policy**

The school district shall provide free instruction in accordance with the Nebraska State Constitution, Nebraska statutes, and **Board Policy 5045 "Student Fees."** The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

#### **Definitions**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

#### **Listing of Fees Charged by this District**

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$0.10 cents per black- and-white page, and \$0.25 cents per color page, for reproduction of student records.
5. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute. The maximum amount that shall be charged by the district for this services is \$5.00 per day.
6. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs as specified in the "Food Service Program" section. The fees charged for these items will be set according to applicable federal and state statutes and regulations. Students may be required to bring money or food for field trip lunches and similar activities.

#### **Waiver of Fees**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities.

#### **Voluntary Contributions to Defray Costs**

When appropriate, the district will request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents and patrons.

#### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

### **Directory Information.**

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1.

### **Non-Directory Information**

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

## **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

## **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Telephone Calls**

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

## **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### **1. Obligation to Report threatening Statements or Behaviors.**

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### **2. Threat Assessment Team**

The threat assessment team shall consist of Building Principal, counselor, and law enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

### **3. Threat Assessment Investigation and Response**

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the

appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

#### 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

### **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

#### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

#### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

#### **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.

- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

### **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include A note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

### **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the transportation vehicle.

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed only by that student's parent, unless otherwise prearranged with administration.

### **Video Surveillance and Photographs**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from the building principal. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on radio stations KTNC-Falls City (1230 AM) and KNZA (101.3 FM), on television station KOLN-TV-Lincoln (Channel 10-11), and via School Messenger Instant Parent Contact. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

### **Withdrawal From School**

Students who are moving from the district must notify the school office.

# 2016-2017 SCHOOL YEAR

## Important Dates:

**August**  
 8-Start of FB practice  
 9-New Teacher Orientation  
 10-11 & 15 - Teachers Return  
 15-Start of VB & CC  
 15-Back-to-School Evening Open House  
 16-First Day of School-2:00 PM Dismissal

**September**  
 5-No School-Labor Day  
 22-P/T Conf 4:30-8:00 PM  
 23-P/T Conf 8:00 AM - 12:00  
 23-No School for Students

**October**  
 20-End of 1st Quarter  
 21-No School (Students or Staff)

**November**  
 10-12 - State Volleyball  
 14-Start of BB & WR  
 21-State Football  
 23-2:00 PM Dismissal  
 24/25-Thanksgiving Break

**December**  
 22-Last Day of Semester-2:00 PM Dismissal  
 23-27-NSAA Moratorium

**January**  
 3-Teachers Return  
 4-Students Return (Full Day)

**February**  
 8-P/T Conf (2:00-8:00 PM)  
 8-12:00 Noon Dismissal  
 10-No School, Staff Development (8 AM - 12)  
 27-Start of Track & Golf

**March**  
 3-No School (State Girls Basketball March 2-4)  
 9-End of 3rd Quarter  
 10-No School (State Boys Basketball March 9-11)

**April**  
 14-17 - No School (Easter Break)

**May**  
 4-Last Day for Seniors  
 13-Graduation (2:00 PM)  
 16-Earliest Last Day of School  
 23-Latest Last Day of School  
 12:00 Noon Student Dismissal \*\*  
 Final staff workday will follow last student day.

\*\* The Last Day of School will be set at the March BOE meeting to equal not more than 185 teacher contract days.

-  2:00 PM Early Dismissal for Staff Development
-  Graduation
-  New Teacher Orientation
-  No School, Full Day Staff Development
-  No School, Half Day Staff Development (8-11:30AM)
-  No school
-  Parent-Teacher Conferences
-  12:00 Noon Early Dismissal
-  Full School Day
-  Flex Day for Weather/Emergency Cancellations \*\*
-  End of Quarter or Semester

### JULY 2016

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### AUGUST 2016

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8			11	12	13
14			17	18		20
21	22	23	24	25		27
28	29	30	31			

### SEPTEMBER 2016

S	M	T	W	R	F	S
				1	2	3
4		6	7	8		10
11	12	13	14	15		17
18	19	20	21			24
25	26	27	28	29		30

### OCTOBER 2016

S	M	T	W	R	F	S
						1
2	3	4	5	6		8
9	10	11	12			15
16	17	18	19			22
23	24	25	26			29
30	31					

### NOVEMBER 2016

S	M	T	W	R	F	S
		1	2	3		5
6	7	8	9	10	11	
13	14	15	16	17		19
20	21	22				26
27	28	29	30			

### DECEMBER 2016

S	M	T	W	R	F	S
				1		3
4	5	6	7	8	9	10
11	12	13	14			17
18	19	20	21			24
25			28			31

### JANUARY 2017

S	M	T	W	R	F	S
1			4	5		7
8	9	10	11	12		14
15	16	17	18	19		21
22	23	24	25	26		28
29	30	31				

### FEBRUARY 2017

S	M	T	W	R	F	S
			1	2		4
5	6	7		9		11
12	13	14	15	16		18
19	20	21	22	23		25
26	27	28				

### MARCH 2017

S	M	T	W	R	F	S
				1		4
5	6	7	8			11
12	13	14	15	16		18
19	20	21	22	23		25
26	27	28	29	30		31

### APRIL 2017

S	M	T	W	R	F	S
						1
2	3	4	5	6		8
9	10	11	12	13		15
16		18	19	20		22
23	24	25	26	27		29
30						

### MAY 2017

S	M	T	W	R	F	S
	1	2	3	4		6
7	8	9	10	11	12	
14	15			18	19	20
21			24	25	26	27
28	29		31			

### JUNE 2017

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## Student Misconduct Office Referral Pawnee City Elementary School

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Misconduct Reported By (Teacher or Staff Member): \_\_\_\_\_

~~~~~  
This section to be filled out by the supervising Teacher or Staff Member, and submitted to the principal's office with a description of the students misconduct.

- Reason for Referral:*
- |                                                         |                                                           |
|---------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Rude or Discourteous           | <input type="checkbox"/> Repeated Lack of Class Materials |
| <input type="checkbox"/> Lack of Cooperation            | <input type="checkbox"/> Repeated Classmate Annoyance     |
| <input type="checkbox"/> Excessive Talking/Disruption   | <input type="checkbox"/> Repeated Restlessness            |
| <input type="checkbox"/> Destruction of School Property | <input type="checkbox"/> Repeated Inattentiveness         |
| <input type="checkbox"/> Disrespect toward Staff Member | <input type="checkbox"/> Other (Described Below)          |

Specific Details Regarding Misconduct:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Actions Taken by Teacher or Staff Member Before Referral:*
- |                                                   |                                                 |
|---------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Conference with Student  | <input type="checkbox"/> Emailed Parent         |
| <input type="checkbox"/> Consulted Counselor      | <input type="checkbox"/> Called/Spoke to Parent |
| <input type="checkbox"/> Changed Student's Seat   | <input type="checkbox"/> Conference with Parent |
| <input type="checkbox"/> Note Sent Home to Parent | <input type="checkbox"/> Other _____            |

~~~~~  
This section to be filled out by the Principal.

Consequences for Student Misconduct:

- Detention – Terms and Conditions: \_\_\_\_\_
- ISS – Terms and Conditions: \_\_\_\_\_
- OSS – Terms and Conditions: \_\_\_\_\_
- Other Behavior-Related Consequences: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complaint Form**  
**School Board Policy #2006**

Contact Information:

Name \_\_\_\_\_

Phone Numbers:

Daytime \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Date of incident or concern \_\_\_\_\_

Individuals involved \_\_\_\_\_

Individuals who may have witnessed incident \_\_\_\_\_

Please give a detailed description of incident or concern \_\_\_\_\_

Did you talk with supervising staff? \_\_\_\_\_

Date reported \_\_\_\_\_ Action Taken \_\_\_\_\_

Concerns \_\_\_\_\_

Did you report incident to the principal \_\_\_\_\_

Date reported \_\_\_\_\_ Action Taken \_\_\_\_\_

Concerns \_\_\_\_\_

Did you report incident to the superintendent? \_\_\_\_\_

Date reported \_\_\_\_\_ Action Taken \_\_\_\_\_

Concerns \_\_\_\_\_

Date of Final decision and notification of complaint \_\_\_\_\_

=====

**I have been provided a copy of the form above:**

Parent/Guardian: \_\_\_\_\_

Student: \_\_\_\_\_

## Collaborative Plan Addressing Barriers to Attendance

Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Building: \_\_\_\_\_ Classroom/Homeroom Teacher: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Number of Absences at Time of Meeting: \_\_\_\_\_

What are the primary reasons the student has been absent?

Based on that information, meeting participants considered the following issues (check all that apply):

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistant team for possible Section 504 or IDEA eligibility
- Other: \_\_\_\_\_

### ATTENDANCE PLAN

**Based on the above considerations, this attendance plan will be put into place:**

Steps to be taken by school staff: \_\_\_\_\_

Steps to be taken by student: \_\_\_\_\_

Steps to be taken by parent/guardian: \_\_\_\_\_

Steps to be taken by third parties: \_\_\_\_\_

#### Signatures of Meeting Attendees:

Parent/Guardian: \_\_\_\_\_

Student: \_\_\_\_\_

Attendance Officer: \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

**Notice to Family:** Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. *Please note that if your student accrues more than twenty (20) absences, the school district may refer the child to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).*

=====

**I have received a copy of the notice above:**

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## MEDICATION IN SCHOOLS

It is the policy of the Pawnee City Public Schools that all students' medication be administered by a parent at home. If under exceptional circumstances a student is required to take oral medication during school hours, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Under no circumstances will prescription medication be administered that is not brought to school in the prescription container, properly labeled, including the student's name, physician's name, and directions for administering.
2. The school district retains the discretion to reject requests for administration of medicine and/or medical attention.
3. We suggest you consult your licensed medical physician on the timing of medication. Some prescriptions can be so written to eliminate the need for giving medication during school hours. Please do not request medications to be given before or after school hours, as staff is not available.
4. Over the counter medication (i.e., aspirin, cold tablets, etc.) will not be administered without written order from a parent and it must be in original package.
5. All medications not picked up will be properly disposed of at the end of the year or when the student is no longer enrolled in the district.
6. All medications administered at school must be stored in a locked container and/or refrigerator.
7. Please only send a one-month supply to school to facilitate storage and administration.
8. All nutritional or dietary supplements will be administered by the above guidelines if ordered by a licensed physician for that student. You are encouraged to give any other supplements at home. If any other supplements are brought to school, they will be housed in the health office for safety reasons, however, the parent and student are responsible for the administration.

I give permission to the Pawnee City Public Schools to administer prescription medications/including over the counter pain medication (aspirin, ibuprofen, etc.) as directed by our licensed medical physician to:

1. Student's Name \_\_\_\_\_
2. Name of Medication \_\_\_\_\_
3. Reason for Taking \_\_\_\_\_
4. Time(s) to be Given \_\_\_\_\_
5. Amount to be Given \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Licensed Medical Physician (if prescription)

\_\_\_\_\_  
Date



**PHYSICIAN ORDER FOR MEDICATION**

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Frequency: \_\_\_\_\_ Times Needed at School: \_\_\_\_\_

\*Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Frequency: \_\_\_\_\_ Times Needed at School: \_\_\_\_\_

\*Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Frequency: \_\_\_\_\_ Times Needed at School: \_\_\_\_\_

\*Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_

\*Add any additional information required for this procedure.

\_\_\_\_\_  
Physician's Signature/Date/Phone Number    Physician's Signature/Date/Phone Number

\*\*\*\*\*

I (we), the parents/guardians of \_\_\_\_\_, request that the medication on this form be administered during the school day.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

## ASTHMA / ANAPHYLAXIS ACTION PLAN

**Please fill out and return even in your child has no known allergies or asthma.**

Student: \_\_\_\_\_ School Year: \_\_\_\_\_

**History of Asthma:** \_\_\_\_ Yes \_\_\_\_ No

Last date of asthma episode requiring emergency medication: \_\_\_\_\_

**History of Allergies:** \_\_\_\_ Yes \_\_\_\_ No

Last date of allergies episode requiring emergency medication: \_\_\_\_\_

Triggers of Asthma/Allergies: (check all that apply)

- |   |   |                                  |                                      |
|---|---|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Cold Air       | <input type="checkbox"/> Perfume                | <input type="checkbox"/> Carpets | <input type="checkbox"/> Animals     |
| <input type="checkbox"/> Exercise       | <input type="checkbox"/> Strong Odors/Fumes     | <input type="checkbox"/> Molds   | <input type="checkbox"/> Chalk Dust  |
| <input type="checkbox"/> Aerosol Sprays | <input type="checkbox"/> Respiratory Infections | <input type="checkbox"/> Dust    | <input type="checkbox"/> Mowed Grass |
| <input type="checkbox"/> Humidity       | <input type="checkbox"/> Change in Temperatures | <input type="checkbox"/> Food    | <input type="checkbox"/> Pollens     |
| <input type="checkbox"/> Tobacco Smoke  | <input type="checkbox"/> Other                  |                                  |                                      |

Maintenance Medications: \_\_\_\_\_

Emergency Medications:

- 1.) \_\_\_\_\_ At School \_\_\_\_ Yes \_\_\_\_ No
- 2.) \_\_\_\_\_ At School \_\_\_\_ Yes \_\_\_\_ No
- 3.) \_\_\_\_\_ At School \_\_\_\_ Yes \_\_\_\_ No

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Physician's Printed Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

=====

### **STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:**

- Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back
- Administer CPR, if indicated

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Physician's Signature Date

## RETURN FORM

**In order to confirm that each family has received a student handbook, understand that consistent school attendance is required by state law and to provide the office with information needed for emergencies and communications, it is necessary that this page be signed and returned to school. This return form also acknowledges that you have received the Board of Education's new policy on student attendance and have reviewed it. You may either mail it back or send it with your student(s).**

This handbook explains student and school responsibilities and contains school year information. I encourage you to read it carefully. If you have questions, please call the school.

Student's Name(s)	Grade	Date of Birth	Hispanic	Race
_____	_____	_____	Yes - No _____	_____
_____	_____	_____	Yes - No _____	_____
_____	_____	_____	Yes - No _____	_____
_____	_____	_____	Yes - No _____	_____

**Two persons to contact in case we cannot locate you:**

Emergency Contact	Phone	Address	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

**Family Doctor:**

Name	Address	Phone Number
_____	_____	_____

**Place of Employment:**

Father \_\_\_\_\_ Mother \_\_\_\_\_

***\*School Messenger calls will go to the Mother's Cell Phone, and Father's Cell Phone, and Home Phone listed on this sheet. To opt out of the calls going to one of these numbers and not receive these messages, please call 402-852-2988.***

Father's Cell Phone \_\_\_\_\_ Mother's Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Father's E-Mail Address \_\_\_\_\_

Mother's E-Mail Address \_\_\_\_\_

Mailing Address	City	State	Zip
_____	_____	_____	_____

## ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK(S)

The 2016-17 Student-Parent Handbooks of Pawnee City Public Schools are available on the internet at the school's website at [www.pawneecityschool.com](http://www.pawneecityschool.com).

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2016-17 Student Parent Handbook(s). Using the internet to access the handbook(s) will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook(s) when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return this form to the Principal's Office no later than August 19, 2016. If a paper copy of the Student-Parent Handbook(s) is desired, paper copies will be provided to the family only after this form has been returned to the school signed.

- Thank you for providing the 2016-17 Student-Parent Handbook(s) online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook(s) in a satisfactory manner via the internet.**
- I prefer a paper copy of the Handbook(s).**

---

Student's Name(s) Printed – List all school-age students in your household

### RECEIPT OF 2016-17 STUDENT-PARENT HANDBOOKS

This signed receipt acknowledges receipt of the 2016-17 Student-Parent Handbook(s) of Pawnee City Public Schools. It is understood that the handbook(s) contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook(s) which should be used to respond to harassment or discrimination.

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name Printed