

Board of Education Regular Meeting

Monday, June 8, 2015 8:00 PM

1. Call to Order

2. Flag Salute

3. Open Meetings Act

4. Roll Call

Motion to excuse Jeff Meads from the meeting Passed with a motion by Denise Ourada and a second by Morgan Meier.

Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

5. Review of Agenda

Motion to approve the agenda as presented Passed with a motion by John Worthing and a second by JC Ourada.

Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

6. Citizen's Comments

7. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by John Worthing and a second by Morgan Meier.

Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

7.1. Approval of Minutes of Previous Meeting(s)

7.2. Payment of Invoices for \$141,981.20

7.3. Financial Reports

7.4. Personnel

7.4.1. Recommendation to Hire

7.4.1.1. Shaina McIntosh

8. Old Business

8.1. Review of District Bullying Policy

8.2. Summer Program Update

9. New Business

9.1. 2015-2016 Student Handbook

I recommend the approval of the 2015-2016 elementary and 7-12 student handbooks with corrections as per Mr. Tickle Passed with a motion by Lynette Mitchell and a second by John Worthing.

Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

10. Reports

10.1. Principal's Report

10.2. Superintendent Report

11. Next Regular Meeting on July 13, 2015 at 8:00P.M.

12. Adjournment

Motion to adjourn meeting at 8:55 PM Passed with a motion by JC Ourada and a second by Morgan Meier.

Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

Board of Education Regular Meeting

May 11, 2015 8:00 PM

Elm Creek Public Schools Room 810

Attendance Taken at 8:00 PM:

Present Board Members:

Jeff Meads
Morgan Meier
Lynette Mitchell
Denise Ourada
JC Ourada
John Worthing

I. Call to Order

II. Flag Salute

III. Open Meetings Act

IV. Roll Call

V. Review of Agenda

Motion Passed: Motion to approve the agenda as presented passed with a motion by John Worthing and a second by Morgan Meier.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

VI. Citizen's Comments

Discussion:

Mr. Marvin Reichert from the Elm Creek Foundation addressed the Board about the need for a more robust counseling program.

VII. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda as presented passed with a motion by John Worthing and a second by JC Ourada.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

VII.A. Approval of Minutes of Previous Meeting(s)

VII.B. Payment of Invoices (\$63,527.03)

VII.C. Financial Reports

VII.D. Approve Keith Kucera's VERIP request

VII.E. Personnel

VII.E.1. Resignations

VII.E.1.a. Keith Kucera

VII.E.2. Recommendations to Hire

VII.E.2.a. Jessica Sullivan

VII.E.2.b. Andrew Votipka

VII.E.2.c. Nathan Dietz

VIII. Old Business

VIII.A. Kari Bourke Presentation

Discussion:

Ms. Bourke presented her (POPL) Presentation of Professional Learning centered on what she is doing in the 3rd grade classroom to improve learning.

VIII.B. BOK Financial Bond Payment (\$31,111.25)

Motion Passed: Approval of Bond payment in the amount of \$31,111.25 passed with a motion by Lynette Mitchell and a second by Jeff Meads.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

IX. New Business

IX.A. NCTA MOU Agreement

Motion Passed: Acceptance of the MOU with NCTA passed with a motion by John Worthing and a second by Morgan Meier.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

X. Reports

X.A. Principal's Report

X.B. Superintendent Report

X.C. Finance, Curriculum and Technology Committee

XI. Next Regular Meeting on June 8, 2015 at 8:00 PM.

XII. Adjournment

Motion Passed: Motion to adjourn meeting at 9:04 PM passed with a motion by Denise Ourada and a second by Morgan Meier.

Jeff Meads	Yes
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

Chairperson

Superintendent

Check Register

Direct	Dep. Invoice	Check Number	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
Checks Printed						
1 - GENERAL FUND						
Bank Account :A - General Fund						
	00013346		06/08/2015	ACTIFUND	Activity Fund	
	11358		09/02/2014		06/05/2015 NE FCCLA-WORKSHOP	130.00
	11732		03/11/2015		06/05/2015 DIST AND STATE FCCLA	780.43
	11824		05/06/2015		06/05/2015 7 HABITS...	350.00
	11846		05/15/2015		06/05/2015 DISTRICT SPEECH	152.98
	11855		05/20/2015		06/05/2015 DISTRICT CHOIR	385.00
	11857		05/21/2015		06/05/2015 FCCLA LDRSHIP CONF	1,102.00
	11861		05/21/2015		06/05/2015 PULLIAM NCTM DUES	75.00
	11864		05/21/2015		06/05/2015 GARY NEW CDL LICENSE	7.50
	11865A		05/21/2015		06/05/2015 NETA CONF EXPENSES	1,674.59
	11865B		05/21/2015		06/05/2015 JUCE PEELS	139.65
	11865C		05/21/2015		06/05/2015 AWARDS	1,443.32
	11865D		05/21/2015		06/05/2015 CONF EXPENSES	493.11
	11872		05/28/2015		06/05/2015 GEHRT-MILEAGE	23.00
	2014FCCLA		05/31/2015		06/05/2015 2013-14 DIST SHARE EXP	1,266.88
	2015FCCLA		06/05/2015		06/05/2015 DIST SHARE NATIONALS	3,000.00
	2105YB		06/05/2015		06/05/2015 YEARBOOK FOR LIBRARY	40.00
					Check Total	11,063.46
	00013347		06/08/2015	AGRICOOP	CHS AGRI SERVICE CENTER	
	053115		05/31/2015		06/05/2015 TRANSPORTATION	2,080.70
					Check Total	2,080.70
	00013348		06/08/2015	ALERTS	ALERT SOLUTIONS	
	79395		06/01/2015		06/05/2015 ALERT SYSTEM	787.50
					Check Total	787.50
	00013349		06/08/2015	ALPHAREH	ALPHA REHABILITATION P.C.	
	3493		05/29/2015		06/05/2015 SPEECH/OT-PT	329.08
					Check Total	329.08
	00013350		06/08/2015	BAUERRI	RICK BAUER	
	053115		05/31/2015		06/05/2015	45.00
					Check Total	45.00
	00013351		06/08/2015	CASHWA	Cash Wa Distributing	
	10066727		05/29/2015		06/05/2015 SNACKS FOR SUMMER SCHOOL	1,009.13
					Check Total	1,009.13
	00013352		06/08/2015	CENTURY	CENTURYLINK	
	050715		05/07/2015		06/05/2015 PHONE	308.88
					Check Total	308.88
	00013353		06/08/2015	CHARTERC	CHARTER COMMUNICATIONS	
	052415		05/24/2015		06/05/2015 INTERNET	256.26

Check Register

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
					Check Total	256.26
		00013354	06/08/2015	CHEMSEARCH	CHEMSEARCH	
		1893136	04/29/2015		06/05/2015 AEROSOL	557.80
					Check Total	557.80
		00013355	06/08/2015	CIRCLESP	CIRCLE S PLUMBING	
		52983	04/29/2015		06/05/2015 FOOTBALL FIELD - SEED	292.50
		54002	05/01/2015		06/05/2015 REWIRE STREET LIGHT	112.50
		54006	04/26/2015		06/05/2015 SOFTENER KIT	100.88
					Check Total	505.88
		00013356	06/08/2015	COMPUTERE	COMPUTERS ETC.	
		83755	05/31/2015		06/05/2015 JETFLASH USB	30.30
					Check Total	30.30
		00013357	06/08/2015	CREATIVE	CREATIVE TEACHER	
		24453	05/23/2015		06/05/2015 1ST GRADE	130.30
		24454	05/23/2015		06/05/2015 6TH GRADE	223.23
		24455	05/23/2015		06/05/2015 SCHOPKE SUPPLIES	72.94
		24456	05/23/2015		06/05/2015 FORD	219.08
		24457	05/23/2015		06/05/2015 K - ATEN	26.46
					Check Total	672.01
		00013358	06/08/2015	CULLIGAN	CULLIGAN	
		052615	05/26/2015		06/05/2015 SOFT SALT	418.50
		56808	06/01/2015		06/05/2015 REPAIRS	72.90
					Check Total	491.40
		00013359	06/08/2015	ECOLABPR	Ecolab Professional Products	
		5823718	05/13/2015		06/05/2015 PEST ELIMINATION	63.44
					Check Total	63.44
		00013360	06/08/2015	EPPLIT	EPS LITERACY & INTERVENTION	
		10824402	05/09/2015		06/05/2015 1ST GRADE	115.17
					Check Total	115.17
		00013361	06/08/2015	ESU10	Educational Service Unit 10	
		052615A	05/26/2015		06/05/2015 PRESCHOOL SPEECH	1,308.47
		052615B	05/26/2015		06/05/2015 PRESCHOOL SUPERVISION	332.94
		052615C	05/26/2015		06/05/2015 IPAD REPAIRS	137.50
		052615D	05/26/2015		06/05/2015 SPED INSERVICE	695.00
		052615E	05/26/2015		06/05/2015 QUIZ BOWL (HAL FUNDS)	265.08
		052615F	05/26/2015		06/05/2015 DEAF ED	90.17
					Check Total	2,829.16
		00013362	06/08/2015	ESUCC	ESU COORDINATING COUNCIL	
		AEPA000092	06/01/2015		06/05/2015 WORLD BOOK POWER PACK	206.50
		PDO0000203	05/20/2015		06/05/2015 PDO FEES-TICKLE	20.00

Check Register

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
					Check Total	226.50
		00013363	06/08/2015	FAMILYR	FAMILY RESOURCES	
		1341	05/01/2015		06/05/2015 JUNE-JULY-AUG	375.00
					Check Total	375.00
		00013364	06/08/2015	FOLLETTSCH	FOLLETT SCHOOL SOLUTIONS, INC	
		1177596	05/01/2015		06/05/2015 HOSTED SERV RENEWAL	1,000.00
					Check Total	1,000.00
		00013365	06/08/2015	FOSTFAMI	Foster's Family Foods	
		CODE 54-053115	05/31/2015		06/05/2015 CUSTODIAL/CLEANING	30.60
					Check Total	30.60
		00013366	06/08/2015	GRACZYKL	GRACZYK LAWN & LANDSCAPE	
		22012	05/07/2015		06/05/2015 APR MOW SCH & FB FIELD	500.00
		22013	05/07/2015		06/05/2015 MOW LINES & PAINT - HAWKS	1,265.00
		22158	06/01/2015		06/05/2015 PRAC FIELD & PAINT	2,239.00
					Check Total	4,004.00
		00013367	06/08/2015	GRACZYKS	GRACZYK SPRINKLER & HANDYMAN	
		2215	05/27/2015		06/05/2015 REPAIRS	182.20
					Check Total	182.20
		00013368	06/08/2015	GREATAMF	GREAT AMERICAN FINANCIAL SERVICES	
		17008649	05/21/2015		06/05/2015 COPIERS	1,365.45
					Check Total	1,365.45
		00013369	06/08/2015	HALLEON	HAL LEONARD CORPORATION	
		33626815	05/26/2015		06/05/2015 MUSIC EXPRESS MAG	165.00
					Check Total	165.00
		00013370	06/08/2015	HAPPP	HAPP PUBLISHING	
		043015	04/30/2015		06/05/2015 APR NOTICE & MINUTES	48.11
					Check Total	48.11
		00013371	06/08/2015	HEARTLAN	HEARTLAND REFRIGERATION LLC	
		9498	05/11/2015		06/05/2015 REPAIRS	321.30
					Check Total	321.30
		00013372	06/08/2015	HOUGHTON	HOUGHTON MIFFLIN HARCOURT	
		951337588	04/20/2015		06/05/2015 2ND GRADE	695.50
					Check Total	695.50
		00013373	06/08/2015	HUSKER	HUSKERLAND PREP REPORT	
		060515	06/05/2015		06/05/2015 SUBSCRIPTION	64.00
					Check Total	64.00
		00013374	06/08/2015	IEEEBALT	IEEE BALTIMORE SECTION	

ALL 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	
		2015-018	05/20/2015		06/05/2015 ROBOT KITS (HAL FUNDS)	391.80
					Check Total	391.80
		00013375	06/08/2015	ISLANDSU	Island Supply Welding	
		136160	05/31/2015		06/05/2015 CYL RENTAL	60.76
					Check Total	60.76
		00013376	06/08/2015	KEARNEYRE	KEARNEY RENTAL PROS	
		1640	05/21/2015		06/05/2015 FL-411	19.95
		1649	06/01/2015		06/05/2015 RENT FL-411 6MOS	900.00
		1650	06/01/2015		06/05/2015 SGECS-6 MONTHS	949.98
					Check Total	1,869.93
		00013377	06/08/2015	LASERTEC	LASERTEC OF NEBRASKA	
		50669	04/29/2015		06/05/2015 OVERAGE	1,006.81
		50857	05/29/2015		06/05/2015 OVERAGE	1,195.95
					Check Total	2,202.76
		00013378	06/08/2015	LEGO	LEGO EDUCATION	
		1190087170	11/20/2014		06/05/2015 ROBOT SETS (HAL FUNDS)	1,759.59
					Check Total	1,759.59
		00013379	06/08/2015	LINWELD	MATHESON TRI GAS	
		50788287	05/31/2015		06/05/2015	116.64
					Check Total	116.64
		00013380	06/08/2015	LUCASE	LUCAS ELECTRIC, INC	
		4248	05/07/2015		06/05/2015 LIGHTS & POWER SOURCE	840.80
					Check Total	840.80
		00013381	06/08/2015	MCGRAW	MCGRAW-HILL COMPANIES	
		85873356001	04/28/2015		06/05/2015 READING - 4TH & 5TH	294.62
		85914246001	05/31/2015		06/05/2015 READING	71.47
					Check Total	366.09
		00013382	06/08/2015	MENARD	MENARDS - KEARNEY	
		81899	05/29/2015		06/05/2015 CLEANING, PEST ELIM	105.61
					Check Total	105.61
		00013383	06/08/2015	MOOREMED	MOOREMEDICAL	
		98664601	05/27/2015		06/05/2015 GLOVES	33.19
					Check Total	33.19
		00013384	06/08/2015	MOSAIC	MOSAIC	
		AXT0415	04/30/2015		06/05/2015 APRIL SERVICES	2,941.32
					Check Total	2,941.32
		00013385	06/08/2015	MUSICISEL	MUSIC IS ELEMENTARY	
		227669	05/20/2015		06/05/2015 ELEM MUSIC	57.94

ALL 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	
					Check Total	57.94
		00013386	06/08/2015	NASB	NEBRASKA ASSN OF SCHOOL BOARDS	
		37626	05/26/2015		06/05/2015 MITCHELL - LAW SEMINAR	155.00
					Check Total	155.00
		00013387	06/08/2015	NECOUNADM	NEBRASKA COUNCIL OF SCHOOL ADM	
		060515	06/05/2015		06/05/2015 NCE CONF - KLINGELHOEFER	510.00
					Check Total	510.00
		00013388	06/08/2015	NEDEPTED	NEBRASKA DEPARTMENT OF EDUCATION	
		042915	04/29/2015		06/05/2015 4TH OF FOUR ISD	6,951.49
					Check Total	6,951.49
		00013389	06/08/2015	NEFFA	NEBRASKA FFA ASSN	
		COLT2015	05/28/2015		06/05/2015 COLT CONFERENCE	630.00
					Check Total	630.00
		00013390	06/08/2015	NETA	NETA CONFERENCE REGISTRATION	
		722787	05/11/2015		06/05/2015 2015 CONFERENCE	750.00
					Check Total	750.00
		00013391	06/08/2015	NMCEXCH	NMC EXCHANGE LLC	
		INV021911	01/15/2015		06/05/2015 6 BUSES, 5 VANS, CAR	350.00
		INV042504	04/08/2015		06/05/2015 BUS	380.08
		INV045751	05/12/2015		06/05/2015 '06	400.00
		INV047955	05/26/2015		06/05/2015 2013	485.91
		INV048731	05/28/2015		06/05/2015 2015	339.16
		INV048743	05/28/2015		06/05/2015 11 VEHICLES	350.00
					Check Total	2,305.15
		00013392	06/08/2015	NORTHTOO	NORTHERN TOOL & EQUIPMENT	
		32946516	05/11/2015		06/05/2015 TOOLS	605.16
					Check Total	605.16
		00013393	06/08/2015	NPPD	NEBRASKA PUBLIC POWER DISTRICT	
		211010056740-0	05/14/2015		06/05/2015 BUS BARN	27.37
		51415				
		211010056744-0	05/14/2015		06/05/2015 BALLFIELD	45.25
		51415				
		211010056748-0	05/14/2015		06/05/2015 230 EAST CALKINS	3,268.04
		51415				
					Check Total	3,340.66
		00013394	06/08/2015	PAPER101	PAPER101	
		71067-00	05/14/2015		06/05/2015 8.5 x 11 PAPER	2,092.80
					Check Total	2,092.80
		00013395	06/08/2015	PAXTON	PAXTON/PATTERSON	

ALL 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	
		310122	05/08/2015		06/05/2015 SHOP	364.50
					Check Total	364.50
		00013396	06/08/2015	PEPPERJW	JW PEPPER	
		03436506	05/13/2015		06/05/2015 CHOIR MUSIC	33.44
		03437479	05/29/2015		06/05/2015 CHOIR MUSIC	5.85
					Check Total	39.29
		00013397	06/08/2015	QUILL	Quill	
		4024010	05/07/2015		06/05/2015 LAMINATE CART ROLL	55.79
		4275448	05/15/2015		06/05/2015 HANGING FILE FOLDERS	23.98
					Check Total	79.77
		00013398	06/08/2015	REALLY	Really Good Stuff	
		5071285	05/07/2015		06/05/2015 1ST GRADE	209.63
					Check Total	209.63
		00013399	06/08/2015	RENAISS	Renaissance Learning, Inc.	
		RPRNQ1387322	05/02/2015		06/05/2015 ACCELERATED MATH	1,545.00
					Check Total	1,545.00
		00013400	06/08/2015	SAFOSTERK	S.A. FOSTER - KEARNEY	
		193551	05/08/2015		06/05/2015 SHED	929.81
					Check Total	929.81
		00013401	06/08/2015	SATCO	SATCO SUPPLY	
		21837	05/08/2015		06/05/2015 SHOP	496.93
		22013	05/28/2015		06/05/2015 SHOP	49.40
					Check Total	546.33
		00013402	06/08/2015	SCHOOLSP	SCHOOL SPECIALTY	
		208114262382	05/06/2015		06/05/2015 1ST GRADE	37.38
		208114274524	05/09/2015		06/05/2015 5TH GRADE	132.05
		208114312037	05/19/2015		06/05/2015 OFFICE	305.44
					Check Total	474.87
		00013403	06/08/2015	SERVICE	SERVICEMASTER OF MID NE	
		11231	05/31/2015		06/05/2015 2010 FACILITY	3,207.00
		11232	05/31/2015		06/05/2015 ELEM FACILITY	3,442.00
					Check Total	6,649.00
		00013404	06/08/2015	SOURCE	SOURCEGAS LLC	
		201091997863	05/22/2015		06/05/2015 122 N CHURCH	41.60
		201269898239	05/22/2015		06/05/2015 230 EAST CALKINS	289.92
		201358858614	05/22/2015		06/05/2015 225 EAST BOYD	292.10
					Check Total	623.62
		00013405	06/08/2015	STATENE	STATE OF NEBRASKA	
		934610	05/01/2015		06/05/2015	236.79

ALL 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	
					Check Total	236.79
		00013406	06/08/2015	SUTHERL	LEAH SUTHERLAND	
		053115	05/31/2015		06/05/2015	100.00
					Check Total	100.00
		00013407	06/08/2015	TEACHCRE	TEACHER CREATED RESOURCES	
		5826144	06/01/2015		06/05/2015 4TH GRADE	63.28
					Check Total	63.28
		00013408	06/08/2015	TEACHDIR	TEACHER DIRECT	
		P458772600049	05/08/2015		06/05/2015 ELEM SUPPLIES	104.78
					Check Total	104.78
		00013409	06/08/2015	THOMPSON	THE THOMPSON CO.	
		1594755	05/07/2015		06/05/2015 CAN LINERS ETC	246.74
		1597822	05/14/2015		06/05/2015 CAN LINERS ETC	219.06
					Check Total	465.80
		00013410	06/08/2015	VERIZON	VERIZON WIRELESS	
		9745137427	06/01/2015		06/05/2015 CELL PHONE	7.21
					Check Total	7.21
		00013411	06/08/2015	VILLAGEE	Village Of Elm Creek	
		053115	05/31/2015		06/05/2015	595.00
					Check Total	595.00
		00013412	06/08/2015	WOODWARDS	WOODWARDS DISPOSAL SERVICE	
		NO8613-593	05/24/2015		06/05/2015 DOC DESTRUCTION	25.00
					Check Total	25.00
		00013413	06/08/2015	CREATIVES	CREATIVE SITES	
		1189-2015	04/13/2015		06/05/2015 PLAYGROUND EQUIPMENT	71,212.00
					Check Total	71,212.00
					1 - GENERAL FUND Totals:	141,981.20
					Total of Checks Printed:	141,981.20
					Report Total:	141,981.20

CHECK REGISTER FOR ACTIVITY ACCOUNT: MAY 2015

Check Number	Date	Paid To	Description	Amount
Bank ID: C	Activity Fund			
11823	5/4/2015	DANCING LEAF EARTH LODGE	3RD GRADE FIELD TRIP	\$ 115.00
11824	5/15/2015	BUFFALO COUNTY EXTENSION	7 HABITS...	\$ 350.00
11825	5/6/2015	Donald Richmond	JH STARTER; HS OFFICIAL	\$ 300.00
11826	5/6/2015	RON LAUX	STARTER-BUFF INVITE	\$ 195.00
11827	5/6/2015	ALMA SCHOOLS	ENTRY FEES	\$ 50.00
11828	5/6/2015	BERTRAND HIGH SCHOOL	ENTRY FEES	\$ 50.00
11829	5/7/2015	Firstier Bank	START CHANGE	\$ 2,672.00
11830	5/11/2015	Donald Richmond	JH STARTER	\$ 150.00
11831	5/14/2015	STUHR MUSEUM	4TH GRADE FIELD TRIP	\$ 112.00
11832	5/14/2015	JUMPAROO	AR PARTY	\$ 950.00
11833	5/14/2015	NEBRASKA SCHOOL ACTIVITIES ASS	MEMBERSHIP	\$ 890.00
11834	5/14/2015	MEDICINE VALLEY HIGH SCHOOL	DISTRICT ENTRY FEES	\$ 25.00
11835	5/15/2015	NATIONAL HONOR SOCIETY	CHAPTER DUES	\$ 385.00
11836	5/15/2015	AAA PARTY & EVENT RENTALS	CHAIR COVERS-PROM	\$ 462.24
11837	5/15/2015	ASPi SOLUTIONS INC	JR HIGH CLASSIC	\$ 108.00
11838	5/15/2015	BADEN SPORTS	FOOTBALLS	\$ 66.00
11839	5/15/2015	Alynn Brodine	ELEM TRACK SHIRTS	\$ 413.04
11840	5/15/2015	Cash Wa Distributing	CONC	\$ 728.46
11841	5/15/2015	CHESTERMAN CO.	POP	\$ 1,386.95
11842	5/15/2015	LITTLE CAESER'S	AR PARTY	\$ 167.23
11843	5/15/2015	CHS AGRI SERVICE CENTER	CABLE TIES	\$ 10.99
11844	5/15/2015	HD ENDZONECAM LLC	CAMERA SYSTEM	\$ 3,100.00
11845	5/15/2015	Hobby Lobby	PROM DECOR'	\$ 143.19
11846	5/15/2015	MINDEN HIGH SCHOOL	DISTRICT SPEECH	\$ 152.98
11847	5/15/2015	PAYFLEX SYSTEMS USA	DEPENDANT/HEALTH CARE	\$ 221.50
11848	5/15/2015	PROM NITE	PROM SUPPLIES	\$ 896.11
11849	5/15/2015	MOONLIGHT EMBROIDERY	TRACK TSHIRTS	\$ 474.00
11850	5/15/2015	AUTISM ACTION PARTNERSHIP	FUNDRAISER	\$ 163.45
11851	5/18/2015	NEW WEST	AGILITY CAMP	\$ 592.00
11852	5/18/2015	EPIC FOOTBALL CAMP	CAMP	\$ 450.00
11853	5/18/2015	UNIVERSITY OF NEBRASKA KEARNEY	FOOTBALL CAMP	\$ 2,600.00
11854	5/20/2015	ARAPAHOE HIGH SCHOOL	TRACK INVITE	\$ 110.00
11855	5/20/2015	GI CENTRAL CATHOLIC	DISTRICT CHOIR	\$ 385.00
11856	5/21/2015	Wells Fargo Card Services	SUPPLIES	\$ 306.81
11857	5/21/2015	HILTON GARDEN INN	FCCLA LEADERSHIP CONF	\$ 1,102.00
11858	5/21/2015	J & H ATHLETIC EQUIP RECONDITI	HELMETS ETC	\$ 1,625.94
11859	5/21/2015	MISKO SPORTS	FOOTBALL PANTS	\$ 1,500.00
11860	5/21/2015	KARI BOURKE	AR - COOKIES	\$ 104.00
11861	5/21/2015	NATIONAL COUNCIL OF TEACHERS O	PULLIAM DUES	\$ 75.00
11862	5/21/2015	BLUE CROSS BLUE SHIELD OF NE	BOARD MBR PREMIUMS	\$ 5,722.94
11863	5/21/2015	MITCH MUMA	GOLF EXPENSES	\$ 15.00
11864	5/21/2015	GARY BROUILLETTE	NEW CDL LICENSE	\$ 7.50
11865	5/21/2015	CORPORATE PAYMENT SYSTEMS	NETA CONF, iPADS, AWARDS ETC	\$ 8,112.30

CHECK REGISTER FOR ACTIVITY ACCOUNT: MAY 2015

Check Number	Date	Paid To	Description	Amount
Bank ID: C Activity Fund				
11866	5/21/2015	BRANDI MCCARTER	SUPPLIES-COURTESY COMMITTEE	50
11867	5/22/2015	Firstier Bank	FCCLA CONC STAND	229
11868	5/28/2015	PENNY WARS PROCEEDS	FUNDRAISING	781
11869	5/28/2015	NEBRASKA COACHES ASSN	MEMBERSHIP REGISTRATIONS	530
11870	5/21/2015	Student Assurance Services	ACCIDENT INSURANCE	799.75
11871	5/28/2015	SCHOLASTIC BOOK FAIRS	MAY 11-15 BOOK FAIR	961.91
11872	5/28/2015	JOANIE GEHRT	MILEAGE	23
11873	5/28/2015	KEARNEY CATHOLIC HIGH SCHOOL	BOYS BB CAMP	250
11874	5/28/2015	MINDEN HIGH SCHOOL	BOYS BB CAMP	200
11875	5/28/2015	BUFFALO COUNTY EXTENSION	HALSEY TRIP	1400
11876	5/28/2015	VOID	VOID	0
11877	5/28/2015	VOID	VOID	0
11878	5/28/2015	SANDY CREEK SCHOOLS	BOYS BB CAMP	320
11879	5/28/2015	ADAMS CENTRAL	BOYS BB CAMP	200

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR May 13, 2015 -- GENERAL FUND 137766 RECONCILED

GENERAL FUND - ACCT NO. 137766 (Reconciled 6-4-15)

BANK BALANCE April 1, 2015	\$	512,226.73
 April 2015 RECEIPTS		
BUFFALO COUNTY	\$	118,044.56
Dawson County	\$	5,438.18
ESU - Subpay & Mileage	\$	800.00
ESU - Title I	\$	34,261.85
Activity Fund - iPad repairs transfer	\$	399.05
NASB Medicaid Program	\$	2,436.50
NDHSS	\$	604.79
MONA - REIMBURSEMENT RE: MILEAGE	\$	56.65
Phelps County	\$	15,510.15
NRCSA	\$	370.00
State - SA Reimbursement	\$	37,014.00
State Aid	\$	89,247.63
TOTAL RECEIPTS	\$	304,183.36
 AVAILABLE BALANCE	 \$	 816,410.09
 DISBURSEMENTS:		
Bills Paid April, 2015	\$	74,561.51
April PAYROLL	\$	274,095.32
TOTAL DISBURSEMENTS	\$	348,656.83
 BOOK BALANCE May 1, 2015	 \$	 467,753.26
 <u>DEPRECIATION FUND - ACCT NO 14832</u>		
BALANCE April 1, 2015	\$	21,443.47
INTEREST	\$	-
BOOK BALANCE May 1, 2015	\$	21,443.47
 <u>CERTIFICATES OF DEPOSIT THRU April 31, 2015</u>		
#6692 Bus Depreciation	\$	11,500.00
#6233 Track Maintenance - Issued 8/31/09	\$	16,190.83
#6013 Track Maintenance	\$	54,930.50
#6235 Unknown Capital Outlays - Issued 8/31/09	\$	16,142.59
#2232 Unemployment	\$	10,712.18
#6466 Elm Creek Public Schools (FCCLA-ISSUED 6-21-11)	\$	5,085.45
#6482 Track Maintenance - Issued 8/31/2011	\$	10,142.36
#6701 ECPS-Issued 3-12-15)	\$	24,000.00
CERTIFICATE TOTALS	\$	148,703.91

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 8, 2015

GENERAL FUND - ACCT NO. 137766 (Reconciled)

BANK BALANCE MAY 1, 2015	\$	467,753.26
MAY 2015 RECEIPTS		
BUFFALO COUNTY	\$	645,827.19
Dawson County	\$	41,718.52
Farmer's Mutual (Van)	\$	16,685.97
NDHSS	\$	669.95
Phelps County	\$	229,985.69
State - SA Reimbursement	\$	36,359.00
State Aid	\$	89,247.63
TOTAL RECEIPTS	\$	1,060,493.95
AVAILABLE BALANCE	\$	1,528,247.21
DISBURSEMENTS:		
Bills Paid MAY, 2015	\$	63,527.03
MAY PAYROLL	\$	273,156.72
TOTAL DISBURSEMENTS	\$	336,683.75
BOOK BALANCE JUNE 1, 2015	\$	1,191,563.46
<u>DEPRECIATION FUND - ACCT NO 14832</u>		
BALANCE MAY 1, 2015	\$	21,443.47
INTEREST	\$	-
BOOK BALANCE JUNE 1, 2015	\$	21,443.47

CERTIFICATES OF DEPOSIT THRU MAY 31, 2015

#6692 Bus Depreciation	\$	11,500.00
#6233 Track Maintenance - Issued 8/31/09	\$	16,214.99
#6013 Track Maintenance	\$	55,010.65
#6235 Unknown Capital Outlays - Issued 8/31/09	\$	16,166.67
#2232 Unemployment	\$	10,712.18
#6466 Elm Creek Public Schools (FCCLA-ISSUED 6-21-11)	\$	5,085.45
#6482 Track Maintenance - Issued 8/31/2011	\$	10,149.90
#6701 ECPS-Issued 3-12-15)	\$	24,000.00
CERTIFICATE TOTALS	\$	148,839.84

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 8, 2015

LEASE PURCHASE PROGRAM

Balance JUNE 1, 2015	\$	-
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BUILDING FUND

Balance MAY 1, 2015	\$	69,336.43
INTEREST	\$	5.45
EXPENSES	\$	-
BUILDING FUND BOOK BALANCE JUNE 1, 2015	\$	69,341.88

CONSTRUCTION FUND

Balance MAY 1, 2015	\$	-
RECEIPTS	\$	-
DISTRIBUTIONS	\$	-
CONSTRUCTION FUND BALANCE JUNE 1, 2015	\$	-

BOND FUND (OPENED 11-12-09)

BALANCE MAY 1, 2015	\$	6,438.96
RECEIPTS	\$	-
DISBURSEMENTS	\$	-
JUNE 1, 2015 BALANCE	\$	6,438.96

SAM ACCOUNT (REAP-1173)

BALANCE MAY 1, 2015	\$	10,193.40
DISBURSEMENTS	\$	-
JUNE 1, 2015 BOOK BALANCE	\$	10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 8, 2015

LUNCH FUND (Reconciled 6-4-15)

BANK BALANCE MAY 1, 2015	\$	47,690.05
<u>MAY RECEIPTS</u>		
LUNCH SALES	\$	1,697.75
FEDERAL REIMBURSEMENT - LUNCH	\$	-
FEDERAL REIMBURSEMENT - BREAKFAST	\$	-
STATE REIMBURSEMENT	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
TOTAL RECEIPTS	\$	1,697.75
AVAILABLE BALANCE	\$	49,387.80
<u>MAY DISBURSEMENTS</u>		
Payroll Transfer	\$	-
Returned Checks.	\$	-
General Expenses	\$	61.76
Food/Groceries/Milk Etc.	\$	7,444.60
TOTAL DISBURSEMENTS	\$	7,506.36
BANK BALANCE JUNE 1, 2015	\$	41,881.44

JUNE BILLS

CASH-WA	\$	4,715.26
DOUBLE D	\$	61.76
FOSTERS	\$	17.12
HEARTLAND REFRIGERATION	\$	-
HILAND DAIRY (FMLY ROBERTS DAIRY)	\$	2,070.73
PAYROLL TRANSFER	\$	7,216.92
NE FOOD DISTR PROGRAM	\$	-
THOMPSON	\$	135.32
		\$ 14,217.11

ACTIVITY FUND
TREASURER'S REPORT
FOR 6-8-15
RECONCILED 6-4-15

	Account Description	Begin April	EXPENSES	INCOME	End April
1741	PRESCHOOL	\$ 19,864.75	\$ -	\$ -	\$ 19,864.75
1742	BAND INSTR RENTAL	\$ 455.00	\$ -	\$ -	\$ 455.00
1743	BAND CLUB	\$ (70.25)	\$ -	\$ -	\$ (70.25)
1744	CHOIR CLUB**	\$ 1,699.05	\$ 206.52	\$ (22.00)	\$ 1,470.53
1745	BAND	\$ (6,703.15)	\$ -	\$ 138.25	\$ (6,564.90)
1746	CHOIR	\$ (3,511.72)	\$ 547.50	\$ 456.00	\$ (3,603.22)
1747	MUSIC TRIP	\$ 1,824.12	\$ -	\$ -	\$ 1,824.12
1748	SCHOOL PLAY	\$ 470.55	\$ -	\$ -	\$ 470.55
1749	ONE ACT	\$ (418.17)	\$ -	\$ -	\$ (418.17)
1750	SURPLUS PRO	\$ 93.00	\$ -	\$ -	\$ 93.00
1751	FOB CHECKOUT	\$ 2,100.00	\$ -	\$ -	\$ 2,100.00
1752	IPADs	\$ 5,454.00	\$ -	\$ 111.25	\$ 5,565.25
1766	ACCELERATED READER	\$ 4,128.96	\$ 1,221.23	\$ -	\$ 2,907.73
1767	ELEM PLAYGROUND	\$ 52,444.73	\$ -	\$ -	\$ 52,444.73
2009	CLASS OF 2009	\$ (54.64)	\$ -	\$ -	\$ (54.64)
2010	CLASS OF 2010	\$ 78.45	\$ -	\$ -	\$ 78.45
2013	CLASS OF 2013	\$ 292.21	\$ -	\$ -	\$ 292.21
2014	CLASS OF 2014	\$ 116.95	\$ -	\$ -	\$ 116.95
2015	CLASS OF 2015	\$ 115.65	\$ -	\$ 356.50	\$ 472.15
2016	CLASS OF 2016	\$ 9.55	\$ 2,086.32	\$ 1,260.00	\$ (816.77)
2017	CLASS OF 2017	\$ 1,576.61	\$ -	\$ -	\$ 1,576.61
2018	CLASS OF 2018	\$ 5,067.81	\$ -	\$ -	\$ 5,067.81
2019	CLASS OF 2019	\$ 4,779.61	\$ -	\$ -	\$ 4,779.61
2020	CLASS OF 2020	\$ -	\$ -	\$ -	\$ -
2021	CLASS OF 2021	\$ 628.84	\$ 628.84	\$ -	\$ -
2038	DRAMA	\$ (272.99)	\$ -	\$ -	\$ (272.99)
2040	GENERAL EXPENSES/INCOME	\$ (32,964.73)	\$ 8,931.33	\$ 2,593.03	\$ (39,303.03)
2042	GENERAL POSTAGE	\$ (277.15)	\$ -	\$ 59.95	\$ (217.20)
2044	SPECIAL ED	\$ 299.54	\$ 423.47	\$ 163.45	\$ 39.52
2045	INSURANCE	\$ (7,201.55)	\$ 5,722.94	\$ 3,075.16	\$ (9,849.33)
2046	IRS 125	\$ 612.22	\$ 221.50	\$ 221.50	\$ 612.22
2047	MOTOR CLUB	\$ 849.57	\$ -	\$ -	\$ 849.57
2048	RETIREMENT	\$ 44.91	\$ -	\$ -	\$ 44.91
2049	SRS GIFTS	\$ (12.33)	\$ -	\$ 340.00	\$ 327.67
2050	COURTESY COMMITTEE	\$ 599.22	\$ 50.00	\$ -	\$ 549.22
2051	MISCELLANEOUS	\$ 7,185.01	\$ -	\$ -	\$ 7,185.01
2081	ALUMNI	\$ 54.28	\$ -	\$ -	\$ 54.28
	Page 4 of 5				

ACTIVITY FUND
TREASURER'S REPORT
FOR 6-8-15
RECONCILED 6-4-15

	Account Description		EXPENSES	INCOME	End April
2082	BOARD SCHOLARSHIP FUND	\$ 252.54	\$ -	\$ -	\$ 252.54
2083	COMP PURCHASE	\$ (152.23)	\$ -	\$ -	\$ (152.23)
2084	FINE ARTS	\$ 111.83	\$ -	\$ -	\$ 111.83
2085	SIGN ADVERTISING	\$ 9,610.58	\$ -	\$ -	\$ 9,610.58
2086	PRES FREE SCHOL	\$ 1,833.64	\$ -	\$ -	\$ 1,833.64
2087	ATTEND/VAL SCHOL (tea conc)	\$ 1,955.65	\$ -	\$ -	\$ 1,955.65
2088	PROM	\$ 871.04	\$ -	\$ -	\$ 871.04
3000	ANNUAL	\$ (9,495.50)	\$ -	\$ 1,384.00	\$ (8,111.50)
3001	BUFFATEERS/STU COUNCIL	\$ 1,277.94	\$ -	\$ 334.00	\$ 1,611.94
3002	FBLA	\$ 22.39	\$ -	\$ -	\$ 22.39
3003	FCCLA	\$ (3,069.97)	\$ 4,296.11	\$ 682.69	\$ (6,683.39)
3004	FCS - PATTERNS	\$ 105.76	\$ -	\$ -	\$ 105.76
3005	NHS**	\$ 2,739.77	\$ 763.76	\$ 616.85	\$ 2,592.86
3006	LASER	\$ 10.41	\$ -	\$ -	\$ 10.41
3007	IND TECH SPECIAL FUND	\$ 1,894.79	\$ -	\$ -	\$ 1,894.79
3008	SUPERMERCADO	\$ 176.68	\$ -	\$ -	\$ 176.68
3031	BBALL	\$ (821.99)	\$ -	\$ -	\$ (821.99)
3032	BOYS BBALL CLUB	\$ 4,520.13	\$ 970.00	\$ 795.00	\$ 4,345.13
3033	CHEER	\$ 1,759.72	\$ -	\$ 200.00	\$ 1,959.72
3034	CROSS COUNTRY	\$ (910.13)	\$ -	\$ -	\$ (910.13)
3035	FOOTBALL	\$ (5,352.97)	\$ 3,191.94	\$ 50.00	\$ (8,494.91)
3036	FOOTBALL CLUB	\$ 7,667.16	\$ 7,692.00	\$ 4,074.15	\$ 4,049.31
3037	GIRLS BBALL CLUB	\$ 1,899.18	\$ -	\$ 873.00	\$ 2,772.18
3038	GOLF	\$ (2,581.96)	\$ 213.00	\$ -	\$ (2,794.96)
3039	GYM RENT	\$ 5,101.50	\$ -	\$ -	\$ 5,101.50
3040	CONCESSIONS	\$ (8,540.79)	\$ 2,721.66	\$ 3,250.96	\$ (8,011.49)
3041	TRACK	\$ (6,324.35)	\$ 3,472.17	\$ 4,475.25	\$ (5,321.27)
3042	VOLLEYBALL	\$ (12,602.24)	\$ -	\$ -	\$ (12,602.24)
3043	VOLLEYBALL CLUB	\$ 3,098.28	\$ -	\$ 3,717.00	\$ 6,815.28
3044	WRESTLING	\$ (12,478.77)	\$ -	\$ -	\$ (12,478.77)
3045	WRESTLING CLUB	\$ 2,667.47	\$ -	\$ -	\$ 2,667.47
3046	CROSS COUNTRY CLUB	\$ (0.28)	\$ -	\$ -	\$ (0.28)
3047	GOLF CLUB	\$ 111.44	\$ -	\$ 309.00	\$ 420.44
3048	TRACK CLUB	\$ 1,512.51	\$ -	\$ 208.00	\$ 1,720.51
3049	DANCE CLUB	\$ (476.35)	\$ -	\$ -	\$ (476.35)
1768/ 203	GENERAL DONATION FUND	\$ 770.96	\$ 781.00	\$ 780.14	\$ 770.10
		\$ 46,521.75	\$ 44,141.29	\$ 30,503.13	\$ 32,883.59
	**Includes INSF Funds Check				
	Page 5 of 5				



Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

(308) 856-4300 phone (308) 856-4907 fax

www.elmcreekschools.org

June 4, 2015

Dear Elm Creek Board of Education,

I would like to recommend the hire of Shaina McIntosh as a teacher for the Elm Creek Public Schools. Shaina has worked as a teacher the past in the Wilcox-Hildreth Public School system. In addition, she is well versed in technology integration and has worked in after-school and summer programs. She will be teaching pre-school.

Shaina will be an outstanding addition to our school system and community. Thank you for your consideration.

Sincerely,

Dean Tickle, Superintendent

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



Elm Creek Public Schools

7-12 Parent/Student Handbook

2015-2016 School Year

(revised 5/27/2015)

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 assure the well being 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

At Elm Creek Public Schools, our mission is to: ***Educate all students base on high educational standards; to support a safe environment that welcome diversity and mutual respect among students and adults; prepare all students, in cooperation with staff, family and community, to be well rounded contributing members of society.*** 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, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community--law enforcement, social services, medical services and private business--need to cooperate fully.

Section 1 Goals and Objectives

The goals and objective of the school are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extracurricular activities, which will contribute to the lifelong cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

Section 2 Mutual Respect

The Elm Creek Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 3 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 4 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.

Decision to Close Schools. 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 Power Announcement, 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. unless they are participating in the EC Breakfast Program. During fair weather conditions the first bell will ring at 7:45 a.m. allowing students to enter the building and to proceed to the cafeteria or gymnasium. 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

and are not to go to any other part of the building without 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 3:45 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:55 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.

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), 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

1. Students are responsible for the proper care of all books, computers, equipment, supplies and furniture supplied by the school.
2. 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. 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 books, etc., in their assigned locker. 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.

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:

1. 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.
2. 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.
3. 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.

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

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use. The courtesy phones are NOT to be used during class time. Use of the phone is not an excuse to be tardy to class. **Cell phones are permitted at school as long as they are turned off and kept in the student's locker. They may only be used outside of the school before and after school hours.**

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 Lunch

A hot school 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 a motor vehicle. 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

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.

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.
 - a. 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:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) 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.

- b. 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.

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 Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

Section 4 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 [Name] 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:
 - financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
 - 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 (i) financial hardship, or (ii) 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 5 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 6 Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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 7 Reporting Excessive Absenteeism to the County Attorney.

- a. 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.
- b. 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: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) 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.
- c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Section 8 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 9 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, Enrichment School, Credit Recovery School and/or Saturday 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 10 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 personally check out the student from the office.

Section 11 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 one school day in advance of the activity. The principals' office will communicate with activities coaches/sponsors by posting daily absences in the teachers' 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 "Request to be Absent" form obtained from the office. A student not following this procedure 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 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 12 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 may be served that day or the following day in the morning or after school. 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 their next class the teacher will deal with the 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 13 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.

Section 14 Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes sports contests and practices. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

Section 15 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 core curriculum:

English	40	Semester Hours
Science	30	Semester Hours
Math	30	Semester Hours
Social Studies (American History and American Government and one other Social Studies course)	30	Semester Hours
Physical Education or Health	5	Semester Hours
Speech I	5	Semester Hours
Art, Band or Music	5	Semester Hours
Required	145	Semester Hours
Electives	95	Semester Hours
Total	240	Semester Hours

Section 2 Progress Reports

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 Report Cards

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.

Section 4 Parent-Teacher Conferences

Parent-teacher conferences will be held this year at the end of Quarter 1 and mid-term, Quarter 3. Refer to the school calendar for the schedule. 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 5 Honor Roll

The Honor Roll will be determined by grade point average (GPA). All students with a GPA between 3.5 and 4.0 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.

Section 6 Grading System

Elm Creek Public Schools will use the letter grading system as follows:

Letter Grade	Percentage Grade	Computer Grade
A+	99-100	4.0
A	95-98	4.0
A-	93-94	3.66
B+	91-92	3.33
B	87-90	3.0
B-	85-86	2.66
C+	83-84	2.33
C	79-82	2.0
C-	77-78	1.66
D+	75-76	1.33
D	72-74	1.0
D-	70-71	0.66
F	Below 70	0
NC	No Credit	0

Section 7 Homework Policy

Purpose: Homework promotes responsibility, self-discipline and lifelong learning habits. Elm Creek Public Schools recognizes the importance of homework and assigns 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's 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.

Make-Up Work Policy: A grade of “NC or No Credit” will be given for assignments not handed in within the allotted number of days allowed by each teacher’s course syllabus for make-up. The student is still responsible for the work in order to foster learning. When appropriate, make-up assignments should be completed before the absence. Written make-up work may be assigned for each day missed regardless of the type of absence. The time each student is allowed will be determined by mutual agreement between the student and the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. No assignment sheets will be sent out until after at least two (2) days of absence. If the parents or students have concerns prior to the two (2) days, they are encouraged to contact the teacher. Make-up time can be served the next day. If the student fails to report to the teacher, the student will be turned over to the principal for remediation.

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

Responsibilities of Students:

- Write down/record assignments
- Ask questions if assignments are not clearly understood
- Organize time to work on assignments
- Complete all assignments thoroughly
- Compose quality work on all assignments
- Turn assignments in on time
- Seek help before or after school when needed

Responsibilities of Teachers:

- Assign relevant and meaningful homework that reinforces classroom learning
- Provide clear instructions and expectations of assignments
- Provide a course syllabus to their students for each class
- Ensure all students understand the purpose of the assignments
- Provide feedback and/or corrections of homework
- Communicate with students and parents if concerns of homework 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 homework 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 homework
- Regularly check student’s homework completion and grades using PowerSchool.

Additional Responsibilities:

If a student is unable to complete an assignment the parent is encouraged to write a note/email to the teacher explaining why the assignment was not completed. The teacher will respond either in writing or by contacting the parent by phone.

Article 5 Support Services

Section 1 Guidance Services

The Elm Creek Public Schools employs guidance counselors for the purpose of assisting with the District's testing program and 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, 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.

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 3:45 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 Violations

Any school employee who believes a student at school has a controlled substance without a prescription for it, tobacco, 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.

1. FIRST OFFENSE

- a. The student shall be placed on a (5) to (19) day out-of-school suspension, but shall be given the option of having the suspension reduced to a three 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.
- b. If a student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the 19-day out-of-school suspension.
- c. 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.
- d. 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.

2. SECOND OFFENSE

- a. The student will be placed on a nineteen - day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester.

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 students, 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: 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:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- 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.

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 school days but less than twenty 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

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 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.
2. 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 (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

3. 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.
4. 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.
5. 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.
6. 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.

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, 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.
3. 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.
4. 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.
5. 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.
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.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, 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.

8. Public indecency or sexual conduct.
9. 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.
10. 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.
11. 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.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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.
15. 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.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. 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:
 - a. 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

- b. 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:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. 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.
- d. 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:

- a. 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.

- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. 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).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. 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:

- 1) “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:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (1) 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.
 - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (3) 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.
 - (4) 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.
 - (5) 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.

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

- 1) **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.
- 2) **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.
- 3) **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.

- 4) **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.
 - 5) **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.
- c) **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.
- 2) **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:
- (a) **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.
 - (b) **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.
- A. **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.
- B. **Sanctions**: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense
1. **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 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.

2. 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.
3. 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:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 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.

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. 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.
8. Students are to be in their seats and ready for class on the tardy bell.
9. 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.
10. 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.
11. 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.
12. Snow handling is prohibited.

Section 12 **Law Violations**

1. 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.

2. 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.
3. 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:
 - a. Knowingly possessing illegal drugs or alcohol.
 - b. Aggravated or felonious assault.
 - c. Vandalism resulting in significant property damage.
 - d. Theft of school or personal property of a significant nature.
 - e. Automobile accident.
 - f. 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.

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.

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 (ECPS BOE Policy 6800)

A. Internet Safety Policy

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: (a) protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic

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

- a. 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: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) 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 (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
 - b. 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.
 - c. 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: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) 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 e-mail to a minor child or spouse; sending an e-mail 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 e-mail 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

- a. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- b. Users shall not copy, change, or transfer any software without permission from the network administrators.
- c. 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.
- d. Users shall not engage in any form of vandalism of the technology resources.
- e. 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:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails 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 e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.

7. 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: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) 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 7 Be subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:

1. Suspension and/or termination of electronic resource use privileges.
2. And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
3. 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 seen/heard by teachers, support staff or administration during school time, 8:00 A.M. to 3:45 P.M. will result in:

1st Offense – Verbal Warning

2nd Offense – 30 Minute detention. Phone will be returned after detention is served with staff member.

3rd Offense and Succeeding Offenses – Detention with office. Phone will be given to parent after detention is served.

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

- 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 2014- 2015 school year.

DATED: _____

Signature of Parent/Guardian/Custodian

DATED: _____

Signature of Physician

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

Elm Creek Public Schools Elementary Student Handbook 2015-2016

(revised May 29, 2015)



Love **BLUE**,
Live **GOLD** !

In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Buffalo County School District No. 9 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:

Title IX Coordinator
Section 504 Coordinator – Jason Sullivan
Buffalo County School District No. 9
230 Calkins Street, P.O. - Box #490
Elm Creek, Nebraska 68836

Parent/Student Handbook 2015-2016 School Year

Foreword

Section 1. Intent of Handbook:

This handbook's intended use is for students, parents and staff as a guide to the rules, regulations, and general information Elm Creek Elementary School. 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 assure the well being 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.

Section 2. Members of the Board of Education:

Mr. John Worthing	Mr. Jeff Meads	Mrs. Lynette Mitchell
Mrs. Denise Ourada	Mr. JC Ourada	Mr. Morgan Meier

Section 3. Administrative Staff:

Name	Position	Office Phone
Mr. Dean Tickle	Superintendent / Principal	856-4300 ex 1709
Mrs. Shaina McIntosh	Pre-School Teacher	856-4300 ex 1104
Mrs. Teresa Aten	Kindergarten	856-4300 ex 1107
Mrs. Rhonda Knapp	1 st Grade	856-4300 ex 1102
Ms. Jan Gunderson	1 st Grade	856-4300 ex 1101
Mrs. Brandi McCarter	2 nd Grade	856-4300 ex 1202
Mrs. Jennifer Schopke	3 rd Grade	856-4300 ex 1201
Mr. Mike Ford	4 th /5 th /6 th Grade	856-4300 ex 1301
Mrs. Renee Bauer	4 th /5 th /6 th Grade	856-4300 ex 1306
Mrs. Holly Sindt	4 th /5 th /6 th Grade	856-4300 ex 1308
Mr. Cindy Schroeder	4 th /5 th /6 th Grade	856-4300 ex 1304
Mr. Mitch Muma	Title I Coordinator	856-4300 ex 1203
Mrs. Lacey Bouc	Special Education	856-4300 ex 1208
Mrs. Cindy Carlton	Speech Pathologist	856-4300 ex 1602

Article 1 – Mission, Goals, and Policies

Section 1. District Mission Statement:

Educate all students base on high educational standards; to support a safe environment that welcome diversity and mutual respect among students and adults; prepare all students, in cooperation with staff, family and community, to be well rounded contributing members of society.

Section 2. Focus of the School:

The focus of the school system is on the student. The students and their educational development is the central concern of the board of education's policies and the administrative regulations. The board of education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

The Board believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to become capable and responsible life long learners. Accordingly, in this school district, statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

Section 3. 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 4. Entrance Age

The Board shall not admit any child into the Kindergarten or beginner grade of any school unless such child has reached the age of five years or will reach such age on or before July 31 of the current year.

Section 5. Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Elm Creek Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 6. Immunizations and Physicals

All students are required to be immunized against hepatitis, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus **prior to enrollment** and any student not in compliance shall not be permitted to continue in school. Varicella, or documentation of chickenpox disease, will be included as a requirement in each subsequent grade as the child progresses through the remaining grades. Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade and; in the case of a transfer from out of the state, to any other grade unless a parent or guardian of a child objects thereto in writing.

Beginning with the 2006-2007 school year, all students entering into a beginner grade or transferring into any grade from out of state will be required to have an eye examination, conducted by a physician, a physician assistant, an advanced practice nurse, or an optometrist within six months prior to enrollment of the student. The examination must include testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Parents may object in writing to prevent their student from the visual or physical examination. The cost of examinations is borne by the parent or guardian. The school district shall provide contact information regarding sources of free or reduced-cost visual examinations for low-income families that qualify.

Section 7. Registration

Parents are required by law to provide the school with a certified birth certificate and immunization records on each student. Parents are required to complete an enrollment form each year for each child attending school. This information is used to update our school records and for census purposes. Any change of address or telephone during the school year should be reported to the school at once.

Section 8. Student Information Updated

Parents are asked to inform the school when a change in student information occurs. For example, if the student moves, changes address, changes telephone number or the emergency contact information should change, please contact the school with new information for the health and safety of your child.

Section 9. Student Records

The school district supports the need to keep useful educational records for each pupil. Information is collected and maintained in student records to show the growth and development of individual students, to provide information to parents and authorized staff, and to provide a basis for the evaluation and improvement of school programs. Since these records are considered confidential, it is the responsibility of the school to preserve the rights to privacy for every student and parent.

The Elm Creek Public School District, in compliance with L.B. 559, the Missing Children Identification Act, requires that any person enrolling a student for the first time in the school district, must within thirty days provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

You should understand that you and your parents have access to personally review these records and may challenge any portion of them. No information about a student will be sent to any individual or outside agency without the informed written consent of the parent

Directory information in the Elm Creek Public School District shall consist of the name of the student, address, telephone number, grade and dates of attendance. Current practice in the Elm Creek School District is not to make available student lists to solicitors.

School activities will require publishing program information such as name, grade, etc., of students participating. Parents or students, upon notifying the school, can refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.

Section 10. Student Records Disclosure

Any student in any public school or his or her parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning such student, including the right to inspect, review, and obtain copies of such files or records, upon request and identification.

Section 11. Publishing of Student Pictures

School activities sometimes involve publishing pictures of students participating in their learning (For example, local/area media and district publications about our students and teachers). Parents or students can refuse to permit pictures to be released or published. Parents of the student, or the student, must notify the principal of the school.

Article 2 - School Day

Section 1. Daily Schedule

School Day—	Breakfast Program	7:20 AM -- 7:55 AM
	Grades Kindergarten through 6th	8:00 AM -- 3:45 PM
	Friday- Late Start	9:00 AM -- 2:41 PM

Students are discouraged from being on the school grounds prior to the first morning bells unless prior approval has been granted by the building principal and/or teacher or they are participating in the breakfast program. This time is used for teacher planning and staffing. Students must be in the classroom by 8:00 am. Parents, please, we need your cooperation in this matter.

Since the time of dismissal is stated, parents should check to see that their children come directly home. This is being stressed since it helps to avoid difficulties on the way home.

Students not picked up by 4:00 p.m. while waiting for their ride home, will be required to wait inside the school building. Supervision of students will be provided until the parent(s) or the students' ride comes inside the school building to take them home. Students are asked to be off school grounds after 4:00 p.m.

When parents request that the child leave the school campus during the school day, a note from the parents will be required. This note is to be presented to the teacher and/or principal for approval.

ALL FRIDAYS WILL BE LATE START. Class will begin at 9:00 a.m. Breakfast will be served at 8:20 a.m. Students may still arrive at their normal schedule if desired. Building staff will work with students before or after breakfast on reading and/or math activities in the gym-classrooms until a bell is given to go to class. Class schedules will be altered to accommodate the Friday late start.

Section 2. Shortened Schedule

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:00 p.m.

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. Radio and television stations broadcast this information regularly. A phone call system used by the District called Power Announcement is used to inform parents and guardians of school closing.

School Closures Due to Weather or Other Emergencies: Every effort will be made to make any decisions regarding school closures between 6:00 and 6:30 a.m. In the event of a school closure, notice will be given to the following media outlets: KRVN AM-880, KRVN FM- the River 93.1, NTV Network – Kearney, KOLN-KGIN TV- Channels 10-11- Lincoln/Grand Island, Y102 FM- Kearney, KELN- North Platte, KX104 and KODY – North Platte, and KGFV – Kearney. In any case, **an announcement will be made to the news media when schools will be closed. A phone call system used by the District**

called **Power Announcement** is used to inform parents and guardians of school closing. Please do not call the school or staff at home. This hinders necessary internal emergency communication. If you do not hear the message that Elm Creek Public Schools are closed, there will be school as usual.

Parental Discretion: School will be held whenever possible. Parents are urged to use their own good judgment and discretion however in sending your children to school. Parents should also use your own judgment about picking up children from school. Parents MUST NOTIFY School Offices whenever picking up your child prior to dismissal.

Section 4. Fire Drills and Tornado Warning

Fire drills and tornado alerts are held at regular intervals throughout the year, and are an important safety precaution. It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Elm Creek is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

Section 5. National Emergency

In the event of a national emergency in which the local area receives a warning, all children will be dismissed from school immediately with the instructions to go directly home or to a place agreed upon by the parents and the child.

Section 6. Emergency Conditions

All Elementary schools have a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 7. Open-Closed Campus:

When parents request that the child leave the school campus during the school day, a note from the parents will be required. This note is to be presented to the teacher and/or principal for approval.

Section 8. Field Trips

Classes may take educational field trips during the school year under the teacher's direction. Parents/guardians may be asked to assist with these field trips. Parents will receive prior notification for all field trips.

Section 9. Breakfast

The school provides a breakfast program starting at approximately 7:25 a.m. to 7:50 a.m. Some students may qualify for a free or reduced breakfast. Friday "Late Start" breakfast will begin at 8:20 a.m.

Section 10. Lunch

The school provides a hot lunch and a morning milk program and the students are encouraged to take advantage of the program.

No student is to go home for lunch unless they have permission from a parent. It is suggested that if a student eats lunch at home that a parent or guardian be home during their lunch period. Please inform the school if your child is to go home for lunch.

Some students may qualify for a free or reduced lunch. If you feel you qualify, please stop at the office of your school for further information.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Article 3 - 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. The first bell will ring at 7:54 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. 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 gym or other designated area and are not to go to any other part of the building without 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 3:45 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:55 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.

Section 2. Visitors

All visitors must report to the office 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 school.

Visits to our school by parents, residents of Elm Creek and interested educators are welcomed and encouraged. In order to protect the educational programs from undue disturbance, we request that persons wishing to visit make arrangements in advance with the child's instructor. Upon entering the building, we ask that you check in at the principal's office and that you limit your visit to one hour.

Due to the busy schedule on days before vacations, your cooperation in not bringing visitors at those times will be appreciated.

Section 3. Smoke-Free Environment

Elm Creek Public Schools declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

Section 4. Care and Use of School Property

If students choose to damage or destroy school facilities, they will be required to make complete restitution and appropriate disciplinary action will be taken.

Your textbooks and library books are the property of Elm Creek Public Schools and are available for your use. If a book is marred, defaced, or shows excessive wear and tear, it will be necessary for the student to pay for the book or the damage done. To make it possible for these books to be used for a normal period of time it is recommended that students' use book covers on all schoolbooks.

If you lose a textbook, it will be necessary for you to pay for the book before another book can be issued. If your book is found, your money will be refunded.

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.

Section 5. Locker Regulations

A locker (if available) is assigned to each student at the beginning of the year. The lockers are the property of the Elm Creek Public School District and are subject to inspection by authorized school personnel. The school is not responsible for stolen items.

Section 6. Searches of Lockers and Other Types of Searches

The school owns student lockers, desks, computer equipment, and other such property. 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 in 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:

1. 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.
2. 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.
3. Items that 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.

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

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and **emergency use only. Cell phones are not permitted in the classroom. Any cell phone brought to school must be left in the student's locker and handed to the teacher if no locker is issued to the student. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian.** We encourage families to have a daily plan of action prior to children coming to school. It is extremely disruptive to deliver messages to students while school is in session. By bringing cell phones and other electronic devices to school, the student and parent(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on a computer, cell phone, or other electronic device. The principal has authority to adjust discipline actions on an individual basis.

Section 9. Bicycles

Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10. Student Valuables- Personal Property

Pupils are responsible for their property. They must take care of it themselves. Never leave money, clothing, textbooks, notebooks, etc., lying around. It is suggested that a student not bring or wear expensive and valuable items to school. Mark all of your personal property.

Section 11. Lost and Found

Students who find lost articles are asked to take them to the office where the owner may claim them. All lost books will be returned to the teacher. Therefore, you are to place in the inside front cover (in pencil) your name, teacher's name, and room number. 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, music, or school sponsored event must be reported immediately to the school staff or Principal.

Section 13. Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. **All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Elm Creek Public Schools are not liable for injuries to pupils, nor can they pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.**

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. Solicitation

No collection or solicitation of money from pupils of the District for non-school purposes, except projects that are approved by the Administration in accordance with Board policy, shall be permitted.

Section 16. Deliveries

Due to the disruptions of the educational process, office procedure, and equity issues, gifts shall not be delivered to the office or classrooms for students. This includes, but is not limited to, flowers, balloons, cakes, and candy, unless a special event has been sanctioned within the classroom by the school administration.

Section 17. Parent-Teacher Organizations

The elementary school has a parent teacher organization that meets monthly and you are cordially invited to attend every meeting. Look for the notice of meeting posted on our school website.

Section 18. School Pictures

The Elm Creek Public Schools contract periodically to have pictures taken of school children early in the school year. Information regarding prices, times, and days are distributed via a bulletin from school.

Article 4 – Attendance

Section 1. Attendance and Punctuality

Attendance Policy and Excessive Absenteeism

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.

A. Attendance and Absences.

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

a. 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:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) 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.

b. 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 truanancies.

2. Absence Procedure. 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.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

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 the age of 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:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- 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 (i) financial hardship, or (ii) 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.

4. Reporting and Responding to Truant Behavior. 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 that any child is unlawfully absent from school. 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."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter 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:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.

6. Reporting Excessive Absenteeism to the County Attorney.

- a. 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.
- b. 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: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) 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.
- c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

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, Enrichment School, Credit Recovery School and/or Saturday 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 3 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 personally check out the student from the office.

Section 4. Tardiness

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy Consequences: Students considered tardy to class will have consequences set by either the classroom teacher, principal, or by school building. It is important that parents have their child arrive before class begins to ensure that instruction is not missed by the student, that the teacher does not take away time from other students to deal with a late student, and to instill responsibility within the student for their own success.

Section 5. 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. Parents picking up students are requested to sign their child out at the office.

Section 6. Make-up Work

Following an absence, students will have the opportunity to make up work. It will be the parents'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Assignment sheets and materials will be sent home if requested.

Section 7. Leaving the District

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunization and/or a change in neighborhood school assignment.

Section 8. Withdrawal and Transfer

The procedure for withdrawal or transfer is as follows:

1. Notify the office at least three days prior to your withdrawal.
2. See the principal of the building before leaving.
3. Upon arriving at the student's new school, request a transfer of records from the Elm Creek Public Schools.

Article 5 - Scholastic Achievement

Section 1. Grading System

The grading system of Elm Creek Public Schools shall be as follows:

- a. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- b. Achievement marks shall be given on a numerical basis for all grades 4-12, with the marks of 69 or lower considered a failure. A special grading report for the K-3, on a different basis, shall be used.
- c. The grading and conversion scale are as follows:
 - A+ 99-100, A 95-98, A- 93-94
 - B+ 91-92, B 87-90, B- 85-86
 - C+ 83-84, C 79-82, C- 77-78
 - D+ 75-76, D 72-74, D- 70-71
 - F Below 70, NC No Credit
- d. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system.
- e. Staff members may use whatever method they determine professionally appropriate in the day to day grading, but shall

prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.

- Achievement in relation to class objectives.
 - Class participation.
 - Mental ability of student in relation to the total class and required work.
 - Evidence the student is exceeding the class requirements and delving further.
- f. On excused absences of secondary students, they shall be allowed two (2) days for each day missed to complete work assigned. After this period elapses, all work not handed in or completed shall receive a zero.
- g. On unexcused absences, all work assigned shall receive a zero, or a grade assigned for class participation shall also receive a zero, and also possibility of a disciplinary action.
- h. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, deportment, comments (if instructor desires).

Section 2. Promotion and Retention

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 Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

Section 3. Interim Reports

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 that 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 4. Report Cards

Report cards will be sent out each nine weeks giving you the teacher's estimate of your child's progress. Suggestions from parents are always welcome. It is our aim to help your child to live a happy normal life.

Parents may access grades, attendance, assignments, and more. Through a web-based management system, "PowerSchool", parents will be issued a user identification and password to access their child's current information. Go to the following web site: <http://elmcreepublicschools.org>

Section 5. Parent Access to Student Information System

Parents and students may log on to the **Student Information System (SIS)** to access real-time information about grades, attendance, assignments, and more. Through a web-based management system, "PowerSchool", parents will be issued a user identification and password to access their child's current information. Through the following web site: <http://elmcreepublicschools.org> . Just enter your confidential **user id** and **password** and then click **Go!**

Parents may use computers at the school to access their child's information.

Section 6. Parent-Teacher Conferences

Parent-Teacher Conferences will be scheduled during the year. Refer to the school calendar for parent-teacher conference dates. If it is advisable, teachers may call parents for additional conferences outside the teaching hours. State law provides that either parent has the right to see the child's report card.

Section 7. Achievement Tests

Each year, students are to complete a battery of achievement tests as part of our State Rules and Regulations. It is important to the student to limit interruptions to as few as possible during these tests. No one will be permitted in the rooms other than students and the test proctor.

Section 8. Homework Policy

Homework is a vital part of a student's education. The purpose of assigned homework is:

1. It helps students develop study habits at an early age that will benefit them later in their education.
2. Involvement of the parents in the student's learning process keeps them informed about their child's learning and progress.
3. Students need to spend extra time at home to facilitate their learning at school.
4. It helps students budget their time.
5. It provides essential practice in developing basic skills.
6. Homework should nurture lifelong learning.

The education of our youth is a joint effort between school and home and there must be a sharing of responsibilities and a sense of cooperation between school and home.

Article 6 - Support Services

Section 1. Guidance Services

The Elm Creek Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

Section 2. Health Services

A school nurse is employed by the Elm Creek Public Schools and is available each Wednesday to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergy, medication changes, or other pertinent health information.

Section 3. Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Children showing definite signs of illness should be kept home. Students with severe coughs and sore throats should remain at home. Those with temperatures over 99.6 will be excluded from school and should not return until the temperature has been below 99.6 degrees for 24 hours, without fever medication. If a child has a fever in the evening, please keep him/her home the next day.

Should your child become ill during the day, the school will telephone you if possible. Parents who are away from home during school hours should provide the school with telephone numbers where they can be reached should it become necessary. 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 4. 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.

If your doctor has prescribed a medicine for you that will need to be taken during the day at school, you should bring it in the original container with the label from the pharmacy intact. You should also bring a permission form (available in the school office) signed by the student's parent/guardian stating the date(s), amount of medicine, and time it is to be taken. Check the medicine in with the school secretary the first thing in the morning - all medicine will be kept in the office to be given out and recorded during the day, and may be picked up after school if needed. If your child is taking throat lozenges or other medicine that is not a prescription, please complete a permission form concerning that medicine to be given to the school secretary.

Section 5. School Health Screening

Students in the Elm Creek Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

Section 6. Immunizations and Physical Examinations

All students are required to be immunized against hepatitis, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus **prior to enrollment** and any student not in compliance shall not be permitted to continue in school. Varicella, or documentation of chickenpox disease, will be included as a requirement in each subsequent grade as the child progresses through the remaining grades. Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade and; in the case of a transfer from out of the state, to any other grade unless a parent or guardian of a child objects thereto in writing.

Beginning with the 2006-2007 school year, all students entering into a beginner grade or transferring into any grade from out of state will be required to have an eye examination, conducted by a physician, a physician assistant, an advanced practice nurse, or an optometrist within six months prior to enrollment of the student. The examination must include testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Parents may object in writing to prevent their student from the visual or physical examination. The cost of examinations is borne by the parent or guardian. The school district shall provide contact information regarding sources of free or reduced-cost visual examinations for low-income families that qualify.

Section 7. Guidelines for Skin and Scalp Conditions DISEASE EXCLUSION FROM SCHOOL

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|------------|--|
| *Impetigo | To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician. |
| *Ringworm | To be excluded upon recognition by teacher or nurse. May be readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days. |
| *Head lice | To be excluded upon recognition by teacher or nurse. May be readmitted following treatment |

with lice shampoo or rinse. A note stating that student had such a treatment and the product used MUST accompany student upon return to school. All affected members of the household should be treated at the same time.

*Scabies To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

* If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.

Section 8. Guidelines for Communicable Diseases

We ask your cooperation in the prevention and control of communicable diseases. Obviously a child with a communicable disease at the stage where it may be contagious to others should not be in school. The following signs and symptoms should be looked on with suspicion before sending him/her to school: fever, flushed face, sore throat, red watery eyes, nasal discharge, cough, sneezing, headache, earache, nausea and vomiting, rash, pain anywhere in the body. We ask that you keep your child home if you observe any of these symptoms. If it should be a contagious disease, he/she will have protected his/her classmates by not coming to school, and will have been protected by not taking the chance of being exposed to something else in his/her condition of lowered resistance.

We are interested in the welfare of the child who has the disease and we are also interested in preventing the spread of disease. *School staff members will adhere to infection Control Procedures* regarding precautions against transmission of disease for all students and faculty. Nebraska Health and Human Services recommends the following:

Diseases	Exclusion From School
Measles (Rubeola)	May return to school in a minimum of 4 days after appearance of rash.
German Measles	May return to school in a minimum of 4 days after appearance (Rubella) of rash.
Mumps	May return to school after swelling has subsided.
Chicken Pox	May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.
Diphtheria	Must have doctor's written permit to return to school.
Influenza	Exclude for duration of illness.
(Scarlet Fever, Streptococcal Infection Scarlatina, Strep Throat)	Exclude until no fever and under treatment for 24 hours.
Pin worm	Exclude until treated, as documented by a physician.
Fifth Disease	Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.
Hepatitis A	Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.
Meningitis (Bacterial & Viral)	Exclude for duration of illness. Return with documented physician approval.
Pertussis-	Exclude, may return with documented physician's approval.

(Whooping Cough)

Pulmonary Tuberculosis Exclude, physician treatment essential. My return with documented physician approval.

*Pink eye Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious.

If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

Section 9. Emergency Health --- Epi-Pen

An epi-pen (epinephrine) injection is available in each building to be administered only in case of an emergency, life-threatening asthma attack or a severe allergic reaction (anaphylaxis), such as from a food or an insect bite.

Staff persons, who have been trained in CPR, have been taught to recognize these symptoms and to administer the epi-pen. If such an event occurs, a parent will be notified and the student will be transported to the hospital emergency room. It is important that parents notify the school nurse if their child has asthma or known allergies.

Section 10. Health Information Consent

Parents are asked to give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate personnel who serve the student (for example; Doctors, nurses, teachers, coaches, or staff member administering medication). Please sign the "Health Information Consent" form.

Section 11. Power Announcement - Phone Notification System

The Elm Creek Public Schools will contact parent(s), guardian(s), and students periodically throughout the school year to deliver important messages by a phone call on a recorded message. This will include school closings, emergency information, or by building information.

Article 7 - Drugs, Alcohol and Tobacco

Section 1. Drug-Free Schools

The District implements regulations and practices that 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 intend 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. 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 8 - Student Rights, Conduct, Rules and Regulations

Section 1. Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Elm Creek Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Elm Creek Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ELM CREEK PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Section 2. School Discipline

Our school has developed a school-wide behavioral plan called BIST (Behavioral Intervention Support Team). These plans contain possible circumstances and consequences that students should observe.

Each teacher has a BIST plan for his or her room. This plan is a system of consequences for good and poor behavior by students. Students may be asked to stay after school because of their improper behavior to process or talk about what the teacher observed and then listen to what the student has to say about their action. Teachers and students agree upon a plan of action in order for it to be most imperative that the school and parents work together in dealing with school discipline.

Section 3. Suspensions of Pupils

The Board of Education hereby establishes the provisions of Sections 79-254 to 79-296 of the Nebraska Statutes as its rules and standards of student conduct and hereby authorizes emergency exclusions, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Board of Education's rules and standards established pursuant to Section 79-254 to 79-296.

The Board of Education delegates to the Superintendent -- through the principals and staff of the schools in the district -- the establishing of such rules and standards of student conduct, which are reasonably necessary to carry out or to prevent interference in carrying out any educational function if such rules and standards are not in conflict with the established Board of Education Policy of Nebraska Statutes.

Section 4. Weapon/Firearm Policy

The purpose of the Nebraska Student Discipline Act [As amended by LB 1250 (1994), LB 658 (1995)], is to assure the protection of all elementary and secondary school students' rights to an education without threat of personal safety or interference with the educational process.

The following is a summary of the statutes regarding firearms on public school property:

The following student conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Act, when such activity occurs;

- 1) on school grounds,
- 2) in a school-owned vehicle being used for a school purpose,
- 3) or at a school-sponsored activity or athletic event.

A student may not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or "firearm" (see Federal Definition of Firearm).

If a student is found to be possessing, handling, or transmitting a firearm in any of the above circumstances, that student will be expelled from school for a period of not less than one calendar year.

For complete information concerning student conduct and discipline, a copy of the Nebraska Student Discipline Act (Revised, 1995) is kept in each school office, and also at the Central Office.

Section 5. Federal Definition of Firearm (18 U.S.C. Section 921)

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. Such term does not include an antique firearm.

The term “destructive device” means:

(A) any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses);

(B) any type of weapon (other than a shotgun or a shotgun shell which the Secretary of the Treasury finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and,

(C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

Section 6. Discipline and Corrective Actions - Due Process

According to Board Policy: The Board intends to assure the protection of all students’ constitutional right to due process and fundamental fairness within the contexts of an orderly and effective educational process. Any sanctions of student behaviors shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of the State of Nebraska and of the Constitution of the United States of America and in recognition of the right of every student to public education.

Rules and regulations shall provide for student rights of due process prior to the prescribing of disciplinary or corrective actions; any pupil or the parent or guardian of any pupil shall have the right to a review of any disciplinary or corrective action as provided by policy of the Board.

Section 7. Insubordination

Insubordination is defined as disobedience of reasonable rules and regulations. If a student chooses to violate these rules, appropriate disciplinary action will be taken.

Section 8. Playground Rules

1. Contact games will not be allowed. Touch football and soccer will be allowed.
2. Play only in designated areas for grade levels.
3. When a student misbehaves the school’s discipline policy will be implemented.
4. If an object travels into the street, the students must obtain permission from the supervising teacher on duty before the object can be retrieved.
5. Students should be properly dressed with snow boots, caps and gloves during inclement weather. Parents, please assist us in this matter.
6. Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents or school officials.
7. When the playground area is muddy or wet, students should stay away from those areas. The students may be required to stay on the hard surface areas of the playground.
8. Personal equipment (footballs, softballs, basketballs, etc.) will not be allowed at school.
9. Students will line up and enter the building in an orderly manner.

Section 9. Fighting and Other Disturbances

When a fight occurs, the possibility of injury or damage to other persons or property exists. For your protection and the protection of others, such activities will not be tolerated in school nor on the way to or from school.

If students choose to violate this policy, they may be suspended.

Section 10. Dress Code

An individual's grooming, the way he/she dresses and how he/she behaves, does have a bearing on how others react to him/her. Dress and grooming should be clean, not un-kept, neglected, untidy or messy. If a style demonstrates that it is disruptive to the educational process of themselves and others, constitutes a threat to safety and health of self or others, or is in violation of a statute, it will not be permitted in school. Ideally, within these limits the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents.

Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence (example: gang or professional wrestling) will not be accepted as appropriate school attire. Shorts may be worn in appropriate weather.

Section 11. Citizenship

Good conduct is the responsibility of each individual student. The way you conduct yourself should reflect good citizenship. Students are encouraged to resolve their own conflicts. If this is not possible, the teacher or principal should be consulted.

Section 12. Lunch Conduct

The cafeteria provides an environment in which to have lunch. In order to maintain this area, your cooperation is necessary. You can meet this responsibility by observing the following:

1. Students are expected to use good table manners.
2. Food or other items are not to be thrown.
3. Each individual student is responsible for cleaning the table where he/she eats and the floor under his/her table.
4. Each student is expected to remain seated while eating.
5. Food is not to be taken from the cafeteria.
6. Students will be dismissed from the cafeteria.
7. Loud talking will not be permitted.

If a student chooses to violate these rules, he/she may be disciplined.

Section 13. Safety

Please remind your child to always walk on the sidewalks, to cross the streets at intersections and never to play in the street. School pedestrian lanes have been established and traffic-warning signals installed at those crossings where there is considerable traffic. Please help us by instructing your child to use these controlled crossings.

Children riding bicycles should ride single file. The riding of bicycles on the playground is prohibited.

Section 14. Bus Discipline

Safety is our first consideration when transporting children to and from school. Bus discipline is a shared responsibility of students, parents, drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students. If parents are notified of their child's misbehavior on the bus, they are urged to cooperate with the school by pointing out the dangerous situations caused by violation of safety rules. If a driver's attention is diverted by misconduct, the safety of all passengers is jeopardized. Failure to comply with these rules may result in the loss of bus riding privilege.

Section 15. Bus Rider Rules

The following rules and regulations will apply to all bus trips: **Pupils will show respect to adults appointed by the school.**

Prior to Loading:

1. Be on time at the designated school bus stop—**the driver will wait no more than two minutes past the scheduled pick up time**
2. Stay on the sidewalk at least six (6) feet back from the curb at all times while waiting for the bus. Bus riders must conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a **complete** stop before attempting to enter the bus.

While on the Bus:

1. If the bus is equipped with seat belts, wear seat belts properly at all times.
2. Keep hands and head inside the bus at all times.
3. Assist in keeping the bus safe and sanitary at all times.
4. Avoid loud talking and laughing, playing radios, or causing unnecessary confusion. The driver's attention may be diverted, resulting in a serious accident.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children when they ride the bus.
9. Do not throw anything out of the bus windows.
10. Bus riders are not permitted to leave their seats while the bus is in motion. Riders are to remain seated facing forward without kneeling or sitting on your legs. State law prohibits standing while the bus is in motion.
11. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers.
12. Absolute quiet will be demanded when approaching and crossing a railroad-crossing stop.
13. In case of a road emergency, students are to remain in the bus.
14. Remain seated until the bus stops and the driver signals it is safe to unload.
15. Capacity of the bus cannot be exceeded.
16. Place all trash in container provided in bus.
17. Follow all other good behavior rules as if you were in the school cafeteria.
18. Use appropriate and respectful language at all times without bullying, teasing or bothering others.
19. Respect the personal space of others without touching, poking or bothering others
20. Do not handle the personal items of others without first asking and receiving their permission.
21. No open food or drink containers on the bus without permission of driver.

After Leaving the Bus:

1. Be alert to the danger signal from the bus driver.
2. The bus driver will not discharge students at places other than the regular bus stop, unless by proper authorization from school officials.

Bus drivers are instructed to issue one reminder to a student and if the student fails to respond appropriately or repeats the behavior, to report the matter to the school principal who will then either establish consequences and/or contact the parents/guardians.

Section 16. Pets

Pupils have been asked to see that their dogs or cats do not come to the school play-grounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher.

Section 17. Field Trip Eligibility

The following recommendations apply to all students in determining eligibility for participation in field trips:

- Exhibit responsible behavior in the overall school setting (classroom, playground, lunchroom, schoolwork, grades, etc.).
- Teachers will always take into account the ability of the individual student and the effort that is given by the student.

The classroom teacher or the building principal will notify parents and students as soon as possible when the eligibility of the student for the stated activities becomes questionable. This notice will serve as the only official warning to parents and student.

Students who are ineligible for stated activities will be placed in an alternative classroom setting with assigned work the day of the planned activity.

The purpose in establishing these standards is to continue to encourage students to do their very best in both their studies and in how they conduct themselves at school. Participation in these activities is a privilege and all students must earn the right to be included.

Section 18. 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:

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

1. Suspension and/or termination of electronic resource use privileges.
2. And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
3. 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 19. Additional Student Conduct Rules:

RULES AND REGULATIONS

These rules and regulations are for all students attending Elm Creek Elementary Schools:

1. Because there is no supervision on the school grounds before 7:45 A.M., we ask that students not come before this 7:45 bell, unless they are participating in the school breakfast program. A teacher or principal may grant permission if early arrival is necessary.
2. Students may use the office phone only with permission from a teacher or the principal. The phone is for business or in case of illness.
3. No gum chewing or candy on the school grounds except for special occasions and with teacher permission.
4. Students are not to climb on the roof of the building for any reason. If a ball goes on the roof, please inform the teacher on duty. The custodian will remove it after school.
5. Students are not to play on the front lawn of the school or climb trees on the school grounds.
6. Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime.
7. Personal equipment (footballs, softballs, etc.) will not be allowed at school.
8. All students are to leave the school grounds immediately after school unless you have teacher permission.
9. There are to be no rocks, dirt clods, snowballs or any foreign objects thrown at any time.
10. No running or loud talk is permissible in the halls of the school.
11. Skateboards are not allowed on the school property.
12. Nuisance items that may cause disruptions in school are not allowed. All nuisance items brought to school will be confiscated by staff members and turned in to the office.
13. Inappropriate language will not be tolerated.
14. The use of drugs, alcohol and tobacco will not be permitted.
15. Roller blades are not to be worn on school grounds.

Article 9 State, Federal Programs, and Additional District Policies

The following state and federal guidelines are available upon request at any Elm Creek Public School office and are posted at the Elm Creek Public Schools website: <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
- Section 13.** Elm Creek Public Schools Internet Policy

**Elm Creek Elementary Schools
Title I Parent/School Compact
A Plan for Responsible Action
&
A Call for Home/School Cooperation**

As teachers and parents, helping children become capable, responsible lifelong learners is a duty we share. Completing schoolwork on time and handing the work in when due is an important responsibility for our children. This is a skill we all need to learn. While it is the child's responsibility to do the work and hand it in, please help your child be responsible by doing your part to monitor his/her schoolwork. The following plan to assist students has been designed with parent and teacher input.

Each student is responsible for recording schoolwork assigned in an agenda, completing the work, and handing in that schoolwork. To assist themselves, **students will:**

1. Use a School Agenda (Homework notebook)
2. Use the agenda every day to record assignments
3. Complete & hand in all schoolwork on time
4. Take the agenda home and have his/her parent review the notebook
5. Have his/her parent sign the agenda
6. Bring the agenda back to school each day to show his/her teacher.

Parents will:

1. Review and sign the agenda each school day - Use the agenda to write notes to the teacher as needed and note any work unfinished
2. Require their child return to school for the agenda if it is not brought home
3. If student work is not completed and the agenda not signed, meet with teachers to help your child develop a plan to resolve the problem
4. Provide time, appropriate materials, and an appropriate learning space at home for completion of schoolwork
5. Limit TV viewing, computer games, and movies until school work is completed
6. Provide a balanced diet, adequate rest (10 hours a day), and exercise
7. See that reading is made a daily practice of at least 5 minutes multiplied by the child's age.

Teachers will:

I, the undersigned, partner in education of children at Elm Creek Public Schools commit to the following:

1. Provide weekly progress reports and communication regarding student progress.
2. Provide homework that reinforces skills taught in the classroom.
3. Provide a welcoming, developmentally appropriate atmosphere that is conducive to learning.
4. Provide ongoing communication with parents through: Newsletters, Notes, and telephone calls.
5. Continue to strive to meet and accommodate the needs of each student.
6. Focus on enriched skills to promote academic growth.
7. Dedicate time to receiving professional development to gain knowledge, which will ensure student achievement.
8. Provide high quality curriculum and instruction that enables students to meet state academic standards.

**RECEIPT OF 2014-2015 PARENT-STUDENT
ELM CREEK ELEMENTARY SCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2014-2015 Parent-Student Handbook of Elm Creek Elementary 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.

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.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to: **Elementary School Teacher**

**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 2014-2015 school year.

DATED: _____

Signature of Parent/Guardian/Custodian

DATED: _____

Signature of Physician

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