

**Student Handbook**

# **Cedar Hollow**



# **Hawks**

**2011-2012 School Year**

## **NORTHWEST PUBLIC SCHOOLS MISSION**

Northwest Public Schools is committed to maximizing learning for all students while fostering a safe environment that promotes positive citizenship.

## **NORTHWEST PUBLIC SCHOOLS BELIEF STATEMENTS**

We believe in modeling and teaching the qualities of good character.

We believe student learning is the chief priority and the primary focus of all school-based decisions.

We believe that raising student achievement requires a collaborative effort.

We believe that we need to teach problem solving skills necessary for students to become independent, productive, responsible citizens.

We believe curricula, differentiated instruction, and assessment should meet the needs of all learners.

We believe life-long learning is a process shared by students, teachers, administrators, parents and community.

We believe in helping students discover their aptitudes and talents as they work towards maximizing potential.

We believe every individual has the right to a safe, secure, and positive educational environment.

We believe students learn best when engaged, challenged and respected.

## CEDAR HOLLOW SCHOOL CALENDAR 2011-2012

July 26	Registration 8:00 a.m. – 8:00 p.m.
Aug 10-12	Staff Inservice
Aug 11	Open House 7:00-8:00 p.m.
Aug 15	First Day of School – Noon Dismissal
Sept 5	No School – Labor Day
Oct 7	End of 1 <sup>st</sup> Quarter – Noon Dismissal
Oct 18	Parent-Teacher Conferences 2:00-8:00 p.m. – Noon Dismissal
Oct 20	Parent-Teacher Conferences 2:00-8:00 p.m. – Noon Dismissal
Oct 21	No School
Nov 10-11	No School – Fall Break
Nov 23	Noon Dismissal
Nov 24-25	No School - Thanksgiving Break
Dec 22	Noon Dismissal – End of 2 <sup>nd</sup> Quarter
Dec 23-Jan 2	No School - Christmas Vacation
Jan 3	No School - Staff Inservice
Jan 4	School Resumes
Feb 7	Parent-Teacher Conferences 2:00-8:00 p.m. – Noon Dismissal
Feb 8	Parent-Teacher Conferences 2:00-8:00 p.m. – Noon Dismissal
Feb 10	No School
March 1	End of 3 <sup>rd</sup> Quarter – Noon Dismissal
March 2	No School
March 8-9	No School – Spring Break
April 6-9	No School – Easter Break
April 23	Noon Dismissal – Teacher Inservice
May 4	K-6 Field Day at Northwest High School
May 16	Last Day of School – Noon Dismissal
May 17	Teacher Work Day

**CEDAR HOLLOW STAFF  
2011-2012 SCHOOL YEAR**

Principal	Scott Mazour
Kindergarten	Marcia Earll Anita Larsen
Grade 1	Doreen Grupe Tami Wissing
Grade 2	Karen Gruener Loretta Stelk
Grade 3	Melanie Moore June Prokesh
Grade 4	Lola Hoover Kolleen Werner
Grade 5	Linda Atkins Becky Jameson
K-5 Reading Specialist	Jeanine Stetson
Grade 6-8	Angela Blank Carol Meier Thad Stanley Aaron Snyder Loria Lei Thunker
Counselor	Julia Beckstrand
Band	Shawn Pfanstiel
Custodial	Tony Birch Sergio Urbina
Lunch Room	Linda Peers
Physical Ed	Haley Lenz
Resource Room	Jody Rupp Traci Miller
Secretary	Carolyn Brooks
Speech	Rhonda Standage
Teacher Aid	Gayle Hahn Kim McGowan Sue McTavish Kathy Petersen
Technology	Heather Callihan
Title I	Amy Johnson
Vocal Music	Joan Browning

SCHOOL CLOSING INFORMATION – KRGI RADIO AND KGIN & KHAS TV  
SCHOOL HOURS – 8:00 a.m. – 3:15 p.m. SCHOOL PHONE (308) 385-6306  
VISITATION – We encourage parents to visit Cedar Hollow School.  
Please report to the school office prior to visiting classes.

**Cedar Hollow School  
Athletic Schedule 2011-12**

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
<b><u>Girl's Volleyball</u></b>			
September 13	Doniphan	Doniphan (scrimmage)	4:15 pm
September 20	Central Catholic	Cedar Hollow	4:15 pm
September 22	Barr	Barr	4:15 pm
September 27	Wood River	Cedar Hollow	4:15 pm
September 29	Chapman/St. Libory	Cedar Hollow	4:15 pm
October 4	1-R	1-R	4:15 pm
October 7	Walnut Tri	Sr. High	4:00 pm
October 11	Trinity	Trinity	4:15 pm
October 17-18	Tournament	Northwest High School	TBA

**Girl's Basketball**

November 8	1-R	1-R	4:15 pm
November 17	Wood River	Cedar Hollow	4:15 pm
November 21	Walnut	Walnut	4:15 pm
November 22	Westridge 8 <sup>th</sup> A/B	Cedar Hollow	4:15 pm
November 29	Chapman/St. Libory	Cedar Hollow	4:15 pm
December 1	Doniphan	Doniphan	4:15 pm
December 6	Trinity	Cedar Hollow	4:15 pm
December 5 & 6	"B" Tournament	Chapman	TBA
December 12	Tournament	Trinity	TBA

**Boy's Basketball**

January 24	Walnut	Cedar Hollow	4:15 pm
January 30	Doniphan	Cedar Hollow	4:15 pm
February 9	Chapman/St. Libory	Away	4:30 pm
February 14	1-R	1-R	4:15 pm
February 21	Trinity	Cedar Hollow	4:15 pm
February 23	Wood River	Wood River	4:15 pm
February 27-	Tournament	Westridge	TBA



# Student Policies

## ABSENCE / TARDIES

- A. Personal Illness
- B. Illness or death in the immediate family
- C. Student's help is needed critically at home (not to exceed 10 days)
- D. Prearranged medical or dental appointments.
- E. For all reasons when the parents furnish an acceptable excuse and all work is completed ahead of time.

If your child will be staying home because of illness or will be arriving late to school, **please call** your school, to report their absence. This helps us know the whereabouts of your child and assures your child of a hot lunch. Parents will be called by 9:30 a.m. each time an absence of a child has not been reported. If a student is in school by 10:00 a.m., he/she is given credit for attending for the whole day. If he/she arrives by 12:00 p.m., they are given credit for 1/2 day attendance. A student must be at school until 1:30 p.m. to be given credit for a full day's attendance. Students will be excused from the instructional program for illness, accidents, school activities and funerals. All schoolwork associated with the loss of instructional time will be made up by the student. Parents may request that a student be excused from school for a reason other than those listed above and each case will be handled on an individual basis. Students are responsible for getting assignments and making up all instructional work that is missed. If a student knows in advance that he/she is going to be absent from school, we recommend that all schoolwork be completed in advance of being absent from school.

Students will be allowed one day of school time missed for each day that they were absent to make up work. Homework assigned prior to an absence is expected to be completed on time or when a student returns to school. Students who miss five consecutive days of school due to illness must secure a doctor's written authorization before returning to school. If a student has excessive absences, school officials will make the final determination as to student retention or promotion. Serious illnesses that result in extended periods of absence should be reported to school. Students who are infected with a contagious disease or health problems (chicken pox, pink eye, strep throat, head lice, etc.) may be required to furnish a doctor's written authorization to return to school.

Repeated tardiness will result in students making the time up after school or may receive other disciplinary action. Students who receive any tardies or leave school before 3:15 p.m. will not be eligible for perfect attendance recognition.

If you want your child to stay in the building for recess because of illness or not participate in P.E. class, we will certainly honor your written or telephone request for this accommodation.

**At 20 or more absences, or the hourly equivalent, during any school year, Northwest Public Schools shall file a report with the county attorney, as required by law, indicating the number of days the student has been absent. A letter will also be sent home informing the student and his/her parents/guardians of the report being filed with the county attorney. When reporting excessive absences, the attendance officer shall provide the county attorney all pertinent information regarding the student's absences including, but not limited to, the student's number of absences due to documented illnesses or medical conditions which make attendance impossible or impractical and excused and unexcused absence totals.**

Perfect Attendance - In order for a student to be considered for perfect attendance the following requirements must be met:

- A. Be in class on time every day
- B. Have no tardy - either excused or unexcused
- C. Have no early dismissals either excused or unexcused

**Assignments-** Students are responsible for getting assignments and making up all instructional work that is missed. If a student knows in advance he/she is going to be absent from school, we recommend that all schoolwork be completed in advance of being absent from school.

### **ACTIVITIES**

After school activities are provided for students. Only students who are participating are allowed to remain after school for these activities. Brothers and sisters are asked to go home at the regular time. Students who do remain for these activities will follow the same rules of proper conduct as if school were in session. In order for a student to participate in a school-sponsored activity, the student must be present in school for at least a half a day.

### **AMERICANS WITH DISABILITIES ACT**

The Northwest Community Schools is in full compliance with A.D.A. standards. We will not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. Individuals who need auxiliary aids for effective communication/participation in programs and or to access services of Northwest System are invited to make their needs and preferences known. Questions, concerns, complaints or requests regarding the American with Disabilities Act should be directed to the Principal or Superintendent of Schools.

### **ASBESTOS NOTICE**

The Northwest Schools attendance centers have been inspected for the presence of asbestos. Licensed accredited inspectors perform the inspections. Complete asbestos inspection reports and management plans may be reviewed in the schools office.

### **ATHLETICS**

Seventh and eighth grade students are eligible to participate in athletics. Our Middle Schools offer girls volleyball and basketball and boys are offered basketball in each of their own buildings. Northwest High School offers football, wrestling, and track for seventh and eighth grade boys and girls. Northwest High School sponsored athletics are conducted at the high school. Parents are responsible for transporting their son or daughter to and from practices and games. Students who participate in feeder school athletic programs need a physical examination that is current for that school year.

### **CHILD ABUSE / NEGLECT / EXCESSIVE ABSENTEEISM**

The school administration is bound by State Law to report suspected cases of child abuse, child neglect and or excessive absenteeism to the appropriate authorities.

### **COMPLAINT PROCEDURE**

Parents, patrons and or students who have concerns/complaints regarding any school employee or the school environment are encouraged to communicate their concern/complaint directly to the person or persons most directly involved. When a concern/complaint cannot be resolved informally, parents and or patrons may file formal written complaints by contacting the principal. The principal will give persons filing formal written complaints a copy of the school's complaint procedure and necessary reporting forms. All formal written complaints will be handled according to school board policy.

### **DESTRUCTION OR LOSS OF SCHOOL PROPERTY**

Students who lose, deface or destroy school property will be required to make financial restitution and or be subject to disciplinary action (i.e., loss of library privileges, loss of extra-curricular eligibility).

**Lockers are the property of the school. Any decorations may be done with the approval of the teacher or administration.**

### **CHANGE OF ADDRESS, PHONE NUMBER OR EMPLOYMENT.**

If your address, phone number or place of employment changes at any time during the school year, please notify the office immediately. It is important to keep student records up to date so we can make sure parents receive information mailed from school, and in case of an emergency, we are able to notify you without a delay.

## **DISCRIMINATION AGAINST STUDENTS**

It is the policy of Northwest Schools not to discriminate on the basis of race, sex, color, national origin, or disability, in its educational programs, activities or employment as required by Title VI, Title IX, and section 504 of Federal Law. Students are protected from discrimination in the following areas: Admission to school, access to enrollment in courses, counseling and guidance materials, tests, and practices; physical education; competitive athletics, student rules, regulations and benefits, treatment as a married and or pregnant student, health services, school sponsored extra-curricular activities, and Sexual Harassment. Parents or students who believe they have been discriminated against may file a grievance with the principal and or contact appropriate State and or Federal authorities.

## **DRESS CODE - HYGIENE**

Student attire and appearance should promote personal cleanliness, modesty, mannerly behavior and good character. Peer relations, student conduct and the educational atmosphere are all affected by student's dress and personal hygiene. The health, cleanliness, safety and educational environment of all students are of paramount importance to the school's learning environment. Shorts may be worn to school as long as they are in appropriate taste. Shorts with less than 3-inch inseam, frayed cutoffs, or tank tops are not appropriate for school wear.

It is the intent of the school that all students be free from threats or harmful influence of any groups that advocate drugs/alcohol, or disruptive behavior. The present of any apparel, jewelry, accessory, notebooks, or manner of grooming, which by nature of its color, arrangement, trademark, or any other attribute - denotes membership in such groups, is not permitted. Such group-related clothing may vary and may change from year to year; therefore it is the responsibility of the administration to determine the appropriateness of clothing or accessories.

**No clothing will be considered appropriate for school that represents poor language or artwork, or advertises alcohol or tobacco products, or that distracts other students and/or negatively affects the learning climate.**

**A student with hair coloring that negatively affects the learning environment may be removed from the classroom for a length a time to be determined by the principal. (NW)**

## **DRUG FREE SCHOOL AND CAMPUS POLICY**

**Emergency:** Board policy relative to standards of student conduct pertaining to the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.

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

Conduct prohibited at places and activities as here-in-above described shall include, but not be limited to, the following:

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

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. It shall be the policy of the Northwest Schools to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and reentry programs. Information concerning such resources shall be presented to all of the students of the district. In the event of a disciplinary proceeding against any student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such students and his or her parent or parents or guardian concerning available drug and alcohol counseling, rehabilitation, and reentry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or guardian. Northwest Schools shall not be responsible for any expenses incurred or services rendered in drug and alcohol counseling, rehabilitation and reentry programs.

### **ELECTRONIC DEVICES**

Students are discouraged from bringing cell phones or other electronic devices including but not limited to Ipod's or MP3 players to school, however, as they have become as much of a necessity in some cases and a luxury in others, we would like the following procedures to be followed:

1. If a student has a cell phone, it may be used for the sole purpose of making phone calls prior to entering the building in the morning and leaving the building at the end of the school day.
2. All electronic devices are to be turned off and out of sight during school hours.
3. Electronic device usage during school functions such as field trips sponsored by the Northwest School District is also prohibited without consent of the sponsor who will have the authority to give permission for such usage as an emergency situation warrants.
4. All electronic devices are subject to search by the administration upon the improper usage of such devices as described above.
  - First Offense will result in the student being relieved of the device.
  - Second Offense will result in a parent contact to pick the device up after school and a 30-minute detention for the student.
  - Third Offense will result in a parent contact to pick up the device up after school and the student will serve a one-hour detention.
  - Further improper usage could result in suspension or expulsion.

### **EMERGENCY SCHOOL CLOSING**

When weather related circumstances require school to be canceled, start late or dismiss early, announcements will be made on radio station KRGI-1430 and TV Channels KOLN/TV – Lincoln (10/11), NTV (13), and KHAS-TV (5).

### **EXTRACURRICULAR ACTIVITIES (PARTICIPATION / ELIGIBILITY)**

**Participation in extracurricular activities affords students opportunities for personal growth and development that may not be experienced in a regular classroom setting. STUDENTS MUST DEMONSTRATE THEIR ABILITY TO KEEP UP WITH THEIR REGULAR SCHOOL WORK BEFORE TAKING ON EXTRA ACTIVITIES WHICH COULD POSE A TIME MANAGEMENT PROBLEM.** Students are required to meet all regular classroom responsibilities when participating in extracurricular activities.

Guidelines for extracurricular activities have been established to promote responsible academic achievement and appropriate school citizenship: **Extracurricular activities include, but are not limited to participation in: volleyball, football, basketball, wrestling, cheerleading, track, vocal and band clinics, and all field trips. Exclusions to this policy are winter and spring music programs.**

1. Students who participate in extracurricular activities are ambassadors of both their school and community. Participants should dress appropriately and grooming should be neat and clean.
2. Students should abide by school policies as stated in this handbook when attending “home” and “away” school functions. Student’s citizenship should serve as an appropriate model for younger students.

3. Each participant should be familiar with rules appropriate for the activity. Additional guidelines set down by coaches, sponsors, activity director etc., are to be followed by all participants.
4. Depending on the activity - proof of physical examination, insurance waiver, parent permission slip, deposit fee, etc., may be required before a student is allowed to participate.
5. Students must attend school at least half the day of a scheduled extracurricular activity to be able to participate in that day's practice, scrimmage, game, tournament, and/or contest involving other schools. The principal may make exceptions to this rule.
6. Students may become ineligible to participate in extracurricular activities because of classroom behavior and/or failing to abide by school policies as stated in this handbook. Students who become ineligible due to continual discipline problems will not be eligible to practice, play in games and/or participate in any activity involving other schools. The principal will determine the length of time a student loses his/her eligibility due to discipline problems.
7. Teacher requests for a student to stay after school to make up academic work will take precedence over extracurricular practice and/or activities.
8. Students may not attend practice or participate in any extracurricular activity on the day or days the suspension is being served.
9. Students may become ineligible to compete in extracurricular activities due to their academic performance. This means students may participate in practices but may not compete in games, scrimmages, tournaments and/or contests while they are ineligible.

Students may become ineligible for any of the following academic reasons:

1. Grade average of "F" in any subject area. Teachers at their discretion may use a meritorious ability grading system. A meritorious grade is based on student ability, attitude, effort and work habits.
2. Incomplete class assignments.
3. Turning homework in late.

#### **STUDENT NOTIFICATION OF INELIGIBILITY**

Administrators and teachers will use the following procedures when a student's extracurricular eligibility is in question because of academic reasons.

The school will inform students that their eligibility is in jeopardy. This will be done by written notice. Students will have five days from receipt of this notice to take corrective action before being declared ineligible.

Eligibility is monitored weekly. Teachers submit names of students who have become ineligible to the principal. Students receive written notice of their ineligibility. This notice shall also inform students of the specific corrective action needed to regain their eligibility.

The Principal will inform students, parents, coaches, and sponsors that loss of eligibility has occurred. Parents receive a copy of the ineligibility notice that was issued to their son or daughter.

A student remains ineligible until reinstated by the principal who issued the ineligibility notice.

Students who regain their eligibility because of academic improvement shall be given subsequent "Five Day Notices" before losing their eligibility again.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

This affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health, medical, and law enforcement personnel); a person serving on the school board; a person or company with who the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

#### **FIELD TRIPS / ASSEMBLY PROGRAMS / CLASS PARTIES**

Class parties, field trips, special projects and other enrichment activities are **privileges** that students earn by being responsible for their school work and citizenship. Students who are behind in their studies or are being disciplined because of inappropriate behavior may be excluded from enrichment activities.

#### **FIRE AND TORNADO DRILLS**

The school conducts emergency response and evacuation drills. Civil defense and tornado shelter areas are designated for each grade.

#### **FIREARMS AND WEAPONS**

All weapons are prohibited from school property. Individuals are forbidden to possess, handle, transmit or use any dangerous instrument in school, on school grounds or at school functions that is a weapon, which in appearance is intended to stimulate that of a weapon, or is determined to be illegal or dangerous. This ban shall include, but is not limited to, the following items: Firearms or part of firearms, starter pistols, BB, pellet, or air guns, crossbows, knives (including pocket knives), knuckles, lead pipes, laser pointers, chuck sticks, throwing darts, darts, blackjacks, clubs of any kind, chains, fireworks, dangerous chemicals, unauthorized tools (razors, x-acto knives, etc.), any explosive device or ammunition, or any item that is intended to be used as a weapon or endangers the health, safety and or well being of other people.

No weapons shall be brought onto or into school property without prior permission from the principal. This ban includes antiques, souvenirs, historical and other such artifacts, including property or dramatic productions, except those needed by duly sworn officer of the law.

Any student found to have brought a firearm onto school property shall be expelled for one year except when the chief administering officer may modify such expulsion on a case by case basis. Violation of the District's Firearms and Weapons Policy in any other manner shall result in a suspension from school, which may be extended to expulsion from school after a legal hearing. Parents should monitor what their child brings to school. Students are discouraged from bringing toy guns to school due to the fact that many guns simulate (look like) real weapons.

Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm and dangerous object possessed in violation of this policy. By statute, any firearm which is confiscated by school personnel shall be delivered to a peace officer as soon as possible. Such firearms are subject to being destroyed by law enforcement officials. All school personnel are required to report any violation of this policy to the principal.

Violation by non-school persons may result in a complaint being filed with local or county law enforcement officials as current Nebraska State Statute allows for the confiscation of firearms on school property, under most circumstances. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person and the firearm is contained within a private vehicle operated by a non-student adult, which is not loaded and is encased or is in a locked firearm rack that is in a motor vehicle. Definition of encased - the term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of the firearm exposed.

### **GIFTS**

Gifts to school personnel, including teachers, are not encouraged.

### **GUIDANCE**

Guidance services are available for students. These services include assistance with educational planning, interpretation of test scores, study helps, and help with home, school, or social concerns.

### **GUM CHEWING**

As a general rule, gum chewing is not allowed at school. This rule is not based on any desire to inhibit student rights. It is based solely upon our desire to keep the furniture and school facility free from discarded gum and support a healthy atmosphere.

### **GYM BAGS AND BOOK BAGS**

Students are to keep gym bags and book bags in their lockers during the day. Students may access their lockers between class periods to retrieve materials needed for their next class period.

### **HEALTH RELATED ISSUES**

#### **Asthma Protocol**

A new state regulation became effective on October 1, 2003. This regulation requires that our school (or early childhood education program ) be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). Our school will be ready to implement the protocol in emergency situations for the 2006-2007 school year.

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the Albuterol with air to provide a fine mist for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and

symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by local doctors.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergic condition of asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your students’ health issues, please contact the school.

### **ILLNESS DURING SCHOOL HOURS**

In case of illness during school hours the school will notify parents or persons listed on the emergency procedure card. Telephone numbers for work, relatives, baby-sitters, neighbors, etc., should be listed on the emergency card. In the event of an accident while a child is at school, the school will follow parent directions listed on the emergency procedure card. Parents/guardians will be called immediately. If parents or guardians or other emergency numbers listed by them cannot be reached, the school will call a doctor or an emergency medical unit as prescribed by parents on their child’s emergency procedure card.

### **IMMUNIZATIONS**

Nebraska State Law requires all students (except those with appropriate medical or religious waivers) to be immunized for measles, rubella, mumps, polio-myelitis, diphtheria, tetanus, pertussis, and Hepatitis B prior to admission to school. State Law also states that immunizations shall not be required for a student enrolling in any school in this state if he or she submits to the following:

A statement signed by a physician, stating that in the physician’s opinion the immunization required would be injurious to the health and well being of the student or any member of the student’s family.

An affidavit signed by the student or if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

### **ALL STUDENTS ENTERING SCHOOL MUST PROVIDE PROOF OF IMMUNIZATION OR MEDICAL / RELIGIOUS WAIVERS PRIOR TO BEING ADMITTED.**

Medical and religious waiver forms are available in the school office. Immunizations can be obtained through the Merrick County Health Department (308) 946-3103 and the Hall County Health Department (308) 385-5175 or your family physician.

### **MEDICATION**

If your child is taking medication of any kind, the school office and classroom teacher MUST be notified, in writing. This medication will be dispensed only by the administrator or school secretary, in the school office. The school, by law, can not give medicine (including aspirin) to students without written parental consent. Medicine that is brought to school must be in its **original** container and will be kept in the office. Parental consent forms for dispensing medicine to students are available in the school office. Students who become ill at school will be made as comfortable as possible while waiting to be picked up. It is extremely important for the school office to have emergency telephone numbers so we may report student illness.

## **PHYSICAL EXAMINATIONS**

Nebraska State Law requires students to receive a physical examination when they enter kindergarten and seventh grade. Parents/guardians who object to this physical examination requirement may sign a waiver.

## **CONTROL OF COMMUNICABLE DISEASE**

The policies for the control of communicable disease are for the protection of the infected student as well as the protection of other students and staff.

- A. Students with the following will be sent home.
  1. Temperature at/over 100 degrees.
  2. Vomiting or diarrhea.
  3. Sore throat accompanied by elevated temperature and/or visible pus.
  4. Earache accompanied by discharge or elevated temperature.
  5. If the child is feeling uncomfortable and unwell to the extent that the child is unable to accomplish normal school activities.
- B. Students with the following diseases need a physician's written permission to return to school: Hepatitis, Rheumatic Fever, Mononucleosis and HIV.
- C. Students with the following diseases must have treatment for 24 hours before returning to school: Strep Throat, Pink Eye, Impetigo, Ringworm and Scabies.
- D. Students with Chicken Pox may return to school 7 days after onset. They must be scabbed over and have no infected pox. They should be inspected by a school official.
- E. Student with lice may be readmitted to school following treatment and the removal of all nits. They will be inspected by a school official.
- F. Students with Fifth Disease will be excluded from school only if they have an elevated temperature or are experiencing malaise.
- G. The physician, parents of the student, school nurse and school administration will meet to determine the most appropriate educational setting for the student/staff with HIV or AIDS.
- H. It is the responsibility of school staff to report their diagnosis of a communicable disease to the district. In addition, failure to release information can result in automatic dismissal. Anytime a communicable disease is reported at school, parent/guardians will be notified.
- I. Other communicable diseases will be handled as recommended by the Nebraska Department of Health.

## **POLICY CONCERNING AIDS;**

Guidelines for Persons with AIDS. It is the goal of the school for all infected persons to be able to attend school and participate in an unrestricted setting so long as such participation would be reasonable. However, exceptions will be made for preschool age children and persons with neurological impairments resulting in the lack of control over body secretions, displays of behavior such as biting, or person having oozing lesions.

For the protection of the AIDS infected child and the other children in the district, it is the responsibility of the parent/guardian to inform the district of the positive HIV diagnosis of a district student.

These guidelines apply to all persons known to be infected with the AIDS (Acquired Immune Deficiency Syndrome) virus. This includes persons with AIDS Related Complex (ARC) or Human Immunodeficiency Virus (HIV) infection.

These persons shall be referred to as AIDS infected persons in the following guidelines:

1. A team approach should be used to determine the most appropriate educational setting for said persons. Team members should include said person's physician, said person's parent/guardian if a minor child, public health personnel, school district's medical advisor, school health personnel, school administration, school board representative, faculty, and any other staff that would be affected by the decisions.
2. This team will make the following decisions:

- A. Regarding attendance: The administrator of each school can recommend temporary exclusion until the team has met. The school will provide homebound instruction as appropriate.
  - B. Restriction of school environment.
  - C. The extent of interaction of others in the school setting.
  - D. Use of preventative measures needed to protect both the AIDS infected person and/or school personnel/students.
  - E. Who will be the spokes person for them.
3. AIDS infected persons who are attending school and participating in school activities shall be required to report to a school officer on a regular basis as determined by the school district's medical advisor. This is to protect the AIDS infected child from other infections because of his/her decreased immune status.
  4. Instruction should be provided for those coming in contact with the AIDS infected person. This will include thorough hand washing after exposure to blood and body fluids and before caring for another person. Gloves should be worn if the staff member has open lesions. Any open lesions on the AIDS infected person should be covered. Soiled surfaces should be promptly cleaned with disinfectants, such as household bleach (diluted one part bleach to ten parts water). Disposable towels and tissues should be used whenever possible, and mops should be rinsed in the disinfectant.
  5. The AIDS infected person's right to privacy should be preserved by staff member involved in the care and education of said person. The school district will develop routine procedures for staff contact with AIDS infected persons, confidentiality of records, and information released to parents, students, and school employees.
  6. Efforts will be made to inform parents, students, school personnel, and district patrons about AIDS and its transmission.

### **HEALTH SERVICES**

Health services are provided to students at school by the Northwest Public Schools elementary school nurse.

### **HONOR ROLL**

Students in grades 6-8 will be awarded academic honor roll recognition if they receive a grade of 'B' or better in every subject.

### **LEAVING SCHOOL BEFORE DISMISSAL TIME**

Any student leaving school before dismissal time must notify the office before they leave the building. This is true even if they are going to the doctor, etc. We are responsible for the student, and thus we need to have a record of his attendance. This is very important in cases of emergency or disaster.

### **LOST MAY BE FOUND**

We always have quite a collection of coats, hats, gloves, mittens, etc., during the school year. It is so much easier for us to track down lost belongings if there is a name attached to the article. We know this takes time for you, but we know from experience that articles of clothing and belongings have fewer tendencies to become "lost" if a means of identification is located on the items.

### **LUNCH PROGRAM**

Cedar Hollow School operates a hot lunch program. Services are available to all children without regard to race, sex, color, handicap, age or national origin. Meal prices are set annually. Meal prices are approved by the Board of Education and Federal Government. Checks should be made payable to Northwest Public Schools. ***All meals must be prepaid.*** Parents whose children have special dietary needs should contact the school.

Free and reduced price meals are available through the Federal School Hot Lunch Program for children whose parents qualify according to household income guidelines. Guidelines and application forms are

available in the school office. Applications for free or reduced price meals may be made any time during the school year. Applicants for free and reduced price meals are required to document their household income.

Weekly or monthly lunch menus are sent home with students. Students who bring sack lunches may purchase milk at school. Students should keep their sack lunches in their locker.

Pop/soda is not allowed in the lunchroom during the noon lunch period. Parents wishing to eat with their child must notify the school in advance. Parents are required to pay the adult price.

### **LUNCH ROOM EXPECTATIONS**

1. Stand in the lunch line quietly and keep your hands to yourself.
2. Talk quietly to the person next to you.
3. Stay in your own space. Keep your hands to yourself and your feet under your table.
4. Raise your hand to receive permission to leave the table.
5. Leave the place at and around you neat when you finish.
6. Do not throw or play around with your food.
7. Respect the lunch room supervisors and cooks.

Students are prohibited from leaving the school grounds during their noon lunch periods unless they have written permission from their parents to walk home to their own homes for lunch or unless they are being picked up by their own parents. For reasons of safety parents who want their child/children to walk home for lunch need to call the school on the days their child/children will be walking home for lunch. Parents who wish to give their child/children unlimited permission to go home for lunch may do so by signing a "home lunch" permission slip.

The school disclaims any responsibility and or liability for accidents and or injuries that occur to students while they are off school grounds during noon lunch periods. The school also disclaims responsibility for ensuring students go to their own homes when they leave school during lunch periods.

### **CIVIL RIGHTS ASSURANCE**

Procedure for Accepting and Filing Complaints of Discrimination in Nebraska School Meal Programs.

1. Right to file a complaint: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
2. Acceptance: All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the School Nutrition Programs at the Nebraska Department of Education, Nutrition Services. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.
3. Verbal Complaints: In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
  - a. Name, address and telephone number of other means of contacting the complainant.
  - b. The specific location and name of the entity delivering the program service or benefit.
  - c. The nature of the incident(s) or action(s) that lead the complainant to feel discrimination was a factor.
  - d. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability.)
  - e. The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
  - f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

**MILK PROGRAM**

A milk break program is offered in kindergarten. Participating students will be charged 40¢ per carton of milk, which will be deducted from their lunch account. Participation in the program is voluntary.

**MORNING SCHOOL ARRIVAL TIMES**

Parents are encouraged not to send their child/children to school too early in the morning. The school does not provide playground supervision before school starts in the morning. Students are permitted to enter the school at 7:50 a.m. School starts at 8:00 a.m. Students entering the building or classrooms after 8:00 a.m. will be considered tardy. Students will be allowed early entry to the school under certain circumstances. Arrangements for students to enter the school before 7:50 a.m. must be made through the school office.

**PAMPHLETS/BULLETINS/POSTERS**

It shall be the policy that no religious, political or controversial materials shall be distributed through the school system or posted on school premises. Any deviation from this policy must be approved by the administration.

**PARENT RESPONSIBILITY - AFTER SCHOOL**

Staff supervision of students ends at 3:35 pm (2:25 pm on Wednesday's) and certificated staff may leave the school at 3:45 pm. Therefore, parents are asked to make arrangements to pick up children by 3:35 pm (2:25 pm on Wednesday's). Students who are not picked up by 3:35 pm (2:25 pm on Wednesday's) will be expected to sit on the floor in the front foyer until they are picked up.

Unless a student is involved in a school sponsored after school activity, no student is authorized to remain on school premises after 4:00 pm (2:45 pm on Wednesday's). Violations of this policy will be dealt with as follows:

- A. First occurrence per quarter - Parents will be notified by mail of the violation of this policy.
- B. Second offense per quarter - Parents will be notified by certified mail, return receipt requested with an admonition that a further occurrence in the quarter would result in notification being made to the County Sheriff, County Attorney, Department of School Services, or any other appropriate agency.
- C. Third offense per quarter - Notification that a third offense has occurred will be made by certified mail, return receipt requested, to the parent, and such will be sent to the appropriate agency as enumerated in this policy. The parent will, by the third notice, also be admonished that any further policy violation in that quarter will result in school personnel requesting the appropriate officials to take custody of the child.
- D. Fourth offense per quarter - Will result in the school requesting the appropriate agency to take custody of the child. The parent will be informed by the appropriate school personnel of any such request, having been made, when it was made, in the manner it was made, and to whom it was made.

**Verification of Student on School Premises  
After 4:00 pm (2:45 pm on Wednesday's)**

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

First Occurrence Date \_\_\_\_\_

Second Occurrence Date \_\_\_\_\_

Third Occurrence Date \_\_\_\_\_

Fourth Occurrence Date \_\_\_\_\_

**PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held twice a year. Additional parent-teacher conferences may be arranged as deemed necessary by staff or as requested by parents.

### **PETS AND LIVE ANIMALS**

Live animals are generally not allowed in school for reasons of health, safety and liability. Live animals will be allowed if they contribute to a learning experience. A parent or guardian must be present when live animals are brought to school. The teacher or principal will determine when animals are brought to school and how long the animals will be in the building. Animals found loose on the playground will be reported to the proper authorities.

### **PRIVATE PARTY INVITATIONS**

It is the policy of Cedar Hollow School to allow students while at school to give out invitations to private parties **only** if every boy and girl in the class is invited to the party. The school recognizes that when one student does not receive an invitation and others do, that exclusion can be very hurtful and this situation should be avoided while at school.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

--Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

--Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

--Inspect upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Northwest Public Schools will adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Each school will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Each school will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted

below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with;

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **RACIAL AND SEXUAL HARASSMENT POLICY**

All persons associated with the Northwest Public Schools, but not necessarily limited to the board, the administration, faculty, staff, and students, are expected to always conduct themselves so as to provide an atmosphere free from racial and sexual harassment. Any person who engages in racial or sexual harassment while acting as a member of the school community will be in violation of this policy.

### **RACIAL HARASSMENT**

Racial harassment will not be tolerated. No one will be treated differently on the basis of, race, sex, color, or national origin. Every individual has equal rights in both academics and activities unless there is a legitimate, non-discriminatory reason to limit these rights.

Racial harassment may include but is not limited to:

- Demeaning comments directed at an individual, which are degrading and derogatory to their racial and or ethnic/cultural group (slurs, jokes, insults or name-calling).
- Written materials which degrade an individual's race and or ethnicity (graffiti, notes, computer bulletin entries, etc.).
- Visual displays of racial and or ethnic materials which create a hostile intimidating and or demeaning school environment (racial or ethnic pictures, posters, cartoons and or written material).
- Incidents involving the defacing and or damaging of property belonging to an individual that intimidates or harasses the individual due to his or her race and or ethnicity.
- Threats or physical attacks against an individual due to his/her race and or ethnic identify.

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated. Sexual harassment is a form of sex discrimination. Both males and females can be victimized. Sexual harassment is illegal and is not condoned. Sexual harassment may include, but not be limited to:

- Deliberate touching of body parts, pinching, attempting to fondle or kiss
- Sexually demeaning comments or verbal comments about body parts and or clothing
- Name calling or spreading rumors regarding sexual activity
- Stares, leers, or unwanted suggestive looks
- "Dirty" jokes or unwanted sexual teasing
- Gestures with the hands on body parts
- Following, cornering, blocking, or standing too close
- Conversations that are too personal
- Graffiti that is sexual in nature

- Howling, catcalls, or whistles
- Pressure for dates or sex
- Verbal threats of violence, sexual contact, or coercion

**“What should I do if someone sexually or racially harasses me?”**

Any student, parent, and or employee of the Northwest School System who believes such a situation exists as defined by this policy should contact a teacher, the principal, or Superintendent. The principal at his or her discretion may attempt to resolve allegations of harassment (racial, sexual or otherwise) informally. All matters involving a sexual harassment grievance will remain confidential to the maximum extent possible. All formal sexual harassment grievances must be filed on forms provided by Northwest School District Policy. Formal complaint forms are available in the school office.

The Board of Education may impose appropriate sanctions against persons who violate the district’s sexual harassment policy. These sanctions, in the case of any employee may include termination. Students guilty of sexual harassment will face disciplinary action which could include suspension or expulsion.

**REPORT CARDS/PROGRESS REPORTS WILL BE ISSUED THROUGHTOUT THE YEAR.**

***POWER GRADE IS ASSESSABLE ON LINE FOR GRADES 4-8***

Student achievement in grades K-8 is communicated to parents through four, nine-week grading periods. Fourth grade through eighth grade student performance is measured by letter grades A, B, C, D, F, and I. The following percentages indicate grade range: (I = Incomplete)

A+ = 98-100	B+ = 91-92	C+ = 83-85	D+ = 75-77	
A = 96-97	B = 88 - 90	C = 81 –82	D = 73-74	F = 0 - 69%
A- = 93-95	B- = 86-87	C- = 78 – 80	D- = 70-72	

Report cards are sent home with students at the end of the quarter or given directly to parents at Parent Teacher Conferences. Report cards are mailed home to parents at the end of the school year.

**REQUIRED REGULAR CURRICULAR ACTIVITIES**

Students may be required to participate in curriculum related activities and special events. This includes school music programs, band concerts, art shows, science fairs, or individual room programs. Parents are asked to call the school office when their child/children are unable to attend required programs.

**SCHOOL HOURS**

School will begin at 8:00 a.m. and be dismissed at 3:15 p.m. on Monday, Tuesday, Thursday and Friday. On Wednesday’s, school will be dismissed at 2:00 p.m. Early dismissal will be at 12:00 p.m. (Noon). Early classroom morning events are critical to the student’s successful day. Please make sure your child is to school on time.

**SCHOOL SPIRIT**

School spirit means loyalty to all functions of the school. School spirit may be divided into two categories:  
 (1) PRIDE - in everything our school endeavors to accomplish and has accomplished.  
 (2) SPORTSMANSHIP - the ability to win or lose gracefully.

**SCHOOL VISITATION**

Parental visits to school are always welcomed. For security reasons, please call ahead of time and check in the school office upon arrival into the building.

**SPECIAL DELIVERIES / GIFTS TO STUDENTS**

On occasion, parents, friends or relatives have a gift (i.e., balloons, flowers, stuffed animals, etc.) delivered to a student at school for a birthday or special occasion. Special deliveries and gifts as such will be held in the office and given to students at the end of the school day.

## **STUDENT DATING**

Northwest Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

## **STUDENT FEE POLICY**

OUR SCHOOLS HAVE DEVELOPED A STUDENT FEE POLICY IN ACCORDANCE WITH NEBRASKA STATE LAWS. GENERALLY SPEAKING, ALL STUDENTS WILL BE ASKED TO CONTINUE TO PROVIDE PERSONAL OR CONSUMABLE ITEMS FOR SPECIFIED CLASSES AND ACTIVITIES.

## **STUDENT DISCIPLINE**

Two primary goals of the faculty and administration are to teach students to be responsible citizens and help students experience academic success. Students who make incorrect choices regarding their personal behavior or are lacking in their academic responsibilities will receive negative consequences. The following disciplinary actions will be used:

1. Verbal warning/reprimand.
2. Loss of recess (grades K-5).
3. Loss of privileges (i.e., lunchroom, library, computer lab, bus, playground, assembly programs, field day, field trips, special parties, extracurricular activity eligibility).
4. Students may receive a detention for any of the following reasons: Failure to follow teacher directions and classroom procedures; being disrespectful to a teacher, staff member or other student; damaging school or other people's property; demonstrating any behavior that threatens the safety and well being of others; disrupts the learning environment and/or prevents the teacher from teaching; using profane, lewd, or sexually derogatory language; inappropriate use of hands, feet, and or objects; making, using or possessing objects that threaten the safety of others, this includes objects made from pen or pencil parts, pins, tacks, paper clips, rubber bands, staples, toothpicks, etc.; refusing to work in class; or any other reason deemed appropriate by the administrator. Students displaying inappropriate behavior while under the supervision of a substitute teacher may receive a consequence more severe than what might normally be given by the regular classroom teacher.
5. Removal from the classroom: Students who disrupt the learning environment or whose behavior threatens the safety / well being of other students may be removed from the classroom. Teachers at their discretion may assign any area outside of the classroom to a student so that he/she may complete school work and or bring his/her behavior under control.
6. Assistance from the Principal: Teachers may request assistance from the principal in resolving student discipline problems. Teachers may send a student to the office or request that the principal remove a student from the classroom when the student's behavior threatens the safety/well being of other students or if the students behavior disrupts the learning environment of the classroom. Students sent to the office will most likely serve a detention, the definition of which to be based upon severity of offense.
7. Short term out-of-school suspension (1-5 days).
8. Long term out-of-school suspension (6-19 days).
9. Expulsion from school: Expulsion applies for 20 days or more, the remainder of the semester or year and or one calendar year from the date of expulsion.
10. STUDENT DUE PROCESS: Short term suspension, long term suspension and or expulsion are disciplinary actions that apply in cases of severe misconduct or when other forms of disciplinary action have proven ineffective. Students who face short-term suspension, long-term suspension or

expulsion will be given the opportunity to answer all charges brought before them before disciplinary sanction are imposed. Short-term suspension, long-term suspension and expulsion will be governed by Nebraska State Statutes. Student discipline issues that involve suspension or expulsion will be brought before the Board of Education. A student suspended or expelled from school will have his or her rights restored upon return to school.

11. Students who are serving out of school suspensions or expulsion are barred from being on school grounds, including the playground/village or attending any home or away school activities.
12. Students may be suspended or expelled for the following reasons:
  - a. Use of violence, force, coercion, threat, intimidation, or similar conduct that constitutes interference with school purpose.
  - b. Willful damage to private or school property, stealing of substantial value, or repeated damage.
  - c. Attempted or actual physical injury to a school employee or student.
  - d. Threats of intimidations to a student or an attempt to get money or other valuables from a student.
  - e. Possessing, handling, or transmitting any objects or materials generally considered a weapon.
  - f. Unlawful possession, selling, dispensing, being under the influence of, or use of tobacco, narcotics, drugs, other controlled substances, alcoholic beverages, or imitation substance on school property or at school functions or in vehicles being utilized for school purposes.
  - g. Engaging in other activity forbidden by law which activity constitutes a danger to other students or interferes with school purpose.
  - h. Repeated violations of any established rule if such violation constitutes a substantial interference with school purposes.
  - i. Disrespectful behavior directed at administration, faculty, staff or other students
  - j. Using profane, lewd, or sexually derogatory language.
  - k. Theft of school or private property.
  - l. Sexual harassment directed at faculty, staff or other students.
  - m. Possessing or distributing pornographic or lurid material on school grounds.
  - n. Possessing a weapon, a look-a-like weapon, or dangerous object on school property.
  - o. Repeated violations of school policy as stated in the student handbook.
  - p. Possessing, using, handling or transmitting a firearm on school property or at school sponsored activities. It is the policy of this school district to require the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school sponsored activity or athletic event. For purposes of this policy, "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destruction device." The administrator or the Board of Education may modify such required expulsion on an individual on a case-by-case basis. This policy shall not apply to: (a) the issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or (b) firearms which may lawfully be possessed by a person receiving instruction under the immediate supervision of an adult instruction who may lawfully possess firearms.

### **STUDENT PERMANENT SCHOOL RECORDS**

The following policies govern student records:

- Student files and records are open for parents to examine upon request.
- Parents are entitled to a hearing to challenge information in their child's file.
- Access to student files is limited to parents and school officials.
- Written permission from parents is required for other people to examine a student's records.
- Student records are mailed directly to a required school.

### **TELEPHONE CALLS**

Students will be called out of class to answer the telephone if it is an emergency, otherwise a message will be taken and the student can return the call between classes or during noon time. Students will need

permission from the principal or secretary to use the school's telephone. Students needing to make phone calls should do so between class periods, during recess or during their lunch period.

### **TREATS**

Treats may be brought to school to be distributed to the child's homeroom class at the **close** of the day. The decision of whether or not to send treats to school will be an individual matter. Candy will not be allowed in school except on special occasions. Please do not send gum.

### **TRUANCY**

Any student who is absent from school without the knowledge or approval of the parent or guardian is considered truant. State law requires that all pupils be in school during all the days and hours that school is in session. Any student who leaves school without approval of the principal will be considered truant. If a phone call or note has not been received from the parent/guardian excusing an absence, the student will be considered truant. Any student who has been truant three times may be referred to the county attorney. For students under the age of 16, charges of violation of Nebraska Statute 79-201 may be filed with the county attorney.