

Board of Education Regular Meeting

Monday, July 8, 2019 6:00 PM

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda
6. Motion to approve the agenda as presented Passed with a motion by JC Ourada and a second by Suzanne Brodine.
7. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
8. Citizen's Comments
9. Consent Agenda
10. Motion to approve the Consent Agenda as presented Passed with a motion by Jeff Meads and a second by Dana Steiner.
11. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
1. Approval of Minutes of Previous Meeting(s)
2. Payment of Invoices
3. Financial Reports
12. Staff Presentation

### 13. Old Business

### 14. New Business

1. Hold Public Hearing to Discuss, Consider, and Receive Input on a Proposed Student Fee Policy. The public will be given opportunity to present information and opinions on a Proposed Student Fee Policy.
2. Discuss, Consider and Take Action to Adopt the Student Fees Policy 5416 and Appendix to Policy 5416.
3. Hearing was open at 6:17 and was closed at 6:18. 1 question about meal prices. Passed with a motion by JC Ourada and a second by Morgan Fouts.
4. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
5. Motion to approve the Student Fees Policy 5416 and Appendix to Policy 5416. Passed with a motion by JC Ourada and a second by Morgan Fouts.
6. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
7. Hold a Public Hearing to Discuss, Consider and Receive Input on the Parental Involvement Policy. The Public will be given an opportunity to present information and opinions on the Parent Involvement Policy.
8. Discuss, Consider and Take Action to Either Alter the Parental Involvement Policy 6400 and Title I Parental Involvement Policy 6410 and then Adopt the Policies as Altered, or to Reaffirm the Parental Involvement Policy and the Title I Parental Involvement Policy.
9. Hearing open at 6:19 and closed at 6:20. No public comments. Following the hearing, motion that the Board's current Parental Involvement Policy 6400 and Policy 6410 be reaffirmed without alteration. Passed with a motion by Suzanne Brodine and a second by JC Ourada.
10. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
11. Discuss, Consider and Take Action on 2019-2020 Faculty Handbook.
12. Motion to approve the 2019-2020 Elm Creek Faculty Handbook as presented. Passed with a motion by Jeff Meads and a second by Alicia Beavers.
13. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

14. Discuss, Consider and Take action on 2019-2020 7-12 Student Handbook.
15. Motion to approve the 2019-2020 7-12 Student Handbook as presented. Passed with a motion by JC Ourada and a second by Morgan Fouts.
16. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
17. Discuss, Consider and Take Action on the 2019-2020 Activities Handbook.
18. Motion to approve 2019-2020 Activities Student Handbook as presented. Passed with a motion by Suzanne Brodine and a second by Dana Steiner.
19. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
20. Motion to approve 2019-2020 Activities Handbook as presented. Passed with a motion by JC Ourada and a second by Dana Steiner.
21. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
22. Discuss, Consider and Take Action on Anti-Bullying Policy 5415.
23. Motion to approve Anti-Bullying Policy 5415 as presented. Passed with a motion by Morgan Fouts and a second by Alicia Beavers.
24. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea
15. Executive Session

## 16. Reports

1. Transportation Committee Report

2. Buildings and Ground Committee Report

3. Principal's Report

4. Superintendent Report

1. July planned attendance calendar

2. Sample New Construction Timeline

17. Next Regular Meeting

August 12, 6:00 PM

Elm Creek Public Schools Board of Education Meeting Room  
230 Calkins Ave.  
Elm Creek, NE 68836-0490

18. Adjournment

19. Motion to adjourn meeting at 7:17 Passed with a motion by JC Ourada and a second by Morgan Fouts.

20. Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

Board of Education Regular Meeting  
Monday, June 10, 2019 3:00 PM

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call

Motion to approve the agenda as presented Passed with a motion by Dana Steiner and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

5. Review of Agenda
6. Citizen's Comments
7. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by Suzanne Brodine and a second by Dana Steiner.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

- 7.1. Approval of Minutes of Previous Meeting(s)
- 7.2. Payment of Invoices
- 7.3. Financial Reports
8. Reports
- 8.1. Buildings and Ground Committee Report
- 8.2. Principal's Report
- 8.3. Superintendent Report
9. Old Business

- 9.1. Approve the Second Reading of the Section 2000 Policies

Motion to approve the Second Reading of the Section 2000 Policies Passed with a motion by Dana Steiner and a second by Alicia Beavers.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

## 9.2. Approve Revision and Second Reading of Policy 8151

Motion to approve Revision and Second Reading of Policy 8151 Passed with a motion by Jeff Meads and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

## 10. New Business

### 10.1. Approve the First Reading of the Section 1000 Policies

Motion to approve the First Reading of the Section 1000 Policies Passed with a motion by Dana Steiner and a second by Jeff Meads.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

### 10.2. Approve 2019-2020 Salary Schedule for Classified Staff

Motion to approve 2019-2020 Salary Schedule for Classified Staff Passed with a motion by Dana Steiner and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

### 10.3. Approve 2019-2020 Para-Professional Pay Schedule

Motion to approve 2019-2020 Para-Professional Pay Schedule Passed with a motion by Dana Steiner and a second by Suzanne Brodine.

Morgan Fouts: Abstain (With Conflict), Alicia Beavers: Yea, Suzanne Brodine: Yea, Jeff Meads: Yea, Dana Steiner: Yea

### 10.4. Approve 2019-2020 Substitute Pay Schedule

Motion to approve 2019-2020 Substitute Pay Schedule Passed with a motion by Alicia Beavers and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

### 10.5. Approve Appendix 1 of Option Enrollment Policy

Motion to approve Appendix 1 of Option Enrollment Policy Passed with a motion by Morgan Fouts and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

### 10.6. Approve Required Policy Updates to the Following Policies: 1120, 3130, 3131, 4030, 5001, 5012, 5101, 5103, 5104, 5305, 6211, 6410, 8151, and 8153.

Motion to approve Required Policy Updates to the Following Policies: 1120, 3130, 3131, 4030, 5001, 5012, 5101, 5103, 5104, 5305, 6211, 6410, 8151, and 8153. Passed with a motion by Morgan Fouts and a second by Dana Steiner.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

10.7. Approve the 2019-2020 Breakfast and Lunch Prices.

Motion to approve the 2019-2020 Breakfast and Lunch Prices. Passed with a motion by Alicia Beavers and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

11. Next Regular Meeting - July 8, 2019 (6:00 pm)

Board Retreat - June 24, 2019 (8:00 am)

Motion to Adjourn Passed with a motion by Dana Steiner and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Dana Steiner: Yea

12. Adjournment

Board of Education Special Meeting  
Monday, June 24, 2019 8:00 AM

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda

Motion to approve agenda as presented. Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

6. Citizen's Comments

7. Approve Roofing bid from (Selected Company)

Motion to approve the bid from Prairie View. \$18,200 and \$760. Passed with a motion by Jeff Meads and a second by JC Ourada.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

8. Approve Bid from C-Tech Restoration

Motion to approve the bid from C-Tech for the removal of mold. Funds to come from Building fund. Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

9. Approve Bid for Security Camera from (Selected Company)

Motion to approve the ESU 10 bid for video system in the amount of \$20,875. Passed with a motion by Suzanne Brodine and a second by Jeff Meads.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

10. Approve Computer Purchases for 2019-2020 school year

Motion to approve the purchase of Vinyl, poster paper, mac book airs (6), Drone repair parts, mac book pro (1) as presented in the amount of \$12,192.28. Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11. Appoint and approve JC Ourada, Morgan Fouts, and Suzanne Brodine to the newly formed Finance Committee.

12. Consider the purchase of a new bus with a Nebraska DEQ (Volkswagon) Grant for 2019-2020.

13. Consider the purchase of a new van for pupil transportation and set up a purchasing schedule.

14. Revisit Board Goals

15. Review 2018-2019 Data.

Motion to Adjourn. Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

16. Next Regular Board Meeting - July 8, 2019 (6:00 pm)

17. Adjournment

# Check Register

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
<b>Checks Printed</b>						
<b>01 - GENERAL FUND</b>						
Bank Account :A - General Fund						
		00016479	07/05/2019	ACCO	ACCO BRANDS USA LLC	
		2840104	06/05/2019		07/05/2019 LAMINATOR	1,509.44
					Check Total	1,509.44
		00016480	07/05/2019	ALPHAREH	ALPHA REHABILITATION P.C.	
		2568-063019	06/30/2019		07/05/2019 SPED SERVICES	426.74
					Check Total	426.74
		00016481	07/05/2019	BLACKHILLS	BLACK HILLS ENERGY	
		0602419-01	06/24/2019		07/05/2019 225 E BOYD	144.68
		062419-40	06/24/2019		07/05/2019 230 CALKINS AVE	219.96
		062419-94	07/08/2019		07/05/2019 122 N CHURCH STREET	35.18
					Check Total	399.82
		00016482	07/05/2019	CASHWA	Cash Wa Distributing	
		12024926	06/07/2019		07/05/2019 Water, Juice, Popcorn	192.70
		12046118	06/21/2019		07/05/2019 SNACKS FOR PRESCHOOL	325.55
					Check Total	518.25
		00016483	07/05/2019	CENTURY	CENTURYLINK	
		060719	06/07/2019		07/05/2019 TELEPHONE SERVICE	308.22
					Check Total	308.22
		00016484	07/05/2019	CHARTERC	CHARTER COMMUNICATIONS	
		062419	06/24/2019		07/05/2019 INTERNET	223.72
					Check Total	223.72
		00016485	07/05/2019	CNASURETY	CNA SURETY	
		25984103N-0705	07/05/2019		07/05/2019 NOTARY BOND-LKJ	40.00
		19				
					Check Total	40.00
		00016486	07/05/2019	COMPANY	COMPANY CARE	
		00161396-00	05/31/2019		07/05/2019 DOT PHYSICALS	350.00
					Check Total	350.00
		00016487	07/05/2019	DIDAX	DIDAX, INC	
		140349	06/06/2019		07/05/2019 EUREKA MATH-ELEM	2,686.85
					Check Total	2,686.85
		00016488	07/05/2019	EAI ED	EAI EDUCATION	
		INV0938149	06/03/2019		07/05/2019 MATH GAMES-MS/HS	133.95
					Check Total	133.95
		00016489	07/05/2019	ECLUNCH	Lunch Fund	

# Check Register

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	070519	07/05/2019		07/05/2019	PK SNACKS-FROM LUNCH	2,503.08
					Check Total	2,503.08
	00016490	07/05/2019	ECOLAB		ECOLAB PEST ELIMINATION	
	7139717	06/14/2019		07/05/2019	PEST ELIM	71.01
					Check Total	71.01
	00016491	07/05/2019	ENCORE		ENCORE DATA PRODUCTS, INC	
	76830	06/27/2019		07/05/2019	STERIO ADAPTERS	79.60
					Check Total	79.60
	00016492	07/05/2019	ESU10		Educational Service Unit 10	
	062819-10	06/28/2019		07/05/2019	CAVSC REPAIR	30.00
	062819-11	06/28/2019		07/05/2019	POWER SCHOOL SUPPORT	5,377.16
	062819-12	06/28/2019		07/05/2019	VOC EVAL/TECH TRAIN	492.60
	062819-78	06/28/2019		07/05/2019	DEAF ED	475.05
	062819-79	06/28/2019		07/05/2019	PT	987.24
	062819-80	06/28/2019		07/05/2019	SUPERVISION	2,118.90
	062819-81	06/28/2019		07/05/2019	OT	1,968.05
	062819-82	06/28/2019		07/05/2019	SPEECH	2,081.81
	062819-84	06/28/2019		07/05/2019	PSYCH SERV	3,565.72
	062819-85	06/28/2019		07/05/2019	AUDIOLOGY	125.22
					Check Total	17,221.75
	00016493	07/05/2019	ESUCOORD		ESU COORDINATING COUNCIL	
	AEPA000971	06/12/2019		07/05/2019	MOVIE SITE LICENSE	351.00
	AEPA001170	06/26/2019		07/05/2019	WORLD BOOK POWER PACK	188.80
					Check Total	539.80
	00016494	07/05/2019	FASTBR		FASTBRIDGE LEARNING	
	INV-4354	06/07/2019		07/05/2019	PROGRESS MONITOR	1,800.00
					Check Total	1,800.00
	00016495	07/05/2019	FIRSTC		FIRST CARE MEDICAL	
	182873	06/07/2019		07/05/2019	KOTTICH PHYSICAL	175.00
					Check Total	175.00
	00016496	07/05/2019	FOSTERC		CURT FOSTER	
	070119	07/01/2019		07/05/2019	RENT	100.00
					Check Total	100.00
	00016497	07/05/2019	FOSTFAMI		Foster's Family Foods	
	063019-12	06/30/2019		07/05/2019	FOOD	26.89
					Check Total	26.89
	00016498	07/05/2019	GRACZYKL		GRACZYK LAWN & LANDSCAPE	
	43581	05/31/2019		07/05/2019	FERTILIZER & APPL	794.00

ALL Data

# Check Register

Arranged by:  
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	794.00
	00016499	07/05/2019	GRACZYKS		GRACZYK SPRINKLERS	
	4522	06/11/2019		07/05/2019	Turn on Sprinklers	212.72
					Check Total	212.72
	00016500	07/05/2019	GRAMMARFL		GRAMMARFLIP	
	1407	07/01/2019		07/05/2019	ENGLISH	138.00
					Check Total	138.00
	00016501	07/05/2019	HOMETOWN		Hometown Leasing	
	070119	07/01/2019		07/05/2019	COPIERS, PRINTERS	1,420.00
					Check Total	1,420.00
	00016502	07/05/2019	ISLANDSU		Island Supply Welding	
	204993	06/30/2019		07/05/2019	SHOP	67.20
					Check Total	67.20
	00016503	07/05/2019	KEARNRENT		KEARNEY RENTAL PROS	
	4371	06/12/2019		07/05/2019	BUS BARN	949.98
					Check Total	949.98
	00016504	07/05/2019	LINWELD		MATHESON TRI GAS	
	51477264	06/30/2019		07/05/2019	SHOP	175.30
					Check Total	175.30
	00016505	07/05/2019	LOCKMOB		Lockmobile	
	L65681	05/10/2019		07/05/2019	KEYS	15.00
					Check Total	15.00
	00016506	07/05/2019	MCGRAW		MCGRAW-HILL COMPANIES	
	108298485001	06/29/2019		07/05/2019	READING WONDERS	6,092.05
					Check Total	6,092.05
	00016507	07/05/2019	MENARDS		MENARDS - KEARNEY	
	82260	06/07/2019		07/05/2019	Cleaners, Tape, Paint, Hammer	154.42
	82375	06/09/2019		07/05/2019	Mixer, Edger Blade etc	58.51
	82404	06/10/2019		07/05/2019	Paint	131.82
	82436	06/10/2019		07/05/2019	Credit>Returns	-4.99
	82572	06/12/2019		07/05/2019	Paint, Brushes, Trimmer etc	184.06
	82710	06/14/2019		07/05/2019	Nails, Hammer Tacker	38.35
	82823	06/16/2019		07/05/2019	Glue, Screws, Paint etc	158.82
	82847	06/17/2019		07/05/2019	Brackets etc	91.92
	82994	06/19/2019		07/05/2019	Paint, Glue, Hammer	102.11
	83099	06/20/2019		07/05/2019	Shelf Baskets etc	77.92
	83114	06/21/2019		07/05/2019	Carpet Adhesive Etc	173.26
	83177	06/22/2019		07/05/2019	Washers, Screws, Tape, Grease	82.50
	83430	06/27/2019		07/05/2019	Sponges, Cleaners, Paint	52.04

ALL Data

# Check Register

Arranged by:  
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	1,300.74
	00016508	07/05/2019	MIDWESTFLS		MIDWEST FLOOR SPECIALISTS, INC.	
	134058	06/28/2019		07/05/2019	Refinish Gym Floors	3,985.00
					Check Total	3,985.00
	00016509	07/05/2019	MOSAIC		MOSAIC	
	AXT0619-29	07/01/2019		07/05/2019	LEVEL III SERVICES	2,803.50
					Check Total	2,803.50
	00016510	07/05/2019	MOSTEKE		MOSTEK ELECTRIC	
	6553	06/27/2019		07/05/2019	REPAIRS	871.70
					Check Total	871.70
	00016511	07/05/2019	NE COUNADM		NEBRASKA COUNCIL OF SCHOOL ADM	
	070519-CS	07/05/2019		07/05/2019	SPOTANSKI MBRSHIP	335.00
	070519-CS-ADM DAYS	07/05/2019		07/05/2019	SPOTANSKI ADMIN DAYS	285.00
	070519-DP	07/05/2019		07/05/2019	PULLIAM MBRSHIP	570.00
	070519-DP-ADM N DAYS	07/05/2019		07/05/2019	PULLIAM ADMIN DAYS	235.00
	59962	06/10/2019		07/05/2019	DUELAND, KEEP CONF	475.00
	59963	06/10/2019		07/05/2019	RI BAUER, MK CONF	525.00
	60332	06/13/2019		07/05/2019	KEGLEY CONFERENCE	250.00
					Check Total	2,675.00
	00016512	07/05/2019	NPPD		NEBRASKA PUBLIC POWER DISTRICT	
	061719-6740	06/17/2019		07/05/2019	Bus Barn	51.05
	061719-6744	06/17/2019		07/05/2019	Ballfield	52.47
	061719-6748	06/17/2019		07/05/2019	230 East Calkins	4,026.46
					Check Total	4,129.98
	00016513	07/05/2019	PAYFLEX		PAYFLEX SYSTEMS USA	
	070119	07/01/2019		07/05/2019	July Fees	150.00
					Check Total	150.00
	00016514	07/05/2019	PERMA		PERMA-BOUND	
	1828317-01	06/03/2019		07/05/2019	Books	535.17
	1828317-02	06/13/2019		07/05/2019	Books	73.59
	1828317-03	06/19/2019		07/05/2019	Books	19.95
	1828761-00	06/10/2019		07/05/2019	Books	91.49
					Check Total	720.20
	00016515	07/05/2019	PIONEERTE		PIONEER TELEPHONE	
	070119	07/01/2019		07/05/2019	Long Distance	81.32
					Check Total	81.32
	00016516	07/05/2019	RAPIDS		RAPIDS	

ALL Data

# Check Register

Arranged by:  
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
	0855655	06/20/2019		07/05/2019 COFFEE FILTERS	12.44
				Check Total	12.44
	00016517	07/05/2019	REALLY	REALLY GOOD STUFF	
	6898168	06/06/2019		07/05/2019 1ST GRADE	172.42
				Check Total	172.42
	00016518	07/05/2019	S&SWORLD	S & S WORLDWIDE, INC	
	IN100141472	05/28/2019		07/05/2019 CONSTRUCTION PAPER	36.25
				Check Total	36.25
	00016519	07/05/2019	SCHOOLSP	SCHOOL SPECIALTY	
	202501661723	06/22/2019		07/05/2019 1ST GRADE-JOURNALS	24.00
	208122971951	06/06/2019		07/05/2019 1ST GRADE	114.55
	308103305579	06/03/2019		07/05/2019 SCIENCE	382.39
				Check Total	520.94
	00016520	07/05/2019	SERVICE	SERVICEMASTER OF MID NE	
	17020	06/30/2019		07/05/2019 2010 ADDITION	3,784.87
	17021	06/30/2019		07/05/2019 ELEMENTARY	4,061.15
				Check Total	7,846.02
	00016521	07/05/2019	STAPLES	STAPLES ADVANTAGE	
	8054663661	06/12/2019		07/05/2019 POCKET FOLDERS	31.52
				Check Total	31.52
	00016522	07/05/2019	STATENE	STATE OF NEBRASKA	
	1168493	06/01/2019		07/05/2019 NETWORK ACCESS	229.49
				Check Total	229.49
	00016523	07/05/2019	TEACHINGS	TEACHING STRATEGIES	
	0354682-IN	06/14/2019		07/05/2019 GOLD SUBSCRIPTION	597.50
				Check Total	597.50
	00016524	07/05/2019	THOMPSON	US FOODS - GRAND ISLAND	
	2161445	06/13/2019		07/05/2019 Can Liners etc	325.29
				Check Total	325.29
	00016525	07/05/2019	VERIZON	VERIZON WIRELESS	
	9831523514	06/28/2019		07/05/2019 Cell Phone	47.60
				Check Total	47.60
	00016526	07/05/2019	VILLAGEE	Village Of Elm Creek	
	070519	07/05/2019		07/05/2019 Water, Sewer	720.00
				Check Total	720.00
	00016527	07/05/2019	VILLAGEU	VILLAGE UNIFORM	
	June Invoices	06/30/2019		07/05/2019 Rags etc	20.00

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	20.00
	00016528	07/05/2019	WELLSFARG		Wells Fargo Card Services	
	062619-2385	06/26/2019		07/05/2019	TV's, Locks, Storage etc	2,813.83
					Check Total	2,813.83
	00016529	07/05/2019	WEXBANK		WEX BANK	
	59998553	06/30/2019		07/05/2019	FUEL	1,008.13
					Check Total	1,008.13
	00016530	07/05/2019	WHITEB		WHITEBOARD DEPOT	
	1915104500	06/13/2019		07/05/2019	WHITEBOARDS	2,561.00
					Check Total	2,561.00
	00016531	07/05/2019	WOODWARDS		WOODWARDS DISPOSAL SERVICE	
	NO8865-801	06/24/2019		07/05/2019	DOC DESTRUCTION	25.00
					Check Total	25.00
	00016533	07/05/2019	WELLSFARG		Wells Fargo Card Services	
	062619-0319	06/26/2019		07/05/2019	Teach/Teach, Lf Blowers	1,494.17
					Check Total	1,494.17
					<b>01 - GENERAL FUND Totals:</b>	<b>74,157.41</b>
					<b>Total of Checks Printed:</b>	<b>74,157.41</b>
					<b>Report Total:</b>	<b>74,157.41</b>

SELECTED Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

**Checks Printed**

**08 - Building Fund**

Bank Account :E - Building Fund

00001021	07/05/2019	CMH INT		CMH INTERIORS	2,840.00
SH018086	06/10/2019		07/05/2019	CARPET TILES, TACK	

Check Total 2,840.00

**08 - Building Fund Totals: 2,840.00**

**Total of Checks Printed: 2,840.00**

**Report Total: 2,840.00**

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR July 8, 2019

**GENERAL FUND - ACCT NO. 137766 (Reconciled 7-3-19)**

BANK BALANCE June 1, 2019 \$ 925,439.12

RECEIPTS

CCC - Dual Credit Classroom Supplies Reimburse	\$	76.50
Loomis Schools - Whiteboards	\$	400.00
HS/MS Supplies/Fees	\$	415.00
BUFFALO COUNTY	\$	165,395.71
STATE OF NE ST PAYMENT 476001395	\$	722.70
DAWSON COUNTY	\$	-
ESU #10-Title 1	\$	26,193.00
ESU #10-Contracted Service Pay	\$	1,650.00
PHELPS COUNTY	\$	33,736.49
Preschool Tuition	\$	490.00
State - Sped Reimbursement	\$	37,108.00
State Aid	\$	9,584.00
<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>275,771.40</b>

AVAILABLE BALANCE \$ 1,201,210.52

DISBURSEMENTS:

Bills Paid June 11, 2019	\$	66,213.19
Payroll	\$	300,908.56
<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>	<b>367,121.75</b>

BOOK BALANCE June 30, 2019 \$ 834,088.77

**DEPRECIATION FUND - ACCT NO 14832 (reconciled 7-2-19)**

BALANCE June 1, 2019	\$	23,022.14
Expenses	\$	-
INTEREST (Correction from April Report)	\$	9.28
RECEIVED (Xfer from General)	\$	-
<b>BOOK BALANCE June 30, 2019</b>	<b>\$</b>	<b>23,031.42</b>

**CERTIFICATES OF DEPOSIT THRU June 30, 2019**

#6692	Bus Depreciation	\$	11,924.47
#6233	Track Maintenance - Issued 8/31/09	\$	16,842.44
#6013	Track Maintenance	\$	57,139.34
#6235	Unknown Capital Outlays - Issued 8/31/09	\$	16,821.43
#2232	Unemployment	\$	11,108.76
#6482	Track Maintenance - Issued 8/31/2011	\$	10,407.00
#6701	ECPS-(Issued 3-12-15)	\$	25,012.37
	<b>CERTIFICATE TOTALS</b>	<b>\$</b>	<b>149,255.81</b>

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR July 8, 2019

**BUILDING FUND (Reconciled 7-2-19)**

Balance June 1, 2019	\$	70,123.27
INTEREST	\$	24.21
EXPENSES	\$	-
BALANCE June 30, 2019	\$	70,147.48

**BOND FUND (OPENED 11-12-09)**

Balance June 1, 2019	\$	400,306.51
RECEIPTS- BUFFALO	\$	25,557.08
RECEIPTS - DAWSON COUNTY	\$	-
RECEIPTS - PHELPS COUNTY	\$	44,709.21
DISBURSEMENTS (Principal & Interest Payment)	\$	20,070.00
BALANCE June 30, 2019	\$	450,502.80

**SAM/DUNS ACCOUNT (REAP-1173)**  
(Reconciled)

BALANCE June 1, 2019	\$	10,193.40
DISBURSEMENTS	\$	-
BALANCE June 30, 2019	\$	10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR July 8, 2019

**LUNCH FUND**

BANK BALANCE June 1, 2019 (Reconciled 7-3-19) \$ 11,086.06

RECEIPTS

LUNCH SALES	\$	1,581.28
EFUND PAYMENTS	\$	-
Federal Reimbursement Breakfast	\$	-
Federal Reimbursement Lunch	\$	-
State Reimbursement Lunch	\$	-
State Reimbursement Breakfast	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>1,581.28</b>

AVAILABLE BALANCE \$ 12,667.34

DISBURSEMENTS

Food/Groceries/Milk Etc.	\$	1,881.91
General Expenses (Workshops)	\$	350.00
Supplies	\$	412.56
June Payroll	\$	3,258.60

TOTAL DISBURSEMENTS \$ 5,903.07

BALANCE June 30, 2019 \$ 6,764.27

July Bills

ATLAS BUILDING MAINTENANCE	\$	-
BERNARD FOODS	\$	-
CASHWA	\$	-
FOSTERS	\$	-
HEARTLAND REFRIGERATION	\$	-
HILAND (MILK)	\$	-
HUBERT COMPANY	\$	-
NE FOOD DISTRIBUTION PROGRAM	\$	-
NE SCHOOL NUTRITION ASSN	\$	-
THOMPSON	\$	-
VILLAGE UNIFORM (TOWELS ETC)	\$	20.00
	<b>\$</b>	<b>20.00</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2017 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>ECHS</b>	<b>Elm Creek High School</b>							
<b>A</b>	<b>Athletics</b>							
	3030		Uniforms	0.00	15,000.00	2,163.84	-8,533.32	4,302.84
	3031		Basketball	0.00	48,013.99	49,971.87	128.00	-1,829.88
	3033		Cheer	941.52	19,336.89	23,671.52	-2,291.26	-5,684.37
	3034		Cross Country	-100.00	1,517.76	835.44	-232.00	350.32
	3035		Football	-11,916.05	42,987.49	37,349.50	-147.75	-6,425.81
	3038		Golf	0.00	3,969.60	4,309.71	-1,699.60	-2,039.71
	3041		Track	-11,880.04	35,444.26	33,045.12	4,380.36	-5,100.54
	3042		Volleyball	-23,296.93	47,452.25	30,110.22	4,152.96	-1,801.94
	3044		Wrestling	-18,664.57	37,859.82	22,799.47	-1,749.00	-5,353.22
		<b>A</b>	<b>Totals:</b>	-64,916.07	251,582.06	204,256.69	-5,991.61	-23,582.31
<b>B</b>	<b>Activities</b>							
	1739		Speech	0.00	1,601.50	3,384.93	-282.78	-2,066.21
	1748		School Play	383.80	1,939.50	681.25	-970.25	671.80
	1749		One Act Play	-213.22	5,641.10	4,404.22	-931.47	92.19
	2038		Drama	-272.99	280.38	7.39	0.00	0.00
	2084		Fine Arts	0.00	0.00	0.00	0.00	0.00
		<b>B</b>	<b>Totals:</b>	-102.41	9,462.48	8,477.79	-2,184.50	-1,302.22
<b>C</b>	<b>Clubs &amp; Organizations</b>							
	1740		ESports	0.00	5,575.88	2,417.08	-2,696.66	462.14
	1742		Mock Trial	0.00	469.75	0.00	-327.90	141.85
	1743		Band Club	0.00	2,761.19	551.17	-1,329.29	880.73
	1744		Choir Club	0.00	0.00	0.00	0.00	0.00
	3001		Stu Council	1,594.88	3,802.95	3,903.64	-1,293.07	201.12
	3002		FFA	388.55	40,484.05	37,573.24	-39.54	3,259.82
	3003		FCCLA	534.60	17,096.01	8,956.36	-3,427.31	5,246.94
	3005		NHS	1,947.27	7,225.47	7,982.91	-297.31	892.52
	3032		Boys Basketball Club	680.23	10,454.55	9,810.07	-823.10	501.61
	3036		Football Club	3,044.42	4,855.70	4,791.54	-706.80	2,401.78
	3037		Girls Basketball Club	1,182.71	4,786.52	6,520.48	-468.59	-1,019.84
	3043		Volleyball Club	2,781.56	2,539.75	3,595.99	-771.73	953.59
	3045		Wrestling Club	-1,756.17	14,413.75	12,257.39	1,065.95	1,466.14
	3046		Cross Country Club	480.70	166.00	317.00	-252.65	77.05
	3047		Golf Club	789.11	2,379.75	1,344.07	-679.00	1,145.79
	3048		Track Club	3,250.94	2,436.15	453.25	-1,205.48	4,028.36
	3049		Quiz Bowl	0.00	1,798.45	167.00	-181.04	1,450.41
		<b>C</b>	<b>Totals:</b>	14,918.80	121,245.92	100,641.19	-13,433.52	22,090.01

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2017 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>D</b>	<b>Special Funds</b>							
	1766		ACC RDR	3,286.51	3,239.99	3,806.83	29.82	2,749.49
	1767		Elem Playground	0.00	0.00	0.00	0.00	0.00
	1768		Stampede Stand	0.00	299.00	2,256.06	0.00	-1,957.06
	2049		SRS Gifts	-444.75	740.00	972.76	0.00	-677.51
	2082		Board Scholarship	252.54	0.00	0.00	0.00	252.54
	2086		Presidential Freedom Schol	0.00	0.00	500.00	583.64	83.64
	2087		Attend/Val Sch	1,189.29	2,812.65	3,400.00	-790.56	-188.62
	2088		FKC Scholarships	0.00	1,571.73	600.00	0.00	971.73
		<b>D</b>	<b>Totals:</b>	<b>4,283.59</b>	<b>8,663.37</b>	<b>11,535.65</b>	<b>-177.10</b>	<b>1,234.21</b>
<b>E</b>	<b>Classes</b>							
	2017		Class of 2017	0.00	0.00	0.00	0.00	0.00
	2018		Class of 2018	173.10	4,207.61	3,100.27	-1,617.25	-336.81
	2019		Class of 2019	4,360.55	1,737.68	5,858.94	-157.02	82.27
	2020		Class of 2020	3,500.62	6,544.10	4,890.61	-3,926.38	1,227.73
	2021		Class of 2021	5,316.44	3,088.03	521.97	-2,109.58	5,772.92
	2022		Class of 2022	2,913.30	2,066.20	0.00	-992.76	3,986.74
	2023		Class of 2023	0.00	1,623.50	0.00	1,078.52	2,702.02
	2024		Class of 2024	0.00	5,141.30	0.00	-5,538.26	-396.96
		<b>E</b>	<b>Totals:</b>	<b>16,264.01</b>	<b>24,408.42</b>	<b>14,371.79</b>	<b>-13,262.73</b>	<b>13,037.91</b>
<b>F</b>	<b>School</b>							
	1745		Band	-360.00	13,920.71	15,572.83	9,387.94	7,375.82
	1746		Choir	0.00	150.00	271.19	0.00	-121.19
	2044		Circle of Friends	855.12	2,000.00	2,943.34	747.93	659.71
	3000		Annual/Yearbook	-9,136.14	5,323.00	6,433.22	-183.63	-10,429.99
	3006		Pop - Chesterman	0.00	1,793.91	18,296.40	16,675.96	173.47
	3040		Concessions	-355.00	37,692.34	59,175.18	19,718.72	-2,119.12
		<b>F</b>	<b>Totals:</b>	<b>-8,996.02</b>	<b>60,879.96</b>	<b>102,692.16</b>	<b>46,346.92</b>	<b>-4,461.30</b>
<b>G</b>	<b>District</b>							
	1741		PreSchool	38,194.75	50.00	38,244.75	0.00	0.00
	1751		FOB	3,450.00	1,200.00	1,150.00	0.00	3,500.00
	1752		IPads	23,203.98	8,810.26	691.00	190.25	31,513.49
	2040		General District	32,026.43	31,921.09	63,833.45	-12,558.23	-12,444.16
	2041		CCC-Dual Credit Course	0.00	4,266.00	2,929.00	2,172.35	3,509.35
	2045		Insurance	-7,491.06	138,486.58	135,709.82	0.00	-4,714.30
	2046		Payflex Reimbursement Plan	-2,300.00	2,300.00	0.00	0.00	0.00
	2051		Miscellaneous Funds	22,709.87	5,482.45	5,213.12	-263.25	22,715.95
	2085		Sign Adv	9,610.58	12,100.00	19,337.75	0.00	2,372.83
	3029		GENERAL ACTIVITIES	0.00	39,424.20	13,728.09	-249.37	25,446.74
	3039		Gym Rent	5,989.50	200.00	0.00	0.00	6,189.50
		<b>G</b>	<b>Totals:</b>	<b>125,394.05</b>	<b>244,240.58</b>	<b>280,836.98</b>	<b>-10,708.25</b>	<b>78,089.40</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2017 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
H	Miscellaneous							
		2037	Special Committee	0.00	557.91	337.69	0.00	220.22
		2050	Courtesy Committee	20.90	290.00	242.94	-40.00	27.96
		4000	Checking Acct Interest	0.00	0.00	0.00	0.00	0.00
			H Totals:	20.90	847.91	580.63	-40.00	248.18
			ECHS Totals:	86,866.85	721,330.70	723,392.88	549.21	85,353.88
			Report Totals:	86,866.85	721,330.70	723,392.88	549.21	85,353.88

StudentsStudent Fees Policy

The Board of Education of Elm Creek Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2012-2013 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2018-2019 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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

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

## CERTIFICATION

On the 8th day of July, 2019, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)  
Neb. Rev. Stat. §79-2104 (student files or records)  
Neb. Rev. Stat. §79-715 (eye-protective devices)  
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: [Insert Date]

**Appendix "1" to 2019-2020 Student Fees Policy of  
Elm Creek Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. 4 <sup>th</sup> graders purchase a recorder ranging from \$2.00 to \$7.00.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

<sup>1</sup> This listing is a part of the 2019-2020 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2019-2020 school year.

Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast: \$1.75 / reduced -- \$ .30 Lunch -- PK-6 -- \$2.90 7-12 -- \$3.05 reduced -- \$ .40 Milk-- \$ .40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, (running shorts, T-shirt: \$12-\$20)
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast: \$1.75 / reduced -- \$ .30 Lunch -- PK-6 -- \$2.90 7-12 -- \$3.05 reduced -- \$ .40 Milk-- \$ .40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$200.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved, unless required by the school.
Summer school courses	Classes offered during the summer, or at night, if any	\$175 to \$300
Chromebook "1 to 1" Program	Insurance Policy - premium	\$40 annual premium to be paid each fall. Anyone not choosing to purchase will be limited to "day use only" and not be able to take the device home. Students are still responsible for any damage to devices while using them at school. A deductible scale will be applied to all repairs.

Locker usage	Use of school padlock	\$7.00 fee if damaged or not returned at the end of the year.
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>

<b>Athletic Programs</b>			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	No additional
	Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories	
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$7.00 fee if damaged or not returned at the end of the year.	

6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
FFA	Uniforms	Annual dues not to exceed \$50.00 per club
Cheerleading	Uniforms	Uniforms range up to \$600.00.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$15.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

3. Class dues	Class Dues	Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$3,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

InstructionParental/Community Involvement in Schools

Buffalo County School District 10-0009, a/k/a Elm Creek Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: June 10, 2013  
Review Date: July 8, 2019

InstructionTitle I Parental Involvement Policy

This Parental and Family Involvement Policy is established in compliance with Title I. Elm Creek Public Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Elm Creek Public Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Elm Creek Public Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools', parents' and family's capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I

program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

- F. Involving parents and family members in the activities of the schools served under Title I.

#### Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

#### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such

compact shall—(1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who

are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

#### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

#### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 10, 2017

Review Date: July 8, 2019



# ELM CREEK PUBLIC SCHOOLS

230 E. Calkins Ave, PO Box 490

Elm Creek, NE 68836

Phone: (308) 856-4300

Fax: (308) 856-4907

Tom Reeser, Superintendent -- Cory Spotanski, 7-12 Principal/Activities Director -- Derrick Pulliam, PK-6 Principal/Transportation Director

Students and Parents,

Welcome back for the 2019-2020 school year at Elm Creek Jr/Sr High. We look forward to strengthening our relationship with you, and helping you along in your educational journey. Our school has excellent academic opportunities available. Each student will find the course work challenging and be asked to master the skills and standards of each class in which they enroll. Additionally, we will encourage you to grow your gifts and talents not only in the classroom, but as a student-participant as well. We hope you enjoy the many athletic teams, fine arts groups, clubs, and other academic competitions that are available for you to participate.

A major focus of our school year is going to be placed on behavior. We are going to work hard at modeling and setting high expectations for students and staff to:

- Be Kind
- Be Respectful
- Be Responsible
- Be Trustworthy
- Be Accountable
- Be Honest
- Give Great Effort

This is our Gold Standard or "Living Gold".

This handbook is intended as a reference and guide to help you have a successful school year. The guidelines, rules, and procedures listed within are in effect, Board Policy as it is voted on annually by the Elm Creek Board of Education. The expectation is that all of our students, parents, and community members demonstrate "Living Gold" by working and living within the practices outlined in this handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. We are very proud of our STUDENTS and STAFF. So, please commit to, and encourage others to embrace, the motto of **LOVE BLUE, LIVE GOLD**.

**GO BUFFALOES!!**

A handwritten signature in cursive script that reads "Cory Spotanski".

Cory Spotanski

7-12 Principal and Activities Director

**Mission Statement:** At Elm Creek Schools we will: Be Kind, Be Respectful, Be Responsible, Be Trustworthy, Be Accountable, Be Honest, and Give Great Effort. We will Love **Blue**, Live Gold.

This handbook belongs to:

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

# The "Gold Standard" Program

The implementation of the Buffalo PRIDE program is to promote excellence and competence in learning and supporting positive behaviors at Elm Creek Jr/Sr High. We believe in doing our best, maximizing our gifts and talents, and improving from one opportunity to the next. This program is designed to acknowledge the educational achievements and outstanding contributions of students and staff through recognition.

Our goal is to improve performance and celebrate academic achievement of ECHS Students. The "Gold Standard Program" is designed to show that everyone can achieve excellence and that giving our best effort is an expectation.

**This program places value on the following characteristics:**

**Performance** in academics or activities that is outstanding and improving is promoted.

**Respectful** people are recognized for their actions.

**Intentional** actions like Honesty and Trustworthiness are valued.

**Developing** caring, kind relationships with peers and teachers is necessary.

Every person is accountable/responsible to represent our school's motto of: **LOVE BLUE, LIVE GOLD**

## Gold Standard Incentives

The following are incentives for achieving academic excellence through the **Gold Standard Program**. Once a student has qualified in all of the categories listed below, they will receive the incentive awards and recognition at an Honors Assembly following the conclusion of the school year. Recognitions will be based on cumulative G.P.A as of April 15th.

### Students with a Grade Point Average (90% or better) for the school year through April 15th (Academic GOLD STANDARD):

Buffalo PRIDE Awards T-shirt, Planned ½ day release.

### ADDITIONAL CRITERIA FOR INCENTIVE REWARDS:

Students who qualify for grade point incentives must also have exhibited exemplary attendance and discipline. To qualify for any of the above awards, students must have ZERO (0) Unexcused absences, have had ZERO (0)Unexcused tardies, and have ZERO (0) major discipline referrals to the principal for that time frame.

\*Students who do not achieve the G.P.A. awards, but do honor the attendance and discipline portion of this incentive will also qualify for the ½ day release.

## 2019-2020 EC Jr.-Sr. High School Staff

### Administration:

Mr. Tom Reeser, Superintendent

Mr. Cory Spotanski, Jr./Sr. High School Principal and Activities Director

Mr. Derrick Pulliam, Elementary Principal and Transportation Director

### Faculty:

Rick Bauer .....Technology Director, IT Instructor

Tanner Cavenee ..... Physical Education and Social Sciences

Jayce Dueland .....Skilled and Technical Sciences

Kayla Essink .....English Language Arts

Micki Fries .....Science

Amanda Hinds .....Special Education

Barb Keep ..... Information Tech, Business, and Library

Maranda Kegley.....Agriculture

Leah Kenney ..... Family Consumer Sciences

Linda Killion ..... Physical Education

Melanie Klingelhoefer ..... Guidance Counselor

Liz Martinez .....Spanish

Teresa Osmanski .....English Language Arts

Alex Rudolph .....Band

Brandt Runge .....Social Sciences

Hilary Schlecht .....Art

Cathy Stankovic .....Science

Kris Tool .....Math

Royall Woodman .....Math

Allegra Woollen.....Choir

Kathy Hahn, Linda Johns, Lindsey McCarter.....Office Staff

Jonathan Bouc, Tara Fouts, Samantha Halliwell, Kesiah Pulliam, Michelle Spotanski.....Paraprofessionals

Dave Kottich.....Custodian

Jan Saueressig, Pat Ourada, Darci Culbertson.....Cafeteria Staff

# Elm Creek Public Schools 7-12 Parent/Student Handbook

## 2019-2020 School Year

(revised 07/01/2019)

### Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Elm Creek Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to ensure the wellbeing of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## Article 1 School Mission Statement

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers, creative thinkers, and be able to make positive choices about their education, future, and the community.

In order to develop good citizens and lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible young adults who are prepared to aid in global changes, all of our school community members must be confident and resilient in the face of change. In order to develop the full potential of capable, responsible, lifelong learners, our students, staff, families, and community (law enforcement, social services, medical services and private business) need to cooperate fully to support these outcomes.

### Section 1 - Operating Principles

*In order to fulfill our mission, we embrace the following operating principles:*

**As an educational community we know children learn when:**

- they are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;
- they are in an environment where they feel safe and supported, where their and physical, intellectual, emotional and social needs are met, and where they are not afraid to fail knowing they will be given more chances to succeed;
- they have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;
- they are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;
- they receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;
- they are exposed to a wide variety of learning experiences, materials, technologies, and environments.

**In responding to how children learn, our classrooms will be...**

- child centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;
- learning communities where children feel respected, safe, and well-known;
- environments that enhance communication, collaboration, engagement and enjoyment;
- flexible, but with established routines and shared norms, and a balance of learning activities;
- comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;
- utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents in ways that are easily understood and reflect student development;
- inviting to parents, family members, and our communities as they too are valued resources in the learning process.

**To support such classrooms, our schools will be...**

- filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;

- places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all students;
- exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;
- flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;
- focused on the whole-child, her/his physical, intellectual, emotional and social well-being;
- filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;
- concerned with more than just test scores, knowing that every child is more than a test score;
- open and welcoming to all parents, encouraging their active involvement;
- supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

**The district in support of these schools, is committed to...**

- nurturing and encouraging a purposeful, common vision across our district through focused goals and action plans that allow for staff to do their work well;
- utilizing available resources and searching for additional resources to support this common vision as well as to provide appropriate staffing, teaching resources (including technology, texts, materials, and access to the world outside of school), and time for teachers to collaborate;
- listening to and responding to the needs of staff to carry out our shared visions;
- supporting the development of an infrastructure where teachers and students have access to current technologies, learning tools, and the world beyond the schools;
- encouraging and expecting that staff will take unique and flexible approaches to our shared goals and vision;
- providing a focused, district-wide professional development program consistent with our vision that is effective, meaningful, and sustainable;
- communicating with our community and with policy makers about our schools' programs, successes, and needs;
- supporting the economic and civic health of our community;
- communicating regularly with our educational community in ways that include all staff and provides the information necessary for collaborative decision making.

## **Section 2 - Complaint Procedures**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

**Complaint procedure:**

**Step 1.** Have a scheduled conference with the staff person involved in the complaint matter.

**Step 2.** Appeal to the Principal if the matter is not resolved at Step 1.

**Step 3.** Appeal to the Superintendent if the matter is still unresolved at Step 2.

**Step 4.** Appeal to the Board of Education if the matter is still unresolved at Step 3.

Written appeal should be made within five (5) days of the Superintendent's decision.

**Conditions Applicable to All Levels of Complaint Procedure:** All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

## **Section 3 - Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. This information is broadcast regularly by radio and television stations.

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made by Swift K-12, on the school website and to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). When there is a question, whether school will be held during bad weather or another crisis, please tune to radio station KRVN AM 880, KRVN FM 93.1, or KHGI TV Channel 13 and KGIN TV Channel 10/11. We will make any announcements regarding our schools over these media.

## **Article 2 Use of Building and Grounds**

### **Section 1 - Entering and Leaving the Building**

**Beginning Of School:** Students should not be on school grounds prior to 7:15 a.m. During bad weather the entrance will be open by 7:15 a.m. for students to enter the building. Students are to stay in the cafeteria or gymnasiums, but are not to go to any other part of the building without prior permission.

**During the School Day:** Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to report to the school office.

**End of School:** Our regular school day ends at 3:35 p.m. Club meetings and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

**Essential Period:** The Essential Period will run from 3:20 to 3:35, Monday through Friday. The overall purpose of Essential Period is to provide time for students to have access to staff, and all teachers are required to be available during the Essential Period. Here are the basic guidelines of Essential Period:

- Essential Period is an opportunity for "all" students to go to their teachers and receive extra help.
- Students will be assigned to an Essential Time Period as part of their regular school day.
- Students who are in Essential Period are required to stay in the classroom with the teacher. Students should not be allowed to leave the room or to roam the hallways during the Essential Period.
- The Essential Period is part of our school day, therefore, no jobs or appointments should be made during the Essential Period. Failure to show up for Essential is an automatic detention served after the Essential Period the next school day.
- No practices can start until 3:45 PM.
- All Detentions are to begin after the Essential Period is over.

### **Section 2 - Visitors**

All visitors must report to the office, upon entering the southeast entrance, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the southeast entrance to the school.

### **Section 3 - Smoke Free Environment**

(Elm Creek Public Schools, Board Policy 1120)

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes or juuling devices), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

### **Section 4 - Care of School Property**

- Students are responsible for the proper care of all books, school issued devices, computers, as well as other supplies and furniture provided by the school.
- Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

**School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.**

### **Section 5 - Lockers**

Each student will be assigned a locker and a lock. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all backpacks, books, and personal belongings in their assigned locker, and the locker is to be locked at all times with the school issued lock. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers and locks.

### **Section 6 - Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked 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 following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

- School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
- Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
- Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession by any staff member.

### **Section 7 - Video Surveillance**

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 to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 8 - Use of Telephone**

There is a courtesy phone available for student use in the High School Office. Use of the office phone will only be allowed in an emergency or when a student becomes ill. **The courtesy phones are NOT to be used during class time.** Use of the phone is not an excuse to be tardy to class.

For Cell phone regulations see Section 8 of Article 8.

### **Section 9 - Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10 - Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 11 - Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles may be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 12 - Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Administration.

### **Section 13 - Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 14 - Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters

to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 15 - Breakfast and Lunch**

A hot school breakfast and lunch is provided for each student. Free or reduced-price lunches are available by applying through the office. The menus are posted both daily and weekly on the school's website. Some students may wish to bring a lunch from home instead of buying one.

Students may leave the building for lunch, providing they do not operate or enter a motor vehicle. Students may be transported at lunch time only by their parent/guardian(s). Students who have turned in a signed "Off - Campus Lunch Form" are eligible for this option. If leaving school grounds for lunch results in disciplinary issues, the administration reserves the right to suspend open campus privileges.

## **Article 3 Attendance**

Attendance Policy and Excessive Absenteeism (ECPS Board of Education Policy 5008)

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### **Section 1 - Attendance and Absences.**

**Absences from School - Definitions.** An absence from school will be reported as an excused absence or an unexcused absence.

**Excused Absence.** Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- Illness which causes a student to be absent from school,
- Doctor or dental appointment which require student to be absent from school,
- Court appearances that are required by a court order,
- School sponsored activities which require students to be absent from school,
- Family trips in which student accompanies parent(s)/legal guardian(s), and
- Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

**Unexcused Absence.** An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.

#### **7-12 Truancy and Attendance**

- For attendance purposes, students are either absent from school (including excused absences, unexcused absences, predestines, medical/illness absences, or any other note asking to be excused) or present at school (at school, in a school activity, or serving in-school suspension).
- Please send a doctor's note for any medical related absence (i.e. orthodontist, chiropractor, dentist, medical doctor, eye doctor, etc.)
- 7-12 Students that miss five (5) days of school, either excused (medical, illness, or any other not asking to be excused) or unexcused, will be notified by a phone call from the principal that their child has reached the first of four benchmarks according to district policy. If the student continues to be absent from school and reaches the second benchmark of ten (10) days, a meeting or phone conference will take place to discuss the issues and create or revise an action plan to improve attendance. At fifteen (15) days, the third benchmark, the principal will send a letter to the parent(s)/guardian(s) and student requesting that they comply with the district policy and state law. On day twenty (20), the last of four benchmarks will be hit. At this time, the principal will send a letter to the county attorney with

documentation of what has been done within the district to help the child get to school.

- In some cases, a meeting is held between the student, parent, and principal to create an action plan to help the child get to school.

## **Section 2 - Absence Procedure**

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

## **Section 3 - Mandatory Ages of Attendance**

A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

**Exceptions for Younger Students.** Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either:

- (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or
- (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79- 1601(3) on or before the child's seventh birthday.

**Exceptions for Older Students.** Attendance is also not mandatory for a child who:

- (1) has obtained a high school diploma by meeting statutory graduation requirements;
- (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or
- (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

**Early Withdrawal for Students Enrolled in Accredited or Approved Schools.** A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

**Exit Interview.** The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Elm Creek Public Schools or resides in the Elm Creek Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- The person who has legal or actual charge or control of the child who requested the exit interview;
- The Superintendent or Superintendent's designee;
- The child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school. At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:
  - (1) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
  - (2) an illness of the child making attendance impossible or impracticable. The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance. At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal. Withdrawal Form. Any withdrawal form signed by the person making the written request shall

be valid only if:

- The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- The Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (1) financial hardship, or (2) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

#### **Section 4 - Reporting and Responding to Excessive Absenteeism**

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

#### **Section 5 - Excessive Absenteeism**

Students who accumulate five (5) unexcused absences shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
- Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

#### **Section 6 - Reporting Excessive Absenteeism to the County Attorney**

**Twenty Excused Absences.** If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.

**Twenty Unexcused Absences.** If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which

must be designated by the school representative signing the report:

- The school representative requests additional time to work with the student prior to intervention by the county attorney; and
- the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

### **Section 7 - Reporting to the Commissioner**

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

### **Section 8 - Full Day of Attendance**

All students will be considered to have attended a full-school day if they meet the following criteria:

- Are in attendance during the normal school day attendance hours.
- Are in attendance during the normal summer school attendance hours
- Are in attendance for longer than the normal day; detention, Essential Period, and/or Credit Recovery School

**Students who do not meet the aforementioned criteria will be considered to be in non-compliance with the Compulsory Attendance Policy and will be assigned an unexcused absence for time missed.**

### **Section 9 - Notifying the School**

If a student must be absent, the school urges parents to telephone the school on the morning of an absence for an illness and before a planned absence, i.e., a funeral. This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain makeup work. If a phone call is impossible, the students are asked to bring an excuse upon returning to school, signed by a parent or guardian, stating the time, date, and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he or she will only be released through the office to his/her parent(s), or legal guardian. If a student wishes to leave campus for lunch, parent(s) will need to complete and sign the "Off-Campus Lunch Permission Form".

### **Section 10 - Curricular and Co-curricular Activities**

The teacher, coach, or advisor will publish a list of students who will miss school. The list will be distributed to teachers, administrators, and the school secretary at least two school days in advance of the activity. The principal's office will communicate with activities coaches/sponsors by posting daily absences in the teacher's E-mail. Coaches will be expected to enforce the policy with regard to practice and performance. If a teacher requests, students will be responsible for securing the approval of their teachers for the absence on a: "Activity Clearance Form -Gold Sheet" obtained from the office. A student not following this procedure when asked, will be regarded as truant. A student who engages in unexcused absences may be considered truant as per state law, Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes, not being allowed to attend activities, and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

### **Section 11 - Tardiness**

When a student arrives late to school, he/she must report to the office for a pass. The student will receive a 30 minute tardy detention that will be served that day during lunch time detention and not allowed to leave campus for the lunch period that day. Students who fail to sign in for being late or sign out when leaving school during the day will be considered truant and dealt with accordingly. Once a student is in school and is tardy to a different class, the teacher of that class will handle the discipline for that tardy. A student will be counted tardy when late ten minutes or less; when more than ten minutes, the tardy is considered an absence.

### **Section 12 - Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students

leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Because of safety and security concerns: when students must leave the school during school hours, for any reason, they must be picked up by a parent or legal guardian when possible.

### **Section 13 - Attendance is Required to Participate in Activities**

To be eligible to practice or participate in any extra-curricular activity, participants must be in school for all periods prior to the start time or the assigned dismissal time for that activity. Attendance at school sponsored activities, when participating during the school day, is considered being present in the attendance count during that time. Failure to be in attendance on a day will result in a student being withheld from participation in the activity practice or competition. Appointments, etc., must be approved by the Principal in advance. The principal retains the right to grant participation should exceptional circumstances prevail.

Athletes are expected to be at all practices scheduled by the coach. Should an athlete not be able to attend a practice, they must contact the coach in advance.

### **Section 14 - Gifts**

Due to disruptions of office procedure, disruptions of educational process and equity issues, gifts shall not be delivered to the office for students. This includes - but is not limited to; flowers, balloons, cakes and candy.

## **Article 4 Scholastic Achievement**

### **Section 1 - Promotion/Retention**

The professional staff at Elm Creek Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

To participate in commencement exercises or receive an Elm Creek Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Elm Creek Public Schools must accumulate 240 hours. The total graduation requirements must include the following curriculum:

- English = 40 Credit Hours
- Science = 30 Credit Hours
- Math = 30 Credit Hours
- Social Studies = 30 Credit Hours (Am. History and Am. Government Required)
- P.E. or Health = 5 Credit Hours
- Speech = 5 Credit Hours
- Art/Band/Music = 5 Credit Hours
- Required Core Classes = 145 Credit Hours
- + Electives Courses = 95 Credit Hours
- Total = 240 Credit Hours

### **Section 2 - Report Cards and Progress Reports**

Report cards are issued at the end of each Quarter, or nine-week session. Letter grades are used to designate a student's progress. Students must have their assignments completed by the end of the Quarter. Student progress may be reviewed by parent(s) or legal guardian on-line with the PowerSchool grade program. Confidential passwords will be issued to each parent(s) or legal guardian each fall. A hard copy of a report card will be delivered upon request.

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines. Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

### **Section 3 - Student - Led Conferences**

Twice each year, we invite parents to meet and discuss with their child and our staff, the progress of their child through

student-led conferences. Refer to the school calendar for the schedule. Specific conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## **Section 4 - Honor Roll**

The Honor Roll will be determined by grade point average (GPA). All students with a GPA between 3.5 and 4.0, with no grades below a B, will qualify for Honor Roll recognition. Honor rolls will be defined at the end of each quarter (nine weeks) and the first and second semester. Dual credit classes will not count towards a student's GPA.

**ELM CREEK GRADING SCALE**

Grade	GPA PTS	Percent
A+	4.0	100-97
A	4.0	96-93
B+	3.5	92-89
B	3.0	88-85
C+	2.5	84-81
C	2.0	80-77
D+	1.5	76-74
D	1.0	73-70
F	0.0	69

**CCC DUAL CREDIT GRADING SCALE**

Letter	Range	Points
A+	100.0 - 100.0	4.00
A	90.0 - 99.9	4.00
A-	86.7 - 90.0	3.67
B+	83.3 - 86.7	3.33
B	80.0 - 83.3	3.00
B-	76.3 - 80.0	2.67
C+	73.3 - 76.3	2.33
C	70.0 - 73.3	2.00
C-	66.7 - 70.0	1.67
D+	63.3 - 66.7	1.33
D	60.0 - 63.3	1.00
F	00.0 - 60.0	0.00

## **Section 5 - Homework Policy**

Homework is designed to offer independent practice opportunities, increase background information on topics, and compliment classroom experiences. At ECPS, work will be sent home periodically to practice a skill, allow students to review essential learnings, and challenge students to prepare for upcoming assessments. HOMWORK WILL NEVER BE USED AS A VEHICLE TO TEACH OR TO LEARN MATERIAL FOR THE FIRST TIME. Additionally, practice that is sent home for kids to complete will be reviewed together the following class period to check for understanding and provide direct feedback to students.

Homework, although a useful tool for learning, should not have a significant impact on a student's academic grade within a standards-based grading and reporting system because it is practice aimed at increasing the student's capacity to meet a standard. Additionally, it is not possible to verify that the student who is assigned the homework completed the homework on his/her own. As a result, homework will be used for formative feedback only and only Zero (0 - No evidence), one, (1 - Practice was attempted but incomplete), or two (2-Practice was completed) will be included in the formation of the academic grade. This will account for a maximum of 10% of a students grade. All work assigned is to be completed by the student as it is vital to their growth in the content area.

Work at home does promote responsibility, self-discipline and lifelong learning habits. Elm Creek Public Schools recognizes the importance of developing these skills and will periodically assign relevant and meaningful homework assignments designed to reinforce classroom-learning objectives.

**Homework assignments include:**

- Reinforce skills and concepts addressed in classroom instruction
- Extend assignments to transfer new skills or concepts to new situations

- Provide opportunities for creative activities that integrate a variety of skills
- Collect additional evidence of student understanding

**Time:** Actual time required to complete assignments will vary with students' study habits, academic skills, and selected course loads. If a parent believes their child is spending an excessive amount of time completing their homework, they should contact their child's teacher.

**Reading:** Elm Creek staff believe that additional reading for enjoyment assists in developing students' reading skills at any age and helps develop life-long readers who learn to seek additional information and read for enjoyment. Students are encouraged to read every night for at least 20 minutes.

## **Section 6 -Make-Up Work Policy**

For each day of absence, a student will have 2 days to complete assignments that were missed. When appropriate, make-up assignments should be completed before the absence. Activity Clearance Forms must be filled out for school sponsored activities, when requested by a teacher, and work for each student must be completed prior to the student's participation. After 2-days, a grade of "I or Incomplete" will be entered for assignments not handed in. The student is still responsible for the work in order to foster his/her learning and feedback will be provided upon completion. Additional time for completion will be determined by mutual agreement between the student and the teacher. The student has the responsibility to contact teachers, initially, regarding what make-up assignments need to be completed for their absence. If the parents or students have concerns prior to the two (2) days, they are encouraged to contact the teacher. Teachers may require students to make-up work before or after school. If the student fails to report to the teacher, the student will be assigned detention with the teacher or In-school suspension in the office until the work is completed.

Prolonged absences (vacations) will be addressed by the building principal. Make-up work may also be assigned.

### **Responsibilities of Students:**

- Write down/record assignments accurately
- Ask questions if assignments are not clearly understood
- Organize time to work on assignments and use class time provided by teachers for support
- Complete all assignments thoroughly on time
- Compose quality work on all assignments
- Complete assignments in on time
- Seek help before or after school when needed

### **Responsibilities of Teachers:**

- Assign relevant and meaningful practice that reinforces classroom learning objectives
- Provide clear instructions and expectations of assignments
- Provide a course syllabus to their students for each class with clearly defined learning objectives
- Ensure all students understand the purpose of the assignments
- Provide feedback and/or corrections of homework
- Communicate with students and parents immediately if concerns in class arise
- Post times available for students to get additional assistance

### **Responsibilities of Parents:**

- Take an active part in the supervision of student completing homework
- Communicate with child about daily classwork and assignments
- Monitor student's organization of daily assignments
- Establish a time and quiet place for child to complete homework
- Contact the teacher/school with questions or concerns regarding course work
- Regularly check student's homework completion and grades using PowerSchool.

**Additional Responsibilities:** If a student is unable to complete an assignment, perform a task, or if concerns arise in a course the parent is encouraged to write a note/email to or call the teacher explaining the concerns. The teacher will respond either in writing or by contacting the parent by phone.

## **Section 7 - Academic Accountability**

There is an expectation for students to succeed in learning the content that is instructed in classes. Each day, a list of students with failing grades will be created and shared with staff. A student who appears on this list will be assigned to Lunchtime Detention until grades are no longer failing. Additionally, Essential Time will be mandatory for all students from 3:20 to 3:35 Monday -Friday. All students will report to this period. Students with zero (0) missing assignments, zero (0) failing grades, and no discipline issues to resolve will be dismissed by the Essential Time instructor. Students who fail to report to Essential Time or Lunchtime Detention will not be allowed to

participate in activity practice or game that evening and will have ISS the following school day.

## **Article 5 Support Services**

### **Section 1 - Guidance Services**

Elm Creek Public Schools employs guidance counselors for the purpose of assisting with the District's testing program, to assist with scheduling, and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 2 - Health Services Student Illnesses**

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include:

- Temperature greater than 100°F.
- Vomiting or diarrhea
- unexplained rashes
- live head lice, or
- on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### **Section 3 - Guidelines for Administering Medication**

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

#### **Asthma and Allergic Reaction Protocol (Elm Creek Public Schools BOE Policy 5601)**

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:35 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

## **Article 6 Drugs, Alcohol and Tobacco**

### **Section 1 - Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

## Section 2 - Education and Prevention

Elm Creek Public Schools intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco, and other drug use is illegal and interfere with both effective learning and a healthy development of the student, Elm Creek Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

## Section 3 - Reporting Alcohol, Drug and Tobacco (Nicotine) Violations

Any school employee who believes a student at school has a controlled substance without a prescription for it, tobacco or nicotine product, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, they shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property and person. Any item discovered in the search, which is unlawful or constitutes a violation of a school rule will be confiscated. Those items, which are unlawful to possess shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

### **FIRST OFFENSE**

- The student shall be placed on a five (5) to nineteen (19) day out-of-school suspension, but shall be given the option of having the suspension reduced to a three (3) days of in-school suspension providing he/she undergoes an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluations are at the expense of the student and/or parent/guardian.
- If a student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the five (5) to nineteen (19) day out-of-school suspension.
- Prior to readmission to school, the student along with his/her parents must meet with the Principal and/or Assistant Principal of the involved school.
- The involved student shall be ineligible to participate in any co-curricular activities during the suspension and as dictated by the Elm Creek Public Schools rules for activity participation.

### **SECOND OFFENSE**

- The student shall be placed on a five (5) to nineteen (19) day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester. Administration reserves the right to handle each situation on a case-by-case basis.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

**Administration:** The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

**Safe and Drug-Free Schools: Parental Notice:** Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## **Article 7 Student Rights, Conduct, Rules and Regulations**

Student Conduct and Discipline Policies (ECPS Board of Education Policy 5101) Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school

purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning student, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

### **Section 1 - Short-Term Suspension**

Short-Term suspensions may range from one (1) to five (5) days. The following process will apply to short-term suspensions.

- The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- 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.

### **Section 2 - Long-Term Suspension**

A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

### **Section 3 - Expulsion, Suspension, Summer Review**

**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

- 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
- 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
- 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

**Suspensions Pending Hearing.** 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

- interference with an educational function or school purpose or

- a personal injury to the student himself or herself, other students, school employees, or school volunteers.

**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 in accordance with law.

**Alternative Education.** Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

**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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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

#### **Section 4 - Other Forms of Student Discipline**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not 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. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### **Section 5 - Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in, or material interference with, any school function, activity, or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

#### **Section 6 - Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment when it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco (nicotine), narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
- Public indecency or sexual conduct.
- Engaging in bullying, which includes 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 a school employee's designee, or at school- sponsored activities or school-sponsored athletic events.
- Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for riding school buses or vehicles.
- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self- defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

**Section 7 - Knowingly and intentionally possessing, using, or transmitting 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.**

This conduct shall result in an expulsion for one calendar year. "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 destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

### **Section 8 - Additional Student Conduct Expectations and Grounds for Discipline.**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

**Student Appearance.** Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- Head-wear including hats, caps, bandanas, and scarves.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program. On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### **Section 9 - Academic Integrity**

Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from

instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

**Definitions:** The following definitions provide a guide to the standards of academic integrity:

**CHEATING:** "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

**Summative Assessments (includes tests, quizzes and other examinations or academic performances)**

- **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, using internet access to aid in the completion of a question or to procure information is not allowed.
- **Use of Other Student Answers:** Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper or shares the answers of a test with other student who will take the exam.
- **Use of Other Student to Take Test.** Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- **Misrepresenting Need to Delay Test.** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

**Papers (includes papers, essays, lab projects, and other similar academic work):**

- **Use of Another's Paper:** Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- **Re-use of One's Own Papers:** Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- **Assistance from Others:** Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- **Failure to Contribute to Group Projects:** Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- **Misrepresenting Need to Delay Paper:** Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- **Alteration of Assigned Grades.** Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

**PLAGIARISM:** "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- **Failure to Credit Sources:** Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- **Falsely Presenting Work as One's Own:** Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- **"Contributing" to academic integrity violations** means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

**Sanctions:** The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense

- **Academic Sanction.** The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero (0) for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student

completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

- Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### **Section 10 - Inappropriate Public Displays of Affection (IPDA)**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- 1st Offense: Student will be confronted and directed to cease.
- 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

### **Section 11 - Specific Rule Items**

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

- Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- Students in the hallway during class time must have a pass with them.
- Candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine will not be on during the day and drinks of this nature are available after school.
- Students are expected to bring all books and necessary materials to class. Backpacks are a permissible way to carry your classroom supplies.
- Assignments for all classes are due as assigned by the teacher.
- Students are not to operate the mini-blinds or open and close the windows. This is the responsibility of the teacher.
- Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- Students are to be in their seats and ready for class on the tardy bell.
- Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- Snow handling is prohibited.

### **Section 12 - Law Violations**

- Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- Knowingly possessing illegal drugs or alcohol.
- Aggravated or felonious assault.
- Vandalism resulting in significant property damage.
- Theft of school or personal property of a significant nature.
- Automobile accident.
- Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

### **Section 13 - Dating Violence**

(ECPS Board of Education Policy 5420)

Elm Creek Public Schools strives to provide 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. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means 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. "Dating partner" means 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.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

## **Article 8 Technology Acceptable Use Section 1 Network, E-Mail, Internet and Computer Acceptable Use Policy**

### **Section 1 - Internet Safety Policy**

(ECPS BOE Policy 6800)

It is the policy of Elm Creek Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall:

- protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- protect against unauthorized access, including so-called "hacking," and other unlawful activities online;
- protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

**Definitions.** Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Access to Inappropriate Material.** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes:

- unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring.** It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

**Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.

**Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

## **Section 2 - Computer Acceptable Use Policy**

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

**Technology Subject to this Policy.** This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

**Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

**Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations. The following are unacceptable uses of the technology resources:

**Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

**Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an email related to one's own private consulting business.

**Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

**Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation, users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members). Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

## **Section 3 - Unacceptable Uses.**

**Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

**Filter:** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies.

- Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- Users shall not copy, change, or transfer any software without permission from the network administrators.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

## **Section 4 - Other Policies and Laws**

Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

- to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
- to engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
- to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
- to engage in or promote violations of student conduct rules.
- to engage in illegal activity, such as gambling.
- in a manner contrary to copyright laws.
- in a manner contrary to software licenses.

In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes:

- who has successfully completed District training on proper disabling circumstances and procedures,
- with permission of the immediate supervisor of the staff member requesting said disabling, or
- with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

**Monitoring:** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

**Sanctions:** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## **Section 5: Procedures For The Use Of Electronic Resources Classroom Use**

Classroom use is defined as student use of Internet resources under the direction and supervision of a teacher or compacting paraprofessional whether in the classroom, computer lab or media center. Receive a copy of the electronic resources Acceptable Use Policy and sign the appropriate form, agreeing to abide by these procedures and policies. Act in a considerate and responsible manner when using electronic resources.

## **Section 6: Photographs and Recordings**

Photographs and Recordings that are made without the prior consent of individuals being photographed or recorded outside of public areas, may be punishable up to expulsion.

## **Section 7: Consequences**

Students may be subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:

- Suspension and/or termination of electronic resource use privileges.
- And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
- And/or referral to law enforcement authorities for criminal or civil prosecution.

**Independent Use:** Independent use is defined as student use of the Internet during the school day for independent study and or research. Follow all of the guidelines established for classroom use. Obtain parental permission prior to seeking independent access to electronic resources. Recognize that classroom work takes precedence over independent use. Understand that independent use may be restricted or revoked if a student's academic performance is unsatisfactory.

## Section 8 - Possession of Unauthorized Electronic Device

Cell phones are permitted at school as long as they are turned off, silenced, or otherwise kept from being a distraction to learning in the classroom. Teachers and other staff members can hold a student's phone if it becomes a distraction to learning in any way. In the event of a cell phone becoming a distraction, the following will occur:

- **First offense:**
  - Student's phone will be held by the teacher until the end of the day, and the student will be issued a detention of 30 minutes to be served with that teacher prior to the phone being returned. A phone call will be made by the teacher to the parent to inform them of this issue. Phone will be returned to the student at the conclusion of their 30 minute detention.
- **Any subsequent offense:**
  - Student's phone will be held by the teacher until the end of the day, and the student will be issued a detention of 30 minutes to be served with that teacher prior to the phone being returned. A phone call will be made by the teacher to the parent to inform them of this issue and the phone will be turned back to a parent or guardian.

Cell phones may only be used outside of the school before and after school hours and inside the school during that student's lunch period, passing periods, or if directed for instructional purpose by their teacher.. Cell phones are not to be used in restrooms or locker rooms.

## Article 9 State and Federal Programs

The following state and federal guidelines are available upon request at the Elm Creek Public School office and are posted at the Elm Creek Public Schools. They are also available at: [www.elmcreekschools.org](http://www.elmcreekschools.org) Section 1 Notice of Nondiscrimination Section 2 Designation of Coordinator(s) Section 3 Anti-discrimination & Harassment Policy Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973 Section 5 Notification of Rights Under FERPA Section 6 Notice Concerning Disclosure of Student Recruiting Information Section 7 Notice Concerning Staff Qualifications Section 8 Student Privacy Protection Policy Section 9 Parental Involvement Policies Section 10 Homeless Students Policy Section 11 Breakfast and Lunch Programs Section 12 Elm Creek Public Schools Student Fee Policy

## WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS PROTOCOL

Elm Creek Public School District

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

I am aware of the school policy that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session. After considering the school policy and the best interests of my child, \_\_\_\_\_, I do not wish to have him/her given or administered albuterol or medication from an Epi-Pen by school personnel under any circumstances for the 2015- 2016 school year.

DATED: \_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian/Custodian

DATED: \_\_\_\_\_

\_\_\_\_\_

Signature of Physician

DO NOT return this form without a physician's signature supporting your request to remove your child from the protocol.

## RECEIPT OF 2019-2020 PARENT-STUDENT ELM CREEK 7-12 SCHOOL HANDBOOK

This signed receipt acknowledges receipt of the 2018-2019 Parent-Student Handbook of Elm Creek High School. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. 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 which should be used to responding to harassment or discrimination. The Handbook is located on the school website ([elmcreekschools.org](http://elmcreekschools.org)) The handbook is available in the school outside of the office. A link will be sent to all parents as well.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ELM CREEK ELEMENTARY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

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

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

Return to: **School Office**



# ELM CREEK PUBLIC SCHOOLS

230 E. Calkins Ave, PO Box 490

Elm Creek, NE 68836

Phone: (308) 856-4300

Fax: (308) 856-4907

Tom Reeser, Superintendent -- Cory Spotanski, 7-12 Principal/Activities Director -- Derrick Pulliam, PK-6 Principal/Transportation Director

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## Elm Creek Public School District - Activities Handbook

(Date Changed: 07/05/2019)

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## **Section 1: Overview of Programs**

Elm Creek Public Schools provides a comprehensive, co-curricular activity program for all students grades 7-12. The activity programs will always be in conformity with the objectives of the school district. The administration of activities will be in accordance with the policies of Elm Creek Public Schools, by-laws of the Fort Kearney Conference, and the guidelines and regulations of the Nebraska School Activities Association of which we are a member.

## **Section 2: Philosophy of Activities**

Elm Creek Schools Administration believes that extra-curricular activities are an extension of the classroom and complement and enhance the educational endeavors of our students. Our extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally. Additionally, our teams serve to build a sense of spirit and connection between the community and school. Moreover, they offer a source of pride for future, current and former Buffaloes. The core values that we instill in our students in the classroom are of highest importance and are expected to be continued as the students represent our school as members of our schools athletic, fine art, and club teams. We believe that our children have a responsibility and right to a high quality education and we offer extracurricular activities, a privilege to our kids, as a means to allow additional growth opportunities outside the classroom for our students. Partnering with parents and community stakeholders, ECPS Administration, Coaches, Teachers, and support staff will strive to provide opportunities for our kids to grow their abilities, put their gifts and talents on display, and instill a high level of character in our kids including integrity, self-discipline, self-advocacy, and teamwork. Together, our common focus must be to positively IMPACT the lives of our students. In the pursuit of excellence in the classroom and in extracurricular activities, EC Administration, Coaches, Teachers, and support staff will strive to be the most innovative and successful in the Fort Kearney Conference, and position our participants and teams to use their gifts and talents collectively to compete for conference, district, state and national honors.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. Participation in the activity program will help a student to learn self-discipline, self-motivation, goal setting, leadership skills, the ability to work with a group to achieve objectives, and communication skills. To be successful within our activity program and within our democratic society a student must possess and develop some of the following character traits: strong work ethic, pride in one's self and team, honesty, integrity, willingness to follow directions, respect for others and respect for authority.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

We hope the information provided within this Activity Handbook gives guidance to both your child's and your experiences with both Elm Creek H.S. and Elm Creek M.S. Athletic, Fine-Art, and Club programs.

### **Safety**

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

**Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### Section 3: Coaching Assignments and Communication Plan

NSAA Sponsored Activities	
Fall	
Band	Alex Rudolph
Choir	Allegra Woollen
Cross Country	HS Head Coach - Micki Fries    Assistant - Seth Ehlers
Football	HS Head Coach - Jayce Dueland Assistants - Mark Stone, Zac Crowley, Riley Sutherland (V) MS Head - Tanner Cavenee
Volleyball	HS Head Coach - Brandi McCarter Assistant - Linda Killion, Tamara Myers (V), Jordan Dowhy (V) MS Head - Micki Fries
One-Act	HS Head Coach - Kayla Essink    Assistant - Barb Keep
Winter	
Basketball - Boys	HS Head - Tanner Cavenee Assistant - Davis Miner, Brandt Runge MS Head - Tanner Cavenee
Basketball - Girls	HS Head - Mike Ford Assistant - Rob McCarter, Hillary Schlecht MS Head - Micki Fries
Wrestling	HS Head - Micah Chrisinger Assistant - Matt Korinek, Tanner Tool, Amos Burkey MS Coach - Dakota Hernandez, Morgan Meier
Speech	HS Head - Alex Rudolph    Assistant - Leah Kenney
Spring	
Golf	Head- Mitch Muma    Assistant - Jayce Dueland
Track	Head - Mike Ford Assistants - Micki Fries, Hillary Schlecht, Mark Stone MS Track - Micki Fries, Tanner Cavenee
Sponsorships, Clubs	
Cheer	HS Head - Renee Bauer    Assistant - Heidi Knacke
FFA	Kate Quiring
Quiz Bowl	Royall Woodman
Student Council	Liz Martinez

## Chain of Command

The following chain of command is used at Elm Creek Public Schools: teacher or coach, Activities Director / Principal, Superintendent, and finally Board of Education. The best method of action is to begin communicating with the teacher or coach involved as your first step in the process.

## Complaints

A coach or sponsor shall not be approached at anytime immediately before, during or immediately after a game or practice to listen to a complaint. Any/All formal complaints shall be written on a form you may pick-up at the school office (one is also attached on page 16 of this document). After a review of the complaint, a meeting will be scheduled with the coach involved, an administrator, and the person filing the complaint. Any and all complaints must be written on a form and must go through the proper channels before they will be acted upon. Text messages, social media posts, emails, or phone calls to coaches are not an acceptable forum for grievances.

## Section 4: Sportsmanship

Elm Creek has traditionally had tremendous enthusiasm for activities. This enthusiasm has played a vital role in the success of our teams. Our student-athletes serve as ambassadors for both Elm Creek Public Schools and the village of Elm Creek. As a result, they determine how spectators and community members view our school. Therefore, we feel that it is vitally important to display great sportsmanship while practicing and competing in athletic events. It is okay to compete with intensity but in no way should the intensity ever contradict the sportsmanship expectations. Each coach is required to establish guidelines and expectations setting standards of sportsmanship in each activity. This MUST be approved in advance by the activities director and principal. Additionally, this should be outlined in each coach's handbook that is provided to student-athletes and parents at the beginning of the season meeting. All student-athletes will be expected to comply with the expectations as well as consequences involved. The players are young athletes, not professionals. Opposing teams are friendly rivals; they are not enemies. The visiting team is a guest of the home team. The officials are adults, who by agreement between the two competing schools are assigned to administer the rules of the game. Their experience and integrity qualify them for this responsibility. An attitude of friendly sportsmanship should be reflected by all spectators, no matter how strong their loyalty to their team.

The following is a summary of the Code of Sportsmanship which has been established by the Nebraska School Activities Association. Students and spectators will be expected to:

- Respect, cooperate with, and respond enthusiastically to cheerleaders.
- Ensure fellow student's behaviors are appropriate.
- Respect the property of the school and the authority of the school officials.
- Show respect for an injured player when he/she is removed from the contest.
- Not applaud errors by opponents or penalties inflicted upon them.
- Not heckle, jeer, or distract members of the opposing team.
- Never criticize the players or coaches for the loss of a game.
- Avoid vulgar language and obnoxious behavior.
- Conduct her or himself in such a manner that attention is drawn not to the spectator section but to the participants playing the game.
- Represent your school and our community in a positive and honorable way both at home and on the road.

Consequences for student athletes or spectators choosing not to follow the sportsmanship guidelines may be but are not limited to the following:

- Detention.
- Suspension (in-school or out-of-school)
- Removal from the contest for one or more dates.

**Consequences will be determined by the administrator in charge. A student athlete or spectator may receive one or a combination of the consequences stated above.**

In summary, student athletes and spectators should regulate their actions at all times so that they will be a credit to the team they support, knowing the school gets praise or blame for student conduct since fans represent the school the same as does the athlete.

All student athletes and spectators should adhere to the following expectations:

- NO standing or running onto the floor or field during the games.
- NO offensive signs, banners, or noise makers are permitted.

- NO smoking at any school activity at home or away.
- NO obscene or vulgar behavior will be permitted. Cheer loudly, but keep the cheers positive.

## Section 5: Participation Requirements

Students who are going to be fifteen (15) years of age prior to August 1 of their eighth grade year may participate on a high school team. Rationale: This student will be ineligible in their senior year because of the "age" rule. You cannot be 19 before August 1 to be eligible.

### **Pre-Practice Requirements**

All athletes must meet the following requirements before they start practice:

- a. Return a medical physical card to the office.
- b. Return to the office the sheet found attached to these guidelines giving the following:
  1. Parental/Guardian permission to participate in the sport.
  2. Parental/Guardian Agreement to athletic guidelines.
  3. Athletes agreement to athletic guidelines.
  4. Parental/Guardian signature regarding athletic insurance.
- c. IMPACT Concussion test for specific activities

### **Participation and Attendance**

To be eligible to practice or participate in any extra-curricular activity, participants must be in school for all periods prior to the start time or the assigned dismissal time for that activity. Attendance at school sponsored activities are considered as being present in attendance. Failure to attend on that day will result in a student being withheld from participation in the activity. Appointments, etc., must be approved by the Principal in advance. The principal retains the right to grant participation should exceptional circumstances prevail.

Athletes are expected to be at all practices scheduled by the coach. Should an athlete not be able to attend a practice, they must contact the coach in advance.

**Exception:** When the athlete is absent from school they need not notify the coach, however, most coaches appreciate knowing the reason why the athlete is absent from school. All athletes are expected to be on time, in fact, ahead of time for all practices, contests, and departures for contests. Athletes are not allowed to practice if they are not in school for three (3) full periods immediately prior to practice unless they gain approval from the Principal in advance.

### **Eligibility**

The school will adhere to the rules of the Nebraska School Activities Association, of which we are members, with regard to eligibility for participation in extracurricular activities. The rules include: (Complete rules posted on the bulletin board and included below in this document.)

1. Be enrolled in at least 20 hours per week and regular in attendance.
2. Be enrolled in high school before the 11th school day of the current semester.
3. Not be 19 years of age before August 1 of current school year.
4. Received 20 semester hours of credit the immediate preceding semester.
5. Compete only in athletic contests scheduled by the school.
6. Hand in equipment, uniforms etc. from past sports seasons.
7. Pay all fines/fees as they come due.

**Academic Ineligibility:** Students and parents are encouraged to check PowerSchool to monitor academic progress. Grades will also be posted onto our website under the "PowerSchool" tab. Each participant who is failing in one or more classes at noon on Wednesday will be ruled ineligible to participate for Elm Creek Schools in any extracurricular activity until the new academic report is generated the following week. Also, if you owe fines from the previous school year, you will be ineligible until they have been paid for or items have been returned to the school. Extracurricular activities shall include Music, Drama, Speech, and all athletic activities as they apply to all students seven (7) through twelve (12). The down list is run off on Wednesdays at noon for the current week.

### **Prioritization Policy**

In a small school, students have the opportunity to participate and excel in several activities at the same time. Because the

competitive seasons of some of these different school sponsored activities overlap (i.e. music, drama, quiz bowl, sports), certain conflicts in scheduling are unavoidable. To resolve potential conflicts, activities will be prioritized as follows:

- A. state/district competitions take priority over all conflicting activities
- B. conference tournaments take priority over regular-season events.
- C. Should there be a conflict between equally weighted events; the student will be allowed to choose, without sanction from any of the sponsors of the conflicting events.

In the case that a student does not want to participate in a higher priority event, the student will not be permitted to participate in any conflicting school sponsored event of lower priority.

In the case that a student chooses not to participate in a sub-district or district contest, they must notify their sponsor/coach in advance of the contest/event. Notification must take place three (3) weeks before the contest/event. Proper notification will allow a student participant to continue the process of lettering and will not invoke this policy into effect. (For example, a student quits the team just before a district contest because they have a conflict with another activity for that contest or future contest.)

Activities that are not sponsored by the NSAA but are sponsored by the school will be considered an equally-weighted activity and will be the student's choice when conflicts arise. A contest or event that includes competition will have a higher priority over a contest or event that does not include competition. For example, a golf meet has a higher priority over a track team car wash or meeting.

When conflicts arise, the two (or more) coaches/sponsors, activities director, principal, and/or superintendent will settle the dispute. In all instances, interpretation is left to the administration to modify this policy whenever extenuating circumstances seem to warrant.

### **Activity Participation During Suspension Periods:**

Participants will not be allowed to practice for or participate in an activity on a day in which they are assigned to In-School Suspension. Additionally, students suspended from school during short-term or long-term exclusion periods will not be allowed to attend or participate in any co-curricular activities during the days or nights during their suspension period.

### **Participation on other Teams:**

Any individual who is a member of any Elm Creek High interscholastic athletic squad cannot participate in any other organized sport, in school or out of school, during the period that they are a member of Elm Creek's interscholastic squad. Example: town basketball team.

## **Section 6: Roles in Activities**

### **Coaches' Code of Ethical Conduct and Expectations**

It is important that every coach be an exemplary role model and maintains the highest standard of conduct at all times. Coaches represent the community, school and activity. Many people observe their conduct closely. The coach must recognize that the purpose of co-curricular activities is to promote the physical, mental, moral, social and emotional well-being of participants.

### **Expectations**

As a coach at Elm Creek Public Schools, I will:

- Emphasize academics as our number one priority
- Encourage students to participate in a variety of activities to the best of their abilities.
- Treat students, officials and others with dignity and respect.
- Supervise and guide students at all times.
- Maintain a physically and emotionally safe environment.
- Not tolerate abuse of officials, faculty or students.
- Establish and model fair play, sportsmanship and appropriate conduct. Set the example by what you say and do.
- Establish student safety and welfare as a high priority.
- Use discretion when criticizing or reprimanding students.
- Define acceptable and unacceptable words and actions and be consistent in holding kids to the rules and standards of the school and activity.
- Not allow the use of illegal drugs, alcohol or tobacco, and educate students on your team about the dangers of illegal drugs, alcohol and tobacco.
- Not use profanity, nor allow the use of profanity.
- Be a transformational leader

## Communication

As a coach at Elm Creek Public Schools, I will:

- Maintain open and ongoing communication with advisors, coaches, students and parents.
- Hold a parent meeting to review:
  - Basic policies, procedures and expectations.
  - The Student Code of Ethics and Parent Pledge.
  - Our drug and alcohol policy.
  - Academic requirements and expectations at Elm Creek Public Schools.
  - Anticipated schedule.
  - Procedures to resolve conflict with other activities.

## Participation

As a coach at Elm Creek Public Schools, I will:

- Recruit as many students as possible to try out for a team or group.
- Keep as many students as possible on the team or group.
- Allow as many students as possible to compete or perform without compromising the quality of effort or performance.

## The Athlete's Code of Conduct

I recognize that being a member of the community carries with it responsibilities and rewards, and that as an athlete in the community, I must not only embrace those responsibilities, but also conduct myself both on and off the playing field in a way which exhibits respect for myself and for others.

I therefore resolve to:

- conduct myself with dignity as an athlete and as a citizen of the community, recognizing and accepting that I must accept accountability for my behavior and its outcomes.
- honor my obligations and promises.
- exercise self-control.
- be willing to be fair with others in my dealings on and off the playing field.
- take pride in myself and my accomplishments, but never at the expense of demeaning another person or group.
- respect the efforts of others.
- respect authority.
- play by the spirit, not just the letter, of the rules of the game and the rules of life.
- strive to make my community - whether that be the team on which I play or the community in which I live - better because of my contributions as a member and as a citizen.
- Learn to advocate for myself.

## Parent's Role in Interscholastic Athletics

### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

## Communicating with the coach

### Communication you should expect from your child's coach includes:

- Philosophy of the coach
- Expectations the coach has for your child
- Locations and times of all practices and contests
- Team requirements
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation

### Communication coaches expect from parents

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

### Appropriate concerns to discuss with coaches

- The treatment of your child, mentally, and physically
- Ways to help your child improve
- Concerns about your child's behavior

### Issues not appropriate to discuss with coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

### Appropriate procedures for discussing concerns with the coaches

- Follow Chain of Command above and file the proper complaint form.
- Do not confront a coach immediately before or immediately after a contest or practice (these can be emotional times for all parties involved and do not promote resolution). Follow a rule of twenty-four (24) hours, and then follow the chain of command.

## Section 7: Transportation

### Transportation when Elm Creek is participating:

Transportation will be provided by the District for all team members and student managers when that team is participating. The district will provide transportation for all band members to team district (not sub-district) and team state competition.

### Team Travel

Elm Creek activity teams will travel to and from practice and events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. All members of a team will return from a contest by the same transportation provided for taking them to the contest. To ride alternative transportation each student must have either verbal or written direct communication by parent to coach/sponsor and get coach/sponsor consent. The penalty for not following this rule is: First offense-2 hours detention made up within 5 school days / Second offense-1 game/activity suspension in that sport/activity.

Students who have a concussion will not travel to or from school activities with their team until they advance through the return to learn protocol. This happens once the athlete is concussion symptom free for 24 hours, have been postconcussion tested, and are cleared to return to light aerobic exercise per the return to play protocol.

### Traveling to Practice Fields or Courts:

Whenever athletes are required to travel to another field or court for practice or a contest, they will always walk, unless given permission by the coach in charge. Students are not allowed to drive to practice unless given special permission by the Superintendent, Principal, or AD.

## Section 8: Facility and Equipment Use

### Facility Use

No athlete will ever work out using school facilities unless he/she is under the direct sponsorship of a coach. No student will ever work out using the weight machine or free weights unless he/she is under the direct supervision of a coach or faculty member.

## Equipment and Uniforms

All equipment will be checked out to individuals at the beginning of the season from the coach in charge. The individuals will be responsible for this equipment and should be prepared to pay for the cost of replacement. All collections for lost equipment will be handled by the Principal's office. At no time should an athlete wear equipment checked out to him except for practices and contests. Any athlete found to be wearing school equipment outside of practice or possessing school athletic equipment can expect to be treated as possessing property not belonging to him/her.

## Section 9: Rules of Conduct Regarding Criminal Offenses

Activity participants are expected to not engage in violation of the criminal laws. An activity participant will be considered to be in violation of the Code of Conduct in the event: (1) the student is convicted of a criminal offense (conviction includes a plea of no contest and an adjudication of delinquency by the juvenile court); (2) school officials determine a violation of a criminal law has occurred; which determination may be made regardless of the determination made by the criminal or juvenile court system.

## Extracurricular Activity Code of Conduct

**Purpose of the Code of Conduct:** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

## Scope of the Code of Conduct:

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school. Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FFA, Spanish Club, eSports, Art Club, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to attendance at or participation in school sponsored activities. Including but not limited to events such as games, concerts, or school dances (including royalty for such activities). A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an organization plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Additionally, The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

## Grounds for Extracurricular Activity Discipline:

Students who participate in extracurricular activities, like all students in our school, are expected to be Kind, Respectful, Responsible, Trustworthy, Accountable, Honest, and Give Great Effort. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in

authority.

2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Elm Creek Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

## **Drug and Alcohol Violations.**

### **Meaning of Terms.**

- Use or consume includes any level of consumption or use.
- Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.
- Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- Possession includes having control of the substance and also includes being in the same area where the substance is

present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- A controlled substance is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the controlled substance is in the vehicle, even though the student has not touched or consumed the controlled substance; and
- A controlled substance is present at a party attended by the student. The student is considered to be in possession if the student is aware that the controlled substance is at the party and fails to immediately leave the party, even though the student has not touched or consumed the controlled substance.

In these situations, a violation would not exist if the controlled substance was alcohol and it was in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that the controlled substance would be present, and the student leaves the location where the controlled substance is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

## Penalties for Code of Conduct Violations

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

### Drugs and Alcohol Offenses.

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.

**Reduction for Self-Reporting:** If the student has self-reported, the period of time shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.

**Reduction for Participation in Chemical Dependency Program:** If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation). The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

**More Serious Violations:** In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

### Steroid Offenses.

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the

determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

#### **Letters and Post-Season Honors.**

A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Activity Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

#### **Self-Reporting.**

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, activities director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

#### **Determining a Violation Has Occurred.**

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

#### **Procedures for Extracurricular Discipline.**

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is

responsible for cooperating in the scheduling of the meeting.

3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Activities Director or the Activities Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Activities Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision. a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office. b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter. c. If a hearing is requested:

1. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
2. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
3. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
4. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

## **Attendance Expectations.**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Activities Director. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

## **Academic Standards.**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall "C" average to participate in extracurricular activities, including school dances.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student's grade requirements.

## **Lettering and Other Requirements.**

Each time an individual letters at the high school level, they will be awarded a letter of certificate by the coach of that sport at the end of the year. The first time, and only the first time, that an individual letters in any sport at the senior high level he/she will be awarded by the coach of that sport, the standard chenille letter representative of athletics/activities of the senior high.

## Section 10 : Concussion Information

Return to Learn plus Return to Play equals return to activity. If a student/athlete continues to receive adjustments for academics due to presence of symptoms, they should be considered symptomatic and not be allowed to return to physical activity (practice or weight training). Once a concussion has been diagnosed by a healthcare professional, we will establish a support system for the student/athlete. This system will involve communication and collaboration with parents, school personnel, coaches, athletic trainer, and other healthcare providers. Athletes will be given an impact Test to establish their "baseline". This test is administered to students who are 7th through 12th grade in our programs. Each year, we will baseline test all incoming 7th, 9th, and 11th graders as well as athletes new to our programs. We are using as resources those provided by the [Nebraska Sports Concussion Network](#).

LINKS TO IMPORTANT CONCUSSION INFORMATION AND FORMS: CONCUSSION MATERIALS & RESOURCES

[CDC Heads Up Fact Sheet for Athletes](#)

[Return To Learn](#)

[CDC Heads Up Fact Sheet for Parents](#)

[Return to Play](#)

[CDC Heads Up Fact Sheet for Coaches](#)

[Return To Play - Written Clearance Form](#)

[Home Instructions for Parents & Concussed Athlete](#)

Additional information is available from Activities Director or HS Principal.

## Section 11: Notice of Discrimination

Buffalo County School District No. 9 shall not discriminate on the basis of sex, race, national origin, religion, marital status, age, or handicap in admission or access to, or employment in, its programs and activities. The school district shall employ personnel on the basis of the most qualified persons, with no discrimination concern as to sex, race, national origin, religion, marital status, age, or handicapping condition.

Any person having inquiries concerning the compliance of the school district with the nondiscrimination policies is directed to contact the local coordinator, who shall be the school principal, telephone number (308) 856-4300 ext. 1702, or the superintendent of schools, telephone number (308) 856-4300 ext. 1709. Concerned individuals may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Students (or parents on behalf of a student) or employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or school district policy should:

- I. Discuss the grievance with the local coordinator within ten (10) school days of the alleged situation.
- II. If the matter is not resolved to the satisfaction of the complainant, the complainant should contact the superintendent of schools and submit the nature of the grievance in writing to the superintendent of schools within five (5) school days of receiving an oral response from the local coordinator. (Should the superintendent of schools be the focus of any accusation, a report of the incident should be made to the president of the board of education and Step 2 will be omitted.) The superintendent of schools will, within ten (10) school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution.
- III. If not satisfied with the superintendent of schools' response, the complainant should submit a written request for a board hearing on the grievance to the president of the board of education within ten (10) school days of receiving the superintendent of schools' response.
- IV. The board of education will convene a hearing on the grievance within twenty (20) school days of receiving a written request for a hearing and reserve the right to solicit evidence and testimony from all pertinent sources.
- V. The board of education will submit a written resolution of the grievance to the complainant within twenty (20) school days of conducting the hearing. The decision of the board of education will conclude the grievance procedure.

If the grievance procedure should occur or extend into a period of time that school would not be in session any reference to 'days' will refer to week days, Monday through Friday, excluding holidays. If the school principal or the superintendent of schools is the focus of the initial grievance, the procedure should be initiated at the next higher step. If a board of education policy is the focus of the grievance, the procedure should be initiated with the superintendent of schools. Students or employees may be represented by advocates or legal counsel at any or all steps of the grievance procedure, and they may have access to school records or documents that are not otherwise protected by privacy statutes.

## Section 12: GUIDELINE DISCLAIMER

GUIDELINES ARE SUBJECT TO CHANGE Procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted on the bulletin boards. If conflicts exist among the Activities Handbook and the Student Handbook and/or Board Policy, Student Handbook and/or Board Policy will take precedence.

I have read the Elm Creek Public Schools Activities Handbook, and I agree that my participation in activities will require that I follow the guidelines set forth in this handbook.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

I have read the Elm Creek Public Schools Activities Handbook, and I agree that I will model and support my child in upholding the guidelines set forth in this handbook.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student's Parent or Guardian

### **ACTIVITIES COMPLAINT FORM**

Name of person whom you have a complaint: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

A description of the incident:

\_\_\_\_\_



**NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA) Student and Parent Consent Form School Year: 2017 - 2018**  
**School: Elm Creek Public Schools**

Name of Student: \_\_\_\_\_

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent". The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege; Also, that the Code of Conduct for Extra-Curricular and Co-Curricular activities listed in the handbook must be followed.
- (2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even with the best coaching, use of the best protective equipment, and strict observance of rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photography, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video-taped, audio-taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

**I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.**

(I am)(We are) the Student's [circle appropriate choice] (Parent)(Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (3) above and understanding the potential risk of injury to my Student, (I)(We) hereby give (my)(our) permission for the above named student to practice and compete for the above named high school in activities approved by the NSAA, except those crossed out below:

Baseball	Basketball	Cheerleading	Cross Country	Debate	Football	Golf
Journalism	Music	Play Production	Soccer	Softball	Speech	Swimming/Diving
Tennis Track	Volleyball	Wrestling				

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

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

\_\_\_\_\_  
Date

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2137  
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 12, 2013