

Board of Education Regular Meeting

Monday, July 13, 2020 6:00 PM

Library Flex Room
230 Calkins Avenue
Elm Creek, NE 68836-0490

1. Call to Order
2. Flag Salute
3. Open Meeting Act
4. Roll Call
5. Approval of Agenda
6. Citizens Comments
7. Consent Agenda
 1. Minutes
 2. Claims
 3. Treasurer's Report
8. Information Items
 1. Policy First Read- 6400 Parent/Community Involvement in Schools
 2. PreK-5 Student Handbook
 3. Proposal for additional, full time, custodial position
 4. School COVID-19 Response Plan
9. Action Items
 1. 7-12 Student Handbook - Second Read
 2. The board delegates authority to Dr. Schroder, or his designee, to adjust the districts COVID-19 Response Plan as needed.
10. Old Business
11. Reports
 1. Superintendent's Report
 2. Principals' Report
 3. Board Committees
12. Next Regular Board Meeting
13. Adjournment

Board of Education Regular Meeting
Monday, June 8, 2020 7:00 PM

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

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

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

6. Citizen's Comments
7. Consent Agenda

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

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

- 7.1. Approval of Minutes of Previous Meeting(s)
- 7.2. Payment of Invoices
- 7.3. Financial Reports
8. Old Business

- 8.1. Approve second Reading of policy revision for Board policies 5301 - 5601

Motion to approve second Reading of policy revision for Board policies 5301 - 5601 Passed with a motion by JC Ourada and a second by Suzanne Brodine.

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

9. New Business

- 9.1. Accept resignation of Allegra Woollen, vocal music teacher

Motion to accept resignation of Allegra Woollen, vocal music teacher Passed with a motion by Alicia Beavers and a second by Morgan Fouts.

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

9.2. Approve disposition of surplus materials - Library weeding list #3

Motion to approve disposition of surplus materials - Library weeding list #3 Passed with a motion by Suzanne Brodine and a second by JC Ourada.

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

9.3. Approve 2020-2021 Breakfast and Lunch prices

Motion to approve 2020-2021 Breakfast and Lunch prices Passed with a motion by Jeff Meads and a second by Morgan Fouts.

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

9.4. Approve first draft of the 7-12 2020-21 Student Handbook

Motion to approve first draft of the 7-12 2020-21 Student Handbook Passed with a motion by JC Ourada and a second by Suzanne Brodine.

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

9.5. Approve employment of a .6 FTE vocal music teacher.

Motion to approve employment of a .625 FTE vocal music teacher. Passed with a motion by Alicia Beavers and a second by Morgan Fouts.

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

9.6. Motion to approve repayment of the Line of Credit to FirstTier Bank in th amount of \$330,695.83.

Motion to approve repayment of the Line of Credit to FirstTier Bank in the amount of \$330,695.83. Passed with a motion by Suzanne Brodine and a second by JC Ourada.

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

10. Reports

10.1. Buildings and Ground Committee Report

10.2. Curriculum and Technology Committee Report

10.3. Principal's Report

10.4. Superintendent Report

11. Executive Session

Motion to enter Executive Session at 7:28 PM. Passed with a motion by JC Ourada and a second by Morgan Fouts.

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

Motion to exit Executive Session at 8:22 PM Passed with a motion by JC Ourada and a second by Jeff Meads.

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

12. Next Regular Meeting

Next Regular Meeting 7/13/20 6PM. Passed with a motion by JC Ourada and a second by Suzanne Brodine.

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

13. Adjournment

Motion to adjourn meeting 8:23 PM. Passed with a motion by JC Ourada and a second by Suzanne Brodine.

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

Check Register

Direct

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

Checks Printed

01 - GENERAL FUND

Bank Account :A - General Fund

| | | | | | |
|--------------------|------------|-----------|------------|-----------------------------|---------------|
| 00017308 | 07/13/2020 | ADVANCEDW | | Advanced Water Company, Inc | |
| INV1505 | 07/08/2020 | | 07/09/2020 | Tower Probe | 241.89 |
| Check Total | | | | | 241.89 |

| | | | | | |
|--------------------|------------|------------|------------|--------------------|---------------|
| 00017309 | 07/13/2020 | BLACKHILLS | | BLACK HILLS ENERGY | |
| 062420-01 | 06/24/2020 | | 07/09/2020 | 225 East Boyd | 130.96 |
| 062420-40 | 06/24/2020 | | 07/09/2020 | 230 East Calkins | 242.05 |
| 062420-94 | 06/24/2020 | | 07/09/2020 | 122 N Church St | 32.93 |
| Check Total | | | | | 405.94 |

| | | | | | |
|--------------------|------------|---------|------------|-------------|---------------|
| 00017310 | 07/13/2020 | CENTURY | | CENTURYLINK | |
| 06282020 | 06/28/2020 | | 07/09/2020 | Phone | 321.48 |
| Check Total | | | | | 321.48 |

| | | | | | |
|--------------------|------------|-----------|------------|-------------|---------------|
| 00017311 | 07/13/2020 | CUMMINSCE | | CUMMINS INC | |
| J7-23935 | 06/25/2020 | | 07/09/2020 | Generator | 599.98 |
| Check Total | | | | | 599.98 |

| | | | | | |
|--------------------|------------|--------|------------|-------------------------|--------------|
| 00017312 | 07/13/2020 | ECOLAB | | ECOLAB PEST ELIMINATION | |
| 9653814 | 07/07/2020 | | 07/09/2020 | Pest Elim | 71.01 |
| Check Total | | | | | 71.01 |

| | | | | | |
|--------------------|------------|------------|------------|----------------------------|--------------|
| 00017313 | 07/13/2020 | ELECTRONIC | | ELECTRONIC CONTRACTING CO. | |
| LN052933 | 06/15/2020 | | 07/09/2020 | June, July, Aug Monitoring | 81.00 |
| Check Total | | | | | 81.00 |

| | | | | | |
|--------------------|------------|-------|------------|-----------------------------|-----------------|
| 00017314 | 07/13/2020 | ESU10 | | Educational Service Unit 10 | |
| 070120-11 | 07/01/2020 | | 07/09/2020 | Network Op, Sped Inserv | 1,257.25 |
| 070120-12 | 07/01/2020 | | 07/09/2020 | Voc Eval, Training | 304.99 |
| 070120-78 | 07/01/2020 | | 07/09/2020 | Deaf Ed | 293.19 |
| 070120-79 | 07/01/2020 | | 07/09/2020 | Phys Therapy | 160.86 |
| 070120-80 | 07/01/2020 | | 07/09/2020 | Supervision | 1,601.10 |
| 070120-81 | 07/13/2020 | | 07/09/2020 | Occupational Therapy | 1,814.66 |
| 070120-84 | 07/01/2020 | | 07/10/2020 | Psych | 990.08 |
| Check Total | | | | | 6,422.13 |

| | | | | | |
|--------------------|------------|----------|------------|--------------------------|---------------|
| 00017315 | 07/13/2020 | ESUCOORD | | ESU COORDINATING COUNCIL | |
| COOP001225 | 06/25/2020 | | 07/09/2020 | Movie Site License | 351.00 |
| Check Total | | | | | 351.00 |

| | | | | | |
|--------------------|------------|---------|------------|-------------|---------------|
| 00017316 | 07/13/2020 | FOSTERC | | CURT FOSTER | |
| 07012020 | 07/01/2020 | | 07/09/2020 | Rent | 100.00 |
| Check Total | | | | | 100.00 |

| | | | | | |
|----------|------------|----------|--|-----------------------|--|
| 00017317 | 07/13/2020 | FOSTFAMI | | Foster's Family Foods | |
|----------|------------|----------|--|-----------------------|--|

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name PO Date | Description | Amount |
|------|-------------------------|----------------------------|------------------------|------------------------|---------------------------------|----------|
| | 07012020-14 | 07/01/2020 | | 07/09/2020 | Sped Groceries | 38.65 |
| | | | | | Check Total | 38.65 |
| | 00017318 | 07/13/2020 | FRONTLINE | | FRONTLINE | |
| | INVUS122793 | 07/09/2020 | | 07/09/2020 | Time & Attendance | 3,669.75 |
| | | | | | Check Total | 3,669.75 |
| | 00017319 | 07/13/2020 | GRACZYKL | | GRACZYK LAWN & LANDSCAPE | |
| | 64006 | 07/01/2020 | | 07/09/2020 | Fertilizer | 430.00 |
| | | | | | Check Total | 430.00 |
| | 00017320 | 07/13/2020 | GRACZYKS | | GRACZYK SPRINKLERS | |
| | 5367 | 06/10/2020 | | 07/09/2020 | Service Call | 125.28 |
| | | | | | Check Total | 125.28 |
| | 00017321 | 07/13/2020 | GREATM | | GREAT MINDS | |
| | INV047975 | 06/18/2020 | | 07/09/2020 | Eureka Math | 84.19 |
| | | | | | Check Total | 84.19 |
| | 00017322 | 07/13/2020 | HAPPP | | HAPP PUBLISHING | |
| | 06302020 | 06/30/2020 | | 07/09/2020 | Minutes, Notice, Subscr | 124.89 |
| | | | | | Check Total | 124.89 |
| | 00017323 | 07/13/2020 | HARRIS | | HARRIS SCHOOL SOLUTIONS | |
| | MN00131003 | 06/18/2020 | | 07/09/2020 | Fund Acct, AAWeb | 4,816.28 |
| | | | | | Check Total | 4,816.28 |
| | 00017324 | 07/13/2020 | HOMETOWN | | Hometown Leasing | |
| | 070120 | 07/01/2020 | | 07/09/2020 | Copiers | 1,420.00 |
| | | | | | Check Total | 1,420.00 |
| | 00017325 | 07/13/2020 | INNOVATIVE | | INNOVATIVE OFFICE SOLUTIONS LLC | |
| | 2976795 | 06/29/2020 | | 07/09/2020 | Misc Supplies | 1,832.17 |
| | SO-2976795 | 07/01/2020 | | 07/09/2020 | Bath Tissue etc | 572.80 |
| | | | | | Check Total | 2,404.97 |
| | 00017326 | 07/13/2020 | INTELL | | INTELLICOM COMPUTER CONSULTING | |
| | 237164 | 06/30/2020 | | 07/09/2020 | Service and Repairs | 831.25 |
| | | | | | Check Total | 831.25 |
| | 00017327 | 07/13/2020 | ISLANDSU | | Island Supply Welding | |
| | 222358 | 06/30/2020 | | 07/09/2020 | Cyl Rental | 67.20 |
| | | | | | Check Total | 67.20 |
| | 00017328 | 07/13/2020 | KEARNRENT | | KEARNEY RENTAL PROS | |
| | 061220 | 06/12/2020 | | 07/09/2020 | 18 months | 2,849.94 |
| | | | | | Check Total | 2,849.94 |

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name Description | Amount |
|------|-------------------------|----------------------------|------------------------|--------------------------------|-----------------|
| | 00017329 | 07/13/2020 | KELLYSA | KELLY'S SALES & AG SERVICE | |
| | 21023 | 08/18/2020 | | Trailer Tires | 15.00 |
| | | | | Check Total | 15.00 |
| | 00017330 | 07/13/2020 | LINWELD | MATHESON TRI GAS | |
| | 51657871 | 06/30/2020 | | Shop | 189.20 |
| | | | | Check Total | 189.20 |
| | 00017331 | 07/13/2020 | MCGRAW | MCGRAW-HILL COMPANIES | |
| | 112993012001 | 06/30/2020 | | Wonders | 2,257.76 |
| | 112993012002 | 05/31/2020 | | Wonders | 2,205.90 |
| | 113195883001 | 06/17/2020 | | Wonders | 672.71 |
| | | | | Check Total | 5,136.37 |
| | 00017332 | 07/13/2020 | MENARDS | MENARDS - KEARNEY | |
| | 1392 | 05/23/2020 | | Paint Supplies, Paint | 86.72 |
| | 1639 | 05/27/2020 | | Weight Room | 32.80 |
| | 1925 | 06/01/2020 | | Wood, Caulk, Pinesol | 198.03 |
| | 2191 | 06/05/2020 | | Reacher, Clamps, Rep Kit | 41.57 |
| | 2462 | 06/10/2020 | | Latch Boxes, Etc | 64.90 |
| | 2812 | 06/16/2020 | | Paint, Brushes | 229.63 |
| | 3105 | 06/20/2020 | | Paint, Rustoleum | 133.35 |
| | 3378 | 06/25/2020 | | Floor Paint, Int Paint | 228.91 |
| | 3443 | 06/26/2020 | | Concrete, Fescue Seed | 70.70 |
| | | | | Check Total | 1,086.61 |
| | 00017333 | 07/13/2020 | NASB | NEBRASKA ASSN OF SCHOOL BOARDS | |
| | INV-05814-C7J8 N9 | 06/11/2020 | | Finance Workshop | 75.00 |
| | | | | Check Total | 75.00 |
| | 00017334 | 07/13/2020 | NPPD | NEBRASKA PUBLIC POWER DISTRICT | |
| | 061520-6740 | 06/15/2020 | | Bus Barn | 51.05 |
| | 061520-6744 | 06/15/2020 | | Ballfield | 51.05 |
| | 061520-6748 | 06/15/2020 | | 230 East Calkins | 2,572.34 |
| | | | | Check Total | 2,674.44 |
| | 00017335 | 07/13/2020 | OVERTONSAN | OVERTON SAND & GRAVEL CO | |
| | 73770 | 05/05/2020 | | Concrete | 268.00 |
| | | | | Check Total | 268.00 |
| | 00017336 | 07/13/2020 | PAYFLEX | PAYFLEX SYSTEMS USA | |
| | 07012020 | 07/01/2020 | | July | 150.00 |
| | | | | Check Total | 150.00 |
| | 00017337 | 07/13/2020 | PERMA | PERMA-BOUND | |
| | 1862023-00 | 06/23/2020 | | Books | 784.60 |

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name PO Date | Description | Amount |
|------|-------------------------|----------------------------|------------------------|------------------------|---------------------------|----------|
| | | | | | Check Total | 784.60 |
| | 00017338 | 07/13/2020 | PIONEERTE | | PIONEER TELEPHONE | |
| | 07012020 | 07/01/2020 | | 07/09/2020 | Long Distance | 87.09 |
| | | | | | Check Total | 87.09 |
| | 00017339 | 07/13/2020 | REALLY | | REALLY GOOD STUFF | |
| | 7243648 | 06/09/2020 | | 07/09/2020 | Posters, Calendars | 70.91 |
| | | | | | Check Total | 70.91 |
| | 00017340 | 07/13/2020 | SCHOOLSP | | SCHOOL SPECIALTY | |
| | 202501718178 | 06/09/2020 | | 07/09/2020 | Grades 1 & 2 | 38.80 |
| | 208125255522 | 06/09/2020 | | 07/09/2020 | Monthly Journal | 30.35 |
| | 308103539386 | 06/29/2020 | | 07/09/2020 | Ropes, Stopwatch, Timer | 1,043.86 |
| | | | | | Check Total | 1,113.01 |
| | 00017341 | 07/13/2020 | SERVICE | | SERVICEMASTER OF MID NE | |
| | 18418 | 06/30/2020 | | 07/09/2020 | 2010 Addition | 3,419.85 |
| | 18419 | 06/30/2020 | | 07/09/2020 | Elementary | 3,856.30 |
| | | | | | Check Total | 7,276.15 |
| | 00017342 | 07/13/2020 | STATENE | | STATE OF NEBRASKA | |
| | 1222388 | 06/08/2020 | | 07/09/2020 | Network Service Fee | 409.88 |
| | | | | | Check Total | 409.88 |
| | 00017343 | 07/13/2020 | STONEC | | CINDY STONE | |
| | 070920 | 07/09/2020 | | 07/09/2020 | Reimburse-Clean Supplies | 73.99 |
| | | | | | Check Total | 73.99 |
| | 00017344 | 07/13/2020 | TEACHDIR | | TEACHER DIRECT | |
| | INV/2020/11127/69 | 06/10/2020 | | 07/09/2020 | 1st Grade | 27.40 |
| | | | | | Check Total | 27.40 |
| | 00017345 | 07/13/2020 | USBANK | | CORPORATE PAYMENT SYSTEMS | |
| | 070620-5491 | 07/06/2020 | | 07/09/2020 | Sped, Math, Office | 402.31 |
| | | | | | Check Total | 402.31 |
| | 00017346 | 07/13/2020 | USPOSTAL | | US Postal Service | |
| | 07092020 | 07/09/2020 | | 07/09/2020 | Stamped Envelopes | 323.15 |
| | | | | | Check Total | 323.15 |
| | 00017347 | 07/13/2020 | VERIZON | | VERIZON WIRELESS | |
| | 9856040868 | 06/28/2020 | | 07/09/2020 | Cell Phone | 65.03 |
| | | | | | Check Total | 65.03 |
| | 00017348 | 07/13/2020 | VILLAGEE | | Village Of Elm Creek | |
| | 070920 | 07/09/2020 | | 07/09/2020 | Water, Sewer, Trash | 742.50 |

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name PO Date | Description | Amount |
|----------------------------------|-------------------------|----------------------------|------------------------|------------------------|----------------------------|------------------|
| | | | | | Check Total | 742.50 |
| | 00017349 | 07/13/2020 | WELLSF | | WELLS FARGO BUSINESS CARD | |
| | 062620-0319 | 06/26/2020 | | 07/09/2020 | Paint etc | 283.66 |
| | | | | | Check Total | 283.66 |
| | 00017350 | 07/13/2020 | WELLSFARG | | Wells Fargo Card Services | |
| | 062620-9810 | 06/26/2020 | | 07/09/2020 | Lodging, Fold Lap Desk | 962.31 |
| | | | | | Check Total | 962.31 |
| | 00017351 | 07/13/2020 | WEXBANK | | WEX BANK | |
| | 66183682 | 06/30/2020 | | 07/09/2020 | Fuel | 51.21 |
| | | | | | Check Total | 51.21 |
| | 00017352 | 07/13/2020 | WOODWARDS | | WOODWARDS DISPOSAL SERVICE | |
| | NO8934-814 | 06/22/2020 | | 07/09/2020 | Shred Sercie | 25.00 |
| | | | | | Check Total | 25.00 |
| 01 - GENERAL FUND Totals: | | | | | | 47,749.65 |
| Total of Checks Printed: | | | | | | 47,749.65 |
| Report Total: | | | | | | 47,749.65 |

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR June 8, 2020-Corrected for General Fund balance

GENERAL FUND - ACCT NO. 137766 (Reconciled)

| | | |
|---|----|--------------|
| BANK BALANCE May 1, 2020 | \$ | 253,613.21 |
| | | |
| RECEIPTS | | |
| BUFFALO COUNTY - TAXES | \$ | 803,435.18 |
| Dawson County | \$ | 75,423.52 |
| CCC- Dual Credit Course | \$ | 2,370.00 |
| PHELPS COUNTY - TAXES | \$ | 235,959.94 |
| PRESCHOOL PAYMENTS | \$ | 290.00 |
| STATE - Sped SA FFR Reimbursement 18-19 | \$ | 19,889.00 |
| STATE AID | \$ | 16,566.00 |
| Village - Liquor License Fees | \$ | 200.00 |
| TOTAL RECEIPTS | \$ | 1,154,133.64 |
| | | |
| AVAILABLE BALANCE | \$ | 1,407,746.85 |
| | | |
| DISBURSEMENTS: | | |
| Bills Paid May, 2020 | \$ | 50,338.94 |
| Payroll | \$ | 307,874.92 |
| TOTAL DISBURSEMENTS | \$ | 358,213.86 |
| | | |
| BOOK BALANCE May 31, 2020 | \$ | 1,049,532.99 |

DEPRECIATION FUND - ACCT NO 14832

| | | |
|---------------------------|----|-----------|
| Balance May 1, 2020 | \$ | 65,399.75 |
| Expenses | \$ | - |
| INTEREST | \$ | - |
| | | |
| BOOK BALANCE May 31, 2020 | \$ | 65,399.75 |

CERTIFICATES OF DEPOSIT THRU May 31, 2020

| | | | |
|--------------------|--------------------------------------|----|------------|
| #6692 | Bus Depreciation | \$ | 12,123.40 |
| #6233 | Track Maintenance - Issued 8/31/09 | \$ | 17,149.19 |
| #6013 | Track Maintenance | \$ | 58,179.99 |
| #2232 | Unemployment | \$ | 11,295.97 |
| #6482 | Track Maintenance - Issued 8/31/2011 | \$ | 10,502.13 |
| CERTIFICATE TOTALS | | \$ | 109,250.68 |

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR June 8, 2020-Corrected for General Fund balance

BUILDING FUND (Reconciled 6-4-20)

| | | |
|----------------------|----|-----------|
| Balance May 1, 2020 | \$ | 15,401.89 |
| BUFFALO COUNTY | \$ | 20,526.04 |
| DAWSON COUNTY | \$ | 1,938.32 |
| Phelps County | \$ | 6,076.59 |
| INTEREST | \$ | 3.32 |
| EXPENSES | \$ | (706.25) |
| BALANCE May 31, 2020 | \$ | 43,239.91 |

BOND FUND (OPENED 11-12-09)

(Reconciled 6-4-20)

| | | |
|--|----|------------|
| Balance May 1, 2020 | \$ | 246,358.40 |
| RECEIPTS- BUFFALO | \$ | 117,141.87 |
| RECEIPTS - DAWSON COUNTY | \$ | 11,140.63 |
| RECEIPTS - PHELPS COUNTY | \$ | 34,925.82 |
| DISBURSEMENTS (Principal & Interest Payment) | \$ | - |
| BALANCE May 31, 2020 | \$ | 409,566.72 |

SAM/DUNS ACCOUNT (REAP-1173)

(Reconciled)

| | | |
|----------------------|----|-----------|
| Balance May 1, 2020 | \$ | 10,193.40 |
| DISBURSEMENTS | \$ | - |
| BALANCE May 31, 2020 | \$ | 10,193.40 |

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR June 8, 2020-Corrected for General Fund balance

LUNCH FUND

BANK BALANCE May 1, 2020 (Reconciled 6-5-20) \$ 107.68

RECEIPTS

| | | |
|------------------------------------|-----------|------------------|
| LUNCH SALES | \$ | 1,072.05 |
| EFUND PAYMENTS | \$ | - |
| Federal Reimbursement Breakfast | \$ | 549.80 |
| Federal Reimbursement Lunch | \$ | 359.28 |
| State Reimbursement Lunch | \$ | - |
| State Reimbursement Breakfast | \$ | - |
| SFP FY 2020 (Summer Lunch - COVID) | \$ | 9,673.76 |
| TRANSFERS FROM GENERAL ACCT | \$ | 10,000.00 |
| TOTAL RECEIPTS | \$ | 21,654.89 |

AVAILABLE BALANCE \$ 21,762.57

DISBURSEMENTS

| | | |
|--------------------------|----|----------|
| Food/Groceries/Milk Etc. | \$ | 2,854.58 |
| Supplies | \$ | 660.74 |
| April Payroll | \$ | 9,337.47 |

TOTAL DISBURSEMENTS \$ 12,852.79

BALANCE May 31, 2020 \$ 8,909.78

June Bills

| | | |
|------------------------------|----|----------|
| CASHWA | \$ | 1,647.48 |
| FOSTERS | \$ | 25.73 |
| HILAND (MILK) | \$ | 638.31 |
| NE SCHOOL NUTRITION ASSN | \$ | 150.00 |
| SCHOOL SPECIALTY | \$ | 105.81 |
| US FOODS (THOMPSON) | \$ | 141.14 |
| VILLAGE UNIFORM (TOWELS ETC) | \$ | 24.20 |

\$ 2,732.67

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR July 13, 2020

GENERAL FUND - ACCT NO. 137766 (Reconciled 7/10/20)

| | | |
|---|----|--------------|
| BANK BALANCE June 1, 2020 | \$ | 1,049,532.99 |
| | | |
| RECEIPTS | | |
| BUFFALO COUNTY - TAXES | \$ | 279,025.74 |
| Dawson County | \$ | 4,920.23 |
| BUILDING FUND XFER RE GLASS DOCTOR | \$ | 9,684.95 |
| MONA (Workshop Stipend) | \$ | 70.00 |
| PHELPS COUNTY - TAXES | \$ | 49,256.15 |
| PRESCHOOL PAYMENTS | \$ | - |
| STATE - Sped SA FFR Reimbursement 18-19 | \$ | 54,282.00 |
| STATE AID | \$ | 16,564.00 |
| STATE - MAC & MIPS | \$ | 1,009.74 |
| TOTAL RECEIPTS | \$ | 414,812.81 |
| | | |
| AVAILABLE BALANCE | \$ | 1,464,345.80 |
| | | |
| DISBURSEMENTS: | | |
| REPAY LINE OF CREDIT | \$ | 330,695.83 |
| Bills Paid June, 2020 | \$ | 33,116.58 |
| Payroll | \$ | 292,702.30 |
| TOTAL DISBURSEMENTS | \$ | 656,514.71 |
| | | |
| BOOK BALANCE June 31, 2020 | \$ | 807,831.09 |

DEPRECIATION FUND - ACCT NO 14832

| | | |
|----------------------------|----|-----------|
| Balance June 1, 2020 | \$ | 65,399.75 |
| Expenses | \$ | - |
| INTEREST | \$ | 21.77 |
| TOTAL | \$ | 65,421.52 |
| | | |
| BOOK BALANCE June 31, 2020 | \$ | 65,421.52 |

CERTIFICATES OF DEPOSIT THRU June 31, 2020

| | | | |
|-------|--------------------------------------|----|------------|
| #6692 | Bus Depreciation | \$ | 12,123.40 |
| #6233 | Track Maintenance - Issued 8/31/09 | \$ | 17,149.19 |
| #6013 | Track Maintenance | \$ | 58,179.99 |
| #2232 | Unemployment | \$ | 11,309.19 |
| #6482 | Track Maintenance - Issued 8/31/2011 | \$ | 10,502.13 |
| | CERTIFICATE TOTALS | \$ | 109,263.90 |

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS

FOR July 13, 2020

BUILDING FUND (Reconciled 7-10-20)

| | | |
|-------------------------------------|----|------------|
| Balance June 1, 2020 | \$ | 43,239.91 |
| BUFFALO COUNTY | \$ | 7,002.53 |
| DAWSON COUNTY | \$ | 125.84 |
| Phelps County | \$ | 1,241.24 |
| INTEREST | \$ | 4.14 |
| EXPENSES | \$ | (1,827.40) |
| TRANSFER TO GENERAL RE GLASS DOCTOR | \$ | (9,684.95) |
| BALANCE June 31, 2020 | \$ | 40,101.31 |

BOND FUND (OPENED 11-12-09)

(Reconciled 7-9-20)

| | | |
|--|----|-------------|
| Balance June 1, 2020 | \$ | 409,566.72 |
| RECEIPTS- BUFFALO | \$ | 40,247.41 |
| RECEIPTS - DAWSON COUNTY | \$ | 723.29 |
| RECEIPTS - PHELPS COUNTY | \$ | 7,134.15 |
| DISBURSEMENTS (Principal & Interest Payment) | \$ | (15,670.00) |
| BALANCE June 31, 2020 | \$ | 442,001.57 |

SAM/DUNS ACCOUNT (REAP-1173)

(Reconciled)

| | | |
|-----------------------|----|-----------|
| Balance June 1, 2020 | \$ | 10,193.40 |
| DISBURSEMENTS | \$ | - |
| BALANCE June 31, 2020 | \$ | 10,193.40 |

LUNCH FUND

BANK BALANCE July 13, 2020 (Reconciled 7-10-20) \$ 8,909.78

RECEIPTS

| | | |
|------------------------------------|----|----------|
| LUNCH SALES | \$ | 11.20 |
| EFUND PAYMENTS | \$ | - |
| Federal Reimbursement Breakfast | \$ | - |
| Federal Reimbursement Lunch | \$ | - |
| State Reimbursement Lunch | \$ | - |
| State Reimbursement Breakfast | \$ | - |
| SFP FY 2020 (Summer Lunch - COVID) | \$ | 9,452.98 |
| TRANSFERS FROM GENERAL ACCT | \$ | - |
| TOTAL RECEIPTS | \$ | 9,464.18 |

AVAILABLE BALANCE \$ 18,373.96

DISBURSEMENTS

| | | |
|--------------------------|----|----------|
| Food/Groceries/Milk Etc. | \$ | 2,051.20 |
| Supplies | \$ | 825.95 |
| April Payroll | \$ | 6,167.91 |

TOTAL DISBURSEMENTS \$ 9,045.06

BALANCE June 31, 2020 \$ 9,328.90

July Bills

| | | |
|------------------------------|----|----------|
| CASHWA | \$ | 2,574.23 |
| FOSTERS | \$ | 33.93 |
| HILAND (MILK) | \$ | 792.64 |
| US FOODS (THOMPSON) | \$ | 148.56 |
| VILLAGE UNIFORM (TOWELS ETC) | \$ | 53.40 |
| | \$ | 3,602.76 |

**Elm Creek Public Schools
Elementary Student Handbook
2020-2021
(revised July 8, 2020)**



**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 disability in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:

Title IX Coordinator
Section 504 Coordinator – Tom Reeser
Buffalo County School District No. 9
230 Calkins Street, PO Box 490
Elm Creek, Nebraska 68836

Elementary Handbook 2019-2020 School Year

Foreword

Section 1. Intent of Handbook:

This handbook's intended use is for students, parents/guardians, and staff as a guide to the rules, regulations, and general information at Elm Creek Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians 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.

The guidelines, rules, and procedures listed within are in effect, board policy as the handbook is voted on annually by the Elm Creek Board of Education. The expectation is that all of our students, parents, staff, and community members demonstrate "Living Gold" by working and living within the practices outlined in this handbook. So, please commit to, and encourage others to embrace, the motto of LOVE BLUE, LIVE GOLD.

Section 2. Members of the board of education:

Mr. JC Ourada Mrs. Suzanne Brodine Mr. Jeff Meads
Mr. Morgan Fouts Mrs. Alicia Beavers Mrs. Dana Steiner

Section 3. Administration:

Dr. Bret Schroder, Superintendent
Mrs. Terah Williams, Elementary Principal
Mr. Cory Spotanski, Jr./Sr. High School Principal and Activities Director

Section 3. Faculty:

| Name | Position | Office Phone |
|-----------------------|--|------------------|
| Mrs. Stacie Porter | Kindergarten | 856-4300 ex 1101 |
| Mrs. Heather Tool | Kindergarten | 856-4300 ex 1107 |
| Mrs. Taylor Miller | 1 st Grade | 856-4300 ex 1201 |
| Mrs. Jan Gunderson | 1 st Grade | 856-4300 ex 1204 |
| Mrs. Brandi McCarter | 2 nd Grade | 856-4300 ex 1202 |
| Mrs. Shaina McIntosh | 3 rd Grade | 856-4300 ex 1206 |
| Mrs. Jennifer Schopke | 4 th Grade | 856-4300 ex 1208 |
| Mrs. Renee Bauer | 4 th Grade | 856-4300 ex 1306 |
| Mrs. Holly Sindt | 5 th /6 th Grade | 856-4300 ex 1308 |

| | | |
|----------------------|--|------------------|
| Mr. Mike Ford | 5 th /6 th Grade | 856-4300 ex 1305 |
| Mrs. Cindy Schroeder | 5 th /6 th Grade | 856-4300 ex 1304 |
| Mr. Mitch Muma | Title I Coordinator | 856-4300 ex 1301 |
| Mrs. Lacey Bouc | Special Education | 856-4300 ex 1203 |
| Mrs. Terah Williams | PK-6 Principal | 856-4300 ex 1604 |

Article 1 – Mission, Goals, and Policies

Section 1. District Mission Statement:

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

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

Section 2 Operating Principles

As an educational community, we know children learn when...

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

In responding to how students learn, our classrooms will be...

- student centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;
- learning communities where children feel respected, safe, and well-known;
- environments that enhance communication, collaboration, engagement and enjoyment;

- flexible, but with established routines and shared norms, and a balance of learning activities;
- comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;
- utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents/guardians in ways that are easily understood and reflect student development;
- inviting to parents/guardians, family members, and our communities as they too are valued resources in the learning process.

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

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

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

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

Section 3. 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 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 lifelong 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, disability, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

Section 4. 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 5. 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 6. 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 received 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 would 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 7. 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 student objects thereto in writing. 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/guardians 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 8. Registration

Parents/guardians are required by law to provide the school with a certified birth certificate and immunization records for each student. The registration process also includes parent/guardian contact information, emergency contact information (other than parent/guardian), current health care provider information, etc. If you are an option student, completed option papers must be returned with the registration packet.

Section 9. Student Information Updated

If there is any change in student information, parents/guardians are asked to inform the school at once of these changes so we can provide for the health and safety of your child as well as keep our school records and school census information current and accurate. For example, if the student moves, changes address, changes telephone number, or the emergency contact information should change, please contact the school with that new information as soon as possible.

Section 10. 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/guardians 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.

Parents/guardians and students 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/guardian.

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/guardians 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 11. 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 12. 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.

Article 2 - School Day

Section 1. Daily Schedule

| | |
|-------------------|--------------------|
| Breakfast Program | 7:20 AM -- 7:55 AM |
| School Day | 8:00 AM -- 3:20 PM |

Students in grades K-6 enter school through the main school doors by the buffalo every school day. Students will then participate in the breakfast program or report to the main gymnasium for the walking club. Students will be supervised and participate in the walking club until they are taken to their classroom to begin the school day.

At the end of the day when school is dismissed, we ask that students are picked up, board the bus, or leave the school grounds to go home as soon as possible. Students who are not picked up within 15 minutes from the end of the school day, while waiting for their ride home, will be required to wait inside the school building after that time period for their safety. In this case, a student would be supervised inside the school building until the parent/guardian or parent/guardian approved ride comes inside the school building to pick up their student.

Section 2. Shortened Schedule

Early dismissal times are listed on the calendar and in the school newsletter. Most 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 or other causes that would deem school closure, a late start, or an early dismissal necessary. When this type of decision is made, notification will be made available to the public by the following:

- A phone call, text message, and/or email will be sent to the contact information you have on file with the school. This notification is sent to you through the school's PK-12 Swift Announcement System.
- A post to the school's Facebook page and Twitter handle
- Notification to local 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 KGFW – Kearney. Local media outlets regularly disseminate weather-related postponements and closures.

Every effort will be made to make any decisions regarding school closures by 6:30 a.m. Please do not call the school or staff at home. Elm Creek Public Schools will be in session as usual unless notification of a change is given.

Parental Discretion: School will be held whenever possible. However, parents/guardians/guardians are urged to use their own good judgment and discretion when sending students to school and/or picking up students prior to dismissal due to poor weather and travel conditions. Parents/guardians **must notify the school office** if you plan to pick up your student prior to dismissal or keep them home.

Section 4. Emergency Preparedness

Drills: 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 throughout the school year and are an important safety precaution. There are plans for emergency response, tornado warning, and critical incident response. It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give instructions for students to follow.

Tornado Warning: When the village of Elm Creek is warned of an approaching tornado, students will be situated in safe places within the building. No student will be permitted to leave the school building until the danger is passed or unless the child's parent(s)/guardian(s) come to pick up him or her.

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/guardians and the child.

Section 5. Student(s) leaving prior to the end of the school day:

When parents/guardians request that the child leave the school campus during the school day, notification must be made to the main office prior to the student being checked out of school. If the student will be leaving with someone other than a parent, a signed, written notification must be sent to the office prior to the student leaving. Additionally, when a parent/guardian or assigned designee

arrives to pick up the student, they must sign the student out in the main office before leaving with the student (the sign out sheet is always on Mrs. Hahn's desk in the main office).

Section 6. 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/guardians will receive prior notification for all field trips. If the cost of the field trip is excessive, a field trip fee may be included to help defray the cost of the field trip (this is not typical).

Section 7. Lunch

The school provides a hot lunch and breakfast program. Students are encouraged to take advantage of these programs.

Some students may qualify for a free or reduced lunch. Please inquire at the main office 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:

- Monday-Thursday: Students should not be on school grounds prior to 7:15 a.m. Students that make arrangements to be with staff before the 8:00 a.m. bell will be required to present a pass from the teacher in order to leave the commons area/gymnasium.
- 10 a.m. Late Start: Students should not be on school grounds prior to 9:30 a.m. There will be no breakfast served when school is having a late start.

During the School Day:

Students are to remain on campus unless excused in accordance with school policies. A parent and/or student will sign out in the school's main office prior to leaving. Upon return to school during the day, students are to report to the school's main office where they will be required to sign back into the school before entering their scheduled class.

End of School:

- Monday-Friday: The school day ends at 3:20 p.m. Make-up work, special help, assignment after school, or other school activities begin at 3:20 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.
- 1:00 p.m. Dismissal: The school day ends at 1:00 p.m. All students must clear the building as soon as possible.

Section 2. Visitors

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

Visits to our school by parents/guardians, 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 student'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.

In order to minimize distractions on the busy/atypical days preceding school vacations, we ask for no visitors at those times. Your cooperation with this request is appreciated.

Section 3. Smoke-Free Environment

Elm Creek Public Schools declares all of our school 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 students. When you attend school events, including athletic events, please remember that our grounds are smoke-free 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.

Textbooks and library books are the property of Elm Creek Public Schools and are available for students' 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 school books.

If a textbook is lost, it will be necessary for the student to whom the textbook is issued 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.

Students will have the opportunity to use various forms of technological devices which are the property of Elm Creek Public Schools. While they are learning with a school issued device they will be held accountable for the care of that device and liable for damages if misused.

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 lost or 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 at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

- School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
- Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
- Items 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 or 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. By bringing cell phones and other electronic devices to school, the student and parent(s)/guardian(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. We encourage families to have a daily plan of action prior to children coming to school. It is very disruptive to deliver messages to students while school is in session.

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 the authority to adjust discipline actions on an individual basis.

Section 9. Bicycles

Bicycles 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

Students are responsible for the security of and care for their property. It is suggested that a student not bring or wear expensive and valuable items to school. It is also suggested that students mark all of their 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 school grounds, at practice sessions, or at any athletic, music, or school sponsored event must be reported immediately to school staff or the 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 students of the district for non-school purposes, except for projects that are approved by the administration in accordance with board policy, shall be permitted.

Section 16. Deliveries

Due to the disruption of the educational process, office procedures, 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. School Pictures

The Elm Creek Public Schools contract periodically to have pictures taken of school children during the school year. Information regarding prices, times, and days are distributed via a bulletin from school. Most of the time these pictures are available for purchase but that is not a requirement.

Article 4 – Attendance

Attendance

Attendance Policy and Excessive Absenteeism (ECPS board of education Policy 5008)

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

Section 1. Attendance and Absences

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

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

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

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

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

K-6 Truancy and Attendance

- For attendance purposes, students are either absent from school (including excused absences, unexcused absences, medical/illness absences, or any other note asking to be excused) or present at school (at school, in a school activity, or serving in-school suspension).
- Please send a doctor's note for any medical related absence (i.e. orthodontist, chiropractor, dentist, medical doctor, eye doctor, etc.)
- K-6 Students that miss five (5) days of school, either excused (medical, illness, or any other not asking to be excused) or unexcused, will be notified by the principal that their child has reached the first of four benchmarks according to district policy. If the student continues to be absent from school and reaches the second benchmark of ten (10) days, a meeting or phone conference will take place to discuss the issues and create or revise an action plan to improve attendance. At fifteen (15) days, the third benchmark, the principal will send a letter to the parent(s)/guardian(s) and student requesting that they comply with the district policy and state law. On day twenty (20), the last of four benchmarks will be hit. At this time, the principal will send a letter to the county attorney with documentation of what has been done within the district to help the student's attendance at school.
- In some cases, a meeting is held between the student, parent, principal, and possibly other

school personnel to create an action plan to help the student with school attendance.

Section 2. Absence Procedure

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

Section 3. Mandatory Ages of Attendance

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

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

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

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

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

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

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

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- The person who has legal or actual charge or control of the child who requested the exit interview;
- The superintendent or superintendent's designee;
- The child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private

school. At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- (1) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- (2) an illness of the child making attendance impossible or impracticable. The superintendent or superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance. At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal. Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

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

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

Section 4. Reporting and Responding to Excessive Absenteeism

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

Section 5. Excessive Absenteeism

Students who accumulate five (5) unexcused absences 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 may be implemented:

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

Section 6. Reporting Excessive Absenteeism to the County Attorney

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

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

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

Section 7. Reporting to the Commissioner

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

Section 8. Full Day of Attendance

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

- Are in attendance during the normal school day attendance hours.
- Are in attendance during the normal summer school attendance hours

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

Section 9. Notifying the School

If a student must be absent, the school urges parents to telephone the school on the morning of an absence for an illness and before a planned absence, i.e., a funeral. This not only keeps communication open between the school and parents but also enables the school to assist the student to obtain makeup work. If a phone call is not possible, the student is 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.

Section 10. Make-up Work

Following an absence, students will have the opportunity to make up work. It will be the parents/guardians'/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 11. Tardiness

Punctuality is important characteristic to develop in students and it is important to their success.

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 or principal. It is important that parents/guardians have their child arrive before class begins to ensure that instruction is

not missed by the student, 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 12. Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the

student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Because of safety and security concerns when students must leave the school during school hours, for any reason, parents/guardians picking up students are requested to sign their child out at the office.

Article 5 - Scholastic Achievement

Section 1. Grading System

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

- Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- Achievement marks shall be given on a numerical basis for all grades 3-12, with the marks of 69 or lower considered a failure. A special grading report for the K-2, on a different basis, shall be used.
- The grading and conversion scale are as follows:

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

- 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.

- 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.
- All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, deportment, and comments (if instructor desires).

Grades K-2 and specials classes may use the following scale to show student progress:

| | |
|---|-----------------------------|
| + | Commendable |
| S | Satisfactory |
| N | Needs Improvement |
| W | Working on level of ability |
| / | Still not Introduced |

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 parents, teachers, and school 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/guardians throughout the school year concerning each student’s performance. These reports may describe student work of an exceptional nature and/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/guardians to contact the teacher by phone or email to discuss the student’s academic progress. Teachers will arrange with the parents/guardians 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. Parent Access to Student Information System

Parents/guardians 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/guardians will be issued a user identification and password to access their child's current information. Through the following web site: <https://elmcreekschools.powerschool.com/public> . Just enter your confidential **user ID** and **password** and then click **Go!**. Your login and password are obtainable in the main office or the elementary office.

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

Section 5. Report Cards

Parent(s)/guardian(s) will receive their student's report card through email sent to the email address on file with the school at the end of every quarter and every semester. Parent(s)/guardian(s) can log into Powerschool with their confidential user ID to access information as well. Printed report cards are also available upon request.

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/guardians for additional conferences outside the teaching hours. State law provides that either parent/guardian has the right to see the child's report card and attend these conferences. Only if the courts have issued educational rights to **one** parent/guardian and those legal papers have been presented to the school, will the school refuse educational information to a parent/guardian.

Section 7. Achievement Tests

Each year, students 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

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

- help students develop study habits at an early age that will benefit them later in their education.
- involve parents/guardians in the student's learning process keeps them informed about their child's learning and progress.
- help facilitate student learning.
- provide essential practice in developing basic skills.
- help nurture lifelong learning.

The education of our youth is a joint effort between school and home. Cooperation between school and home is an integral part of a student's education.

Article 6 - Guidance Services

Elm Creek Public Schools employs a guidance counselor for the purpose of assisting with the district's testing program, scheduling, character education, and social-emotional learning. The guidance counselor also helps students work through problems and resolve conflicts. Guidance and counseling services are available to every student in the school. The school counselor provides student support and recommends resources to help with any concerns or difficulties a student may have in or out of school. The school counselor does not provide therapy for ongoing problems. An appointment to see

the counselor may be made by receiving permission from the classroom teacher or the building principal. A school psychologist is also available.

Article 7 - Health Services and Protocols

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, allergies, medication changes, or other pertinent health information.

Section 1. Student Illnesses

School health personnel will notify parents/guardians 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. **Students with temperatures over 100 will be excluded from school and should not return until the temperature is normal for 24 hours without fever medication.** If a child has a fever in the evening, please keep him/her home the next day. The goal of keeping a student home due to fever is to minimize the contagion of a student's illness to other students.

Should your child become ill during the day, the school will telephone you if possible. Parents/guardians 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 2. 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 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 and turn in the completed permission form to the main office concerning that medicine.

Section 3. School Health Screening

Students in 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 adverse impact on learning.

Section 4. 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 continues 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 legal guardian of the child objects thereto in writing.

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/guardians 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 5. Guidelines for Skin and Scalp Conditions

DISEASE EXCLUSION FROM SCHOOL

- | | |
|----------------------|---|
| *Impetigo treatment | To be excluded upon recognition by teacher or nurse. May be readmitted following 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 treatment | To be excluded upon recognition by teacher or nurse. May be readmitted following 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 6. 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 the 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, Scarletina, Strep Throat) | Exclude until no fever and under treatment for 24 hours. |
| Pinworm | 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- (Whooping Cough) | Exclude, may return with documented physician's approval. |
| 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 7. Emergency Health --- Epi-Pen

An epipen (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 epipen. 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/guardians notify the school nurse if their child has asthma or known allergies.

Section 8. Health Information Consent

Parents/guardians 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.

Article 8 - 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 the 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 9 - Student Rights, Conduct, Rules and Regulations

Good conduct is the responsibility of each individual student. The way a student conducts himself or herself should represent good character. Students are encouraged to resolve their own conflicts. If this is not possible, the teacher or principal should be consulted.

The common goal of students, parents/guardians, 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 rules and policies at Elm Creek Public Schools will result in disciplinary action.

Student Conduct and Discipline Policies (ECPS Board of Education Policy 5101) Development of Uniform Discipline System. It shall be the responsibility of the superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning student, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, requirements that a student receive counseling upon written consent of the parent or guardian, and/or in-school suspension. The discipline may also include out-of- school suspension (short-term or long-term) and expulsion.

Section 1. Short-Term Suspension

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

- The principal or the principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, if applicable, 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 is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the principal.

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

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

Section 2. Long-Term Suspension

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

Section 3. Expulsion, Suspension, Summer Review

Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred

- within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or
- within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or
- unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein.

Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the principal. A notice will be given to the student and the parents/guardian when the principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of

- interference with an educational function or school purpose or
- a personal injury to the student himself or herself, other students, school employees, or school

volunteers.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

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

Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

Students Subject to Juvenile or Court Probation. Prior to 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 the 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 a 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.

- Insubordination - willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco (nicotine), narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

- Public indecency or sexual conduct.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
- Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for riding school buses or vehicles.
- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Section 7. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational

function or event off school grounds, or at a school-sponsored activity or athletic event.

This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

Section 8. Law Violations

- Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the district's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - Knowingly possessing illegal drugs or alcohol.
 - Aggravated or felonious assault.
 - Vandalism resulting in significant property damage.
 - Theft of school or personal property of a significant nature.
 - Automobile accident.
 - Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

Section 9. Fighting and Other Disturbances

Fighting is not allowed on school grounds or at any school activity. When a fight occurs, the possibility of injury or damage to other persons and/or property exists. For your protection and the protection of others, such activities will not be tolerated. If students choose to violate this policy, disciplinary action will be taken.

Section 10. Lunch Conduct

Students are expected to uphold the following expectations during lunch. Failure to uphold these expectations will result in disciplinary action.

- Students are expected to use good table manners.
- Food or other items are not to be thrown.
- Each individual student is responsible for cleaning the table where he/she eats and the floor under his/her table.
- Each student is expected to remain seated while eating.
- Food is not to be taken from the cafeteria.
- Students will be dismissed from the cafeteria.
- Loud talking will not be permitted.
- Students are not to make contact with another student's body or lunch.

Section 11. Recess and Playground Rules

- If a student misbehaves at recess the school's discipline policy will be implemented.
- Contact games are not allowed. Touch football, basketball, and soccer will be allowed.
- Tackling, pushing, punching, kicking, hitting, slapping, and any other aggressive contact is not allowed at any time or in any area of the school or playground.
- Students will use playground equipment properly. (example: students will go up ladders and down slides)
- Play is only allowed in designated areas for grade levels.
- If an object travels into the street, the students must obtain permission from the supervising teacher on duty before the object can be retrieved.
- Students should be properly dressed with snow boots, caps and gloves during inclement weather. We ask parents/guardians please assist us in this matter.
- Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents/guardians or school officials.
- 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.
- Personal equipment (footballs, softballs, basketballs, etc.) will not be allowed at school.
- Students will line up and enter the building in an orderly manner.

Section 12. 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. Bus riders will:

- be on time at the designated school bus stop—the driver will wait no more than two minutes past the scheduled pick up time
- stay on the sidewalk at least six (6) feet back from the curb at all times while waiting for the bus.

- conduct themselves in a safe manner while waiting.
- wait until the bus comes to a **complete** stop before attempting to enter the bus.

While on the Bus Bus riders will:

- properly wear seat belts at all times, if the bus is equipped with seat belts.
- keep all body parts inside the bus at all times.
- assist in keeping the bus safe and sanitary at all times.
- avoid loud talking and laughing, playing radios, or causing unnecessary confusion. The goal is to limit distractions of the driver and keep the driver's focus on the road and. If a driver's attention is diverted, resulting in a serious accident.
- never tamper with the bus or any of its equipment.
- leave no books, lunches or other articles on the bus.
- keep books, packages, coats, and all other objects out of the aisles.
- help look after the safety and comfort of small children when they ride the bus.
- not throw anything out of the bus windows.
- remain seated facing forward while the bus is in motion. Bus riders are not permitted to leave their seats while the bus is in motion. State law prohibits standing while a bus is in motion.
- be courteous to fellow pupils, the bus driver, and anyone else riding the bus.
- be absolutely silent when approaching and crossing a railroad-crossing stop.
- remain in the bus in case of a road emergency.
- remain seated until the bus stops and the driver signals it is safe to unload.
- place all trash in the container provided on the bus.
- follow all good behavior rules expected at school.
- use appropriate and respectful language at all times without bullying, teasing or bothering others.
- respect the personal space of others without touching, poking or bothering others
- not handle the personal items of others without first asking and receiving their permission.
- have no open food or drink containers on the bus without permission of the driver.

After Leaving the Bus. Bus riders will:

- be alert to the danger signal from the bus driver.
- only be discharged by the bus driver at the regular bus stop, unless proper authorization is given to the bus driver from school officials upon verification of a parent/guardian request to discharge the student at a different location which is agreed upon by school officials

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

Section 13. Bus Discipline

Safety is our first consideration when transporting children to and from school. Bus discipline is a shared responsibility of students, parents/guardians, bus drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students. **Bus routes and activity trips are an extension of the school day. Therefore, disciplinary actions may be taken by the administration for violations of bus rules.** If parents/guardians are notified of their child's misbehavior on the bus, they are

urged to cooperate with the school by educating the child of 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 by a bus rider may result in the loss of bus riding privileges and/or other disciplinary actions enforced by the principal.

Section 14. Student Appearance

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 and not disruptive to the educational process of themselves and others. If a style 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. Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence will not be accepted as appropriate school attire. 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/guardians.

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. Teachers may have additional requirements for students who are in special lab classes, etc. 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 15. 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 16. 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, school work, 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/guardians 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/guardians and students.

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 17. 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 paraprofessional anywhere in the building (classroom, hallway, computer lab, etc).

- Students are to abide by the electronic resources [Acceptable Use Policy](#).
- Students are to act in a considerate and responsible manner when using electronic resources.
- Students are subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:
 - Suspension and/or termination of electronic resource use privileges.
 - Possible additional disciplinary action may be imposed.
 - Possible 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.
- 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 18. 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 7:15 A.M., we ask that students not come before this time, 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. Birthday/special treats are not allowed to be brought to school.
4. Students are not to climb on the roof of the building for any reason. If a ball goes on the roof, the student is to 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. 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.
12. Inappropriate language, threats, and bullying will not be tolerated.
13. The use of drugs, alcohol and tobacco will not be permitted.
14. Roller blades are not to be worn on school grounds.
15. The following are examples of items that are not allowed on the playground at any time: bikes, scooters, roller skates, and skateboards.
16. Due to disruption of the educational process, equity issues, and office procedure, gifts shall not be delivered to the office for students. This includes - but is not limited to; flowers, balloons, cakes and candy.

Article 10 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/guardians 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/guardians, 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 school work assigned in an agenda, completing the work, and handing in that schoolwork. To meet these responsibilities and work together as an educational team:

Students will:

- Use a School Agenda (Homework notebook)

- Use the agenda every day to record assignments
- Complete & hand in all school work on time
- Take the agenda home and have his/her parent review the notebook
- Have his/her parent sign the agenda
- Bring the agenda back to school each day to show his/her teacher.

Teachers will:

- Provide weekly progress reports and communication regarding student progress.
- Provide homework that reinforces skills taught in the classroom.
- Provide a welcoming, developmentally appropriate atmosphere that is conducive to learning.
- Provide ongoing communication with parents/guardians through: Newsletters, Notes, technology communications (emails, seesaw, remind, etc.) and telephone calls.
- Continue to strive to meet and accommodate the needs of each student.
- Focus on enriched skills to promote academic growth.
- Dedicate time to receiving professional development to gain knowledge, which will ensure student achievement.
- Provide high quality curriculum and instruction that enables students to meet state academic standards.

**RECEIPT OF 2018-2019 PARENT-STUDENT
ELM CREEK ELEMENTARY SCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2020-2021 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. The Handbook is located on the school website (elmcreekschools.org) The handbook is available in the school outside of the office. A link will be sent to all parents/guardians as well.

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

PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

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 2016- 2017 school year.

DATED: _____

Signature of Parent/Guardian/Custodian

DATED: _____

Signature of Physician

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

ServiceMaster of Mid Nebraska
 POB 898
 Lexington, NE 68850

Elm Creek School District
 PO Box 490
 230 Calkins Ave.
 Elm Creek, NE 68836

DEC 9 2019

PAID
16871

Statement

| | |
|------------|-----------------|
| Date | |
| 11/30/2019 | |
| Amount Due | Amount Enclosed |
| \$7,846.02 | |

| Date | Transaction | Amount | Balance | | |
|------------|--|---------------------|---------------------|-----------------------|------------|
| 11/30/2019 | PHASE 1 -2010 Addition_ECS_jan acct- <i>01-2-02610-420-001</i> INV #17670. Due 12/15/2019. Orig. Amount \$3,784.87. | 3,784.87 | 3,784.87 | | |
| 11/30/2019 | PHASE 2 - ECS_Elementary-jan acct- <i>01-2-02610-420-002</i> INV #17671. Due 12/15/2019. Orig. Amount \$4,061.15. | 4,061.15 | 7,846.02 | | |
| CURRENT | 1-30 DAYS PAST DUE | 31-60 DAYS PAST DUE | 61-90 DAYS PAST DUE | OVER 90 DAYS PAST DUE | Amount Due |
| 7,846.02 | 0.00 | 0.00 | 0.00 | 0.00 | \$7,846.02 |


ServiceMaster of Mid NE
 702 N Adams POB 898
 Lexington, NE 68850
 308-324-3072

Invoice

| | |
|------------|-----------|
| Date | Invoice # |
| 11/30/2019 | 17670 |

Elm Creek School District
 PO Box 490
 230 Calkins Ave.
 Elm Creek, NE 68836



| Federal Tax ID: 20-3383967 | | Terms | P.O. No. | Insurance Claim # | |
|---|---|--------|-------------------------|-------------------|--|
| | | Net 15 | | | |
| Quantity | Description | U/M | Rate | Amount | |
| 1 | Contract Janitorial Service - Facility Addition | | 3,784.87 | 3,784.87 | |
| Thank you for your business. | | | Subtotal | \$3,784.87 | |
| | | | Sales Tax (6.5%) | \$0.00 | |
| | | | Payments/Credits | \$0.00 | |
|  Like us on facebook.com/servicemasterlex and you are automatically entered to win a FREE CARPET CLEANING!!! | | | Balance Due | \$3,784.87 | |


ServiceMaster of Mid NE
 702 N Adams POB 898
 Lexington, NE 68850
 308-324-3072

Invoice

| | |
|------------|-----------|
| Date | Invoice # |
| 11/30/2019 | 17671 |

Elm Creek School District
 PO Box 490
 230 Calkins Ave.
 Elm Creek, NE 68836



| Federal Tax ID: 20-3383967 | | Terms | P.O. No. | Insurance Claim # | |
|---|---|--------|-------------------------|-------------------|--|
| | | Net 15 | | | |
| Quantity | Description | U/M | Rate | Amount | |
| 1 | Contract Janitorial Service - Elementary Facility | | 4,061.15 | 4,061.15 | |
| Thank you for your business. | | | Subtotal | \$4,061.15 | |
| | | | Sales Tax (6.5%) | \$0.00 | |
| | | | Payments/Credits | \$0.00 | |
|  Like us on facebook.com/servicemasterlex and you are automatically entered to win a FREE CARPET CLEANING!!! | | | Balance Due | \$4,061.15 | |

Elm Creek Public Schools

The purpose of this blueprint is to provide a framework for how Elm Creek Public Schools will respond to the COVID-19 pandemic and its impact on the educational program during the 2020-2021 school year.

Goal of this plan is to maintain an educational setting for all students throughout the year. In all phases we will have students in school. In the red phase, the most serious stage, we will implement remote learning. Please note - as the challenge of COVID-19 continues we may need to adjust this plan. To keep all stakeholders informed we will be sending updates out at the end of each week.

Based on health directives, if we have a confirmed case of COVID-19 in the district we will be closed for the recommended time for deep cleaning.

| Tiered Responses | | | |
|--|--|--|--|
| The following factors will be considered for movement from one tier to the next | | | |
| Green--Low Risk | Yellow--Moderate Risk | Orange--Elevated Risk | Red--High Risk |
| <ul style="list-style-type: none"> No confirmed cases within the buildings No Directed Health Measures that limit the school building capacity | <ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance | <ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance | <ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance |

| District Procedures | | | | |
|-----------------------------|---|---|--|----------------|
| | Green--Low Risk | Yellow--Moderate Risk | Orange--Elevated Risk | Red--High Risk |
| School/Academic Plan | <ul style="list-style-type: none"> School conducted as normal Buildings open Students may enter building at 7:00 a.m. or later | <ul style="list-style-type: none"> Increased social distancing Buildings open Students may enter building at 7:00 a.m. or later | <ul style="list-style-type: none"> Limited student contact Students may enter building at 7:00 a.m. or later | |
| Temperature Checks | <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> 100 threshold (home 24 hours fever free w/o medication) <p>Student Temperature Check:</p> <ul style="list-style-type: none"> Students arriving to school before 7:45 will have temperature taken upon arrival. When students arrive at their first class of the day they will also have their temperature checked. Temperature check will be taken at lunch. (avoid after recess) <p>Students reporting for early morning practice:</p> | <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> 100 threshold (home 48 hours fever free w/o medication) An earlier return may be possible with a doctor's return to school note indicating the child is COVID-19 negative) <p>Student Temperature Check:</p> <ul style="list-style-type: none"> Students arriving to school before 7:45 will have temperature taken upon arrival. When students arrive at their first class of the day they will also have their temperature checked. Temperature check will be taken at lunch. (avoid after recess) | <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> 100 threshold (home 72 hours fever free w/o medication) An earlier return may be possible with a doctor's return to school note indicating the child is COVID-19 negative) <p>Student Temperature Check:</p> <ul style="list-style-type: none"> Students arriving to school before 7:45 will have temperature taken upon arrival. When students arrive at their first class of the day they will also have their temperature checked. Temperature check will be taken at lunch. | |

| | | | | |
|----------------------------|---|---|---|--|
| | <ul style="list-style-type: none"> Coaches will take temperature when students arrive. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temperature each morning. | <p>Students reporting for early morning practice:</p> <ul style="list-style-type: none"> Coaches will take temperature when students arrive. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temperature each morning. | <p>(avoid after recess)</p> <p>Students reporting for early morning practice:</p> <ul style="list-style-type: none"> Coaches will take temperature when students arrive. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temperature each morning. | |
| Custodial | <ul style="list-style-type: none"> Day custodians. will spray spaces during school day. <ul style="list-style-type: none"> Classrooms when students are at speciats, etc. Lunch tables before, between, and after lunches. Lockers and hallways between passing periods. All horizontal surfaces. The evening custodian will spray at the end of the school day. <ul style="list-style-type: none"> Lockers Classrooms and desks Common Areas including lunch room. All horizontal surfaces. Spray bottles with disinfectant provided for all PK-12 classrooms Spray bottles are provides for all athletic areas Spray bottles are provided for all vehicles <p>Classrooms:</p> <ul style="list-style-type: none"> Sanitation dispensers are in every classroom A spray bottle with disinfectant will be provided to each classroom so teachers can spray desks between classes. | <ul style="list-style-type: none"> Day custodians. will spray spaces during school day. <ul style="list-style-type: none"> Classrooms when students are at speciats, etc. Lunch tables before, between, and after lunches. Lockers and hallways between passing periods. All horizontal surfaces. The evening custodian will spray at the end of the school day. <ul style="list-style-type: none"> Lockers Classrooms and desks Common Areas including lunch room. All horizontal surfaces. Spray bottles with disinfectant provided for all PK-12 classrooms Spray bottles are provides for all athletic areas Spray bottles are provided for all vehicles <p>Classrooms:</p> <ul style="list-style-type: none"> Sanitation dispensers are in every classroom A spray bottle with disinfectant will be provided to each classroom so teachers can spray desks between classes. | <ul style="list-style-type: none"> Day custodians. will spray spaces during school day. <ul style="list-style-type: none"> Classrooms when students are at speciats, etc. Lunch tables before, between, and after lunches. Lockers and hallways between passing periods. All horizontal surfaces. The evening custodian will spray at the end of the school day. <ul style="list-style-type: none"> Lockers Classrooms and desks Common Areas including lunch room. All horizontal surfaces. Spray bottles with disinfectant provided for all PK-12 classrooms Spray bottles are provides for all athletic areas Spray bottles are provided for all vehicles <p>Classrooms:</p> <ul style="list-style-type: none"> Sanitation dispensers are in every classroom A spray bottle with disinfectant will be provided to each classroom so teachers can spray desks between classes. | |
| Lunch and Breakfast | <p>We will begin the school year with closed campus during lunch. No students will be allowed to go outside of school for lunch.</p> <ul style="list-style-type: none"> Breakfast in gyms (grab and go breakfast - two choices prepackaged) <ul style="list-style-type: none"> Prek-6 Vintage Gym <ul style="list-style-type: none"> Areas sectioned off for each grade level 7-12 Competition Gym | <p>We will begin the school year with closed campus during lunch. No students will be allowed to go outside of school for lunch.</p> <ul style="list-style-type: none"> Breakfast in gyms (grab and go breakfast - two choices prepackaged) <ul style="list-style-type: none"> Prek-6 Vintage Gym <ul style="list-style-type: none"> Areas sectioned off for each grade level 7-12 Competition Gym | <p>We will begin the school year with closed campus during lunch. No students will be allowed to go outside of school for lunch.</p> <ul style="list-style-type: none"> Breakfast in gyms (grab and go breakfast - two choices prepackaged) <ul style="list-style-type: none"> Prek-6 Vintage Gym <ul style="list-style-type: none"> Areas sectioned off for each grade level 7-12 Competition Gym | |

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| | <ul style="list-style-type: none"> ■ Areas sectioned off for each grade level ● Lunch in the cafeteria with physical distancing. ● Food choices limited to two choices. Lunch trays will be preloaded. ● Parents can eat with their child. | <ul style="list-style-type: none"> ■ Areas sectioned off for each grade level ● Lunch in the cafeteria with physical distancing. ● Food choices limited to two choices. Lunch trays will be preloaded. ● Parents can eat with their child and the school will provide a separate space. | <ul style="list-style-type: none"> ■ Areas sectioned off for each grade level ● Lunch will be delivered to classrooms. ● Parents will not be able to eat lunch with their child in school. | |
| Recess | Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon entry. | <ul style="list-style-type: none"> ● Schools will implement zones for recess for assigned students to support physical distancing. ● Schedules will be modified to ensure max of 1 grade level on the playground at one time. ● Cleaning will be completed daily ● No balls, jump ropes, or hula hoops available. ● Students cannot bring their own equipment for recess. | Same as yellow zone | |
| PK-12 Field Trips | Regular field trip opportunities can be scheduled. Field trips will only be taken to locations that are also listed in the green for COVID risk. | No field trips will be available. | No field trips will be available | |
| Specials | Students transition to music, art, PE, and media | Some specialist teachers transition to classrooms. | All specialist teachers transition to classrooms. | |
| Handwashing and hand sanitation | <ul style="list-style-type: none"> ● Sanitize when entering any classroom. ● Hand washing before lunch ● Hand sanitizing stations will be set up in hallways for additional access. | <ul style="list-style-type: none"> ● Sanitize when entering any classroom. ● Hand washing before lunch ● Hand sanitizing stations will be set up in hallways for additional access. | <ul style="list-style-type: none"> ● Sanitize when entering any classroom. ● Hand washing before lunch ● Hand sanitizing stations will be set up in hallways for additional access. | |
| Hallways | <ul style="list-style-type: none"> ● PK-6 students transition normally with staff support ● 7-12--Regular transitions with encouraged social distancing | <ul style="list-style-type: none"> ● PK-6 students transition and some specialists come to classrooms. ● 7-12--Some areas of the building off limits. Scheduled transitions. | <ul style="list-style-type: none"> ● PK-6 students transition and all specialists come to classrooms. ● 7-12 students may be in isolated classrooms with only limited and scheduled hallway access. | |
| Lockers | <ul style="list-style-type: none"> ● Buildings will implement a limited and staggered use of lockers | <ul style="list-style-type: none"> ● Buildings will implement a limited and staggered use of lockers | <ul style="list-style-type: none"> ● Buildings will implement a limited and staggered use of lockers | |
| Beginning of the day staff | K-12 <ul style="list-style-type: none"> ● Teachers will report for duty as assigned. | K-12 <ul style="list-style-type: none"> ● Teachers will report for duty as assigned. | Teachers will report based on the schedule created and direction provided by the administration. | |
| Beginning of the day students | K-12 <ul style="list-style-type: none"> ● Students will enter the building when doors open and go directly to their assigned areas as determined by the principal. | K-12 <ul style="list-style-type: none"> ● Front doors will open for students at 7:00. Students can pick up breakfast and go to designated areas in gyms. Supervision will be provided. ● At 7:45 students will go to classrooms.. ● Teachers should be in their rooms and ready to receive students by 7:45. | Students will report based on the schedule created and direction provided by the administration. | |
| End of the day | <ul style="list-style-type: none"> ● Regular dismissal. ● All students will be required to leave the building at the end of the day unless in an | <ul style="list-style-type: none"> ● Staggered schedule or alternate dismissal points will be used to reduce congestion in hallways. | <ul style="list-style-type: none"> ● Staggered schedule or alternate dismissal points will be used to reduce congestion in hallways. | |

| | | | | |
|---|--|--|--|--|
| | approved activity or working with a teacher. | | | |
| Building Access | <ul style="list-style-type: none"> Temp checks for visitors that enter the building. Activities and events will not require a mask, but masks or face coverings are encouraged if needed with appropriate social distancing utilized when possible. | <ul style="list-style-type: none"> Temp checks for visitors that enter the building. Masks or face coverings required for all visitors and not provided by the district. | <ul style="list-style-type: none"> No outside visitors or groups allowed. | |
| Facemasks | Face masks will be provided but not required. | <ul style="list-style-type: none"> Staff required to wear face masks. Students are not required to wear masks but encouraged to wear one. Masks will be provided but individuals may provide their own. | <ul style="list-style-type: none"> All individuals in buildings are required to wear masks. Masks will be provided but individuals may provide their own. | |
| Restrooms | Regularly scheduled | <ul style="list-style-type: none"> Restroom use during passing periods is discouraged. Students are encouraged to use the restroom with permission from their classroom teacher. | <ul style="list-style-type: none"> PreK-3 teachers will schedule restroom breaks. Students are encouraged to use the restroom with permission from their classroom teacher. | |
| Water Fountains | <ul style="list-style-type: none"> Regularly scheduled water breaks. Students are encouraged to bring individual water bottles. | <ul style="list-style-type: none"> Students are encouraged to bring individual water bottles. | The Water Fountain is closed and students are encouraged to bring individual water bottles. The school will provide water bottles when needed. We may ask for donations of bottles of water during this time. | |
| Classroom Seating/Materials Usage/Sanitization | <ul style="list-style-type: none"> Regular classroom/teacher preferred arrangement Social distancing will be utilized when possible. Regular classroom supply usage. <ul style="list-style-type: none"> Encourage individual student supplies. Regular classroom cleaning. | <ul style="list-style-type: none"> Desks separated and not in pods. (Avoid face to face seating options) Row seating Required student individual supplies Minimize furniture and center items PE and other equipment is cleaned between classes Contaminated materials will be isolated for cleaning each day <p>Note: In classrooms where students are working in small groups for activities such as experiments or cooking, masks will be required and provided by the teacher.</p> | <ul style="list-style-type: none"> Students will be limited to specific classrooms. Locations in the building as determined and outlined in the alternate schedule. Increased sanitization measures Some materials will not be allowed. Only necessary items | |
| Transportation | <ul style="list-style-type: none"> Regular transportation schedule and practices. Drivers will spray down bus with sanitizer at the end of each route. | <ul style="list-style-type: none"> Drivers required to wear masks. Regular transportation schedule Temperature checks upon entering bus Masks provided for students but not required Drivers will spray the bus down with sanitizer at the end of each route. | <ul style="list-style-type: none"> Regular transportation schedule Temperature checks upon entering bus Masks required for all individuals on bus Drivers will spray the bus down with sanitizer at the end of each route. | |
| Technology | <ul style="list-style-type: none"> Regular use of devices with 1 to 1 students in grades 7 - 12 taking chromebooks home. | <ul style="list-style-type: none"> Regular use of devices with 1 to 1 students in grades 7 - 12 taking chromebooks home. | <ul style="list-style-type: none"> Regular use of devices with 1 to 1 students in grades 7 - 12 taking chromebooks home. | |
| 6-12 Activities | Activities and Athletics will be conducted in | Activities and Athletics will be conducted in accordance | Activities and Athletics will be conducted in | Activities and Athletics will be conducted in |

| | accordance with NSAA guidelines. | with NSAA guidelines. | accordance with NSAA guidelines. | accordance with NSAA guidelines. |
|---------------------------|--|--|--|----------------------------------|
| Student Attendance | <ul style="list-style-type: none"> All students in grades PK-12 will attend school in person. Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated. | <ul style="list-style-type: none"> All students in grades PK-12 will attend school in person. Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated. | <ul style="list-style-type: none"> All students in grades PK-12 will attend school in person but principals may provide an adjusted schedule. Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated. | |
| Staff Attendance | <ul style="list-style-type: none"> All staff will report as normal. Any questions or concerns relative to work expectations should be directed to their direct supervisor. | <ul style="list-style-type: none"> All staff will report as directed. Any questions or concerns relative to work expectations should be directed to their direct supervisor. | <ul style="list-style-type: none"> All staff will report as directed. Any questions or concerns relative to work expectations should be directed to their direct supervisor. | |
| | | | | |

ELM CREEK JR. SR. HIGH SCHOOL

Elm Creek, Nebraska



ELM CREEK

Est. 1872

2020-2021 STUDENT - PARENT HANDBOOK

PHONE: 308-856-4300
FAX: 308-865-4907
WEBSITE: www.elmcreekschools.org



ELM CREEK PUBLIC SCHOOLS

230 E. Calkins Ave, PO Box 490

Elm Creek, NE 68836

Phone: (308) 856-4300

Fax: (308) 856-4907

Dr Bret Schroder, Superintendent - Cory Spotanski, 7-12 Principal/AD - Terah Williams, PK-6 Principal

Dear Elm Creek Jr. - Sr. High School Students and Parents/Guardians,

We are excited to welcome you back for the 2020-2021 school year at Elm Creek Jr - Sr High. We are thrilled to have students in the classroom, and we look forward to strengthening our relationships with you and helping you along in your educational journey. Our school has excellent academic opportunities available. Each student will find the course work challenging and will be asked to master the skills and standards of each class in which they enroll. Additionally, we will encourage you to grow your gifts and talents as a student-participant as well. We hope you enjoy the many athletic teams, fine arts groups, clubs, and other academic competitions that are available for you to participate. Take the time this and every year to rise to the occasion and maximize your opportunities.

A point of emphasis each school year is going to be placed on positive behavior and interactions. We are going to work hard at modeling and setting high expectations for students and staff to:

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

These character traits are our Gold Standard and exhibiting them demonstrates what it looks like to "Live **Gold**".

We are planning to continue weekly messages that share upcoming events and highlights from previous weeks. Look for these communications on Sunday evenings during the school year in the form of emails, texts, and social media posts.

The first day of school for students in grades 7-12 will be August 13th. This day will begin at 8:00 am sharp and be an early dismissal at 1:00 pm. We ask that all students enter this and every other day through the main entrance by the buffalo. Attendance is extremely important. Make sure your students arrive at school well before the 8:00 am start time to avoid either a tardy or an absence.

On Monday, August 10, Tuesday, August 11th, and Wednesday, August 12th, we will host open houses for specific grade levels. We will communicate out the details of these events by July 15th. We look forward to seeing you all at these events.

We are looking forward to working with you throughout this school year. If concerns arise, please contact me at any time.

GO BUFFALOES!!

Cory Spotanski

7-12 Principal and Activities Director

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

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| <u>Section 3</u> | <u>Explanation of Attendance Types/Reasons/Codes</u> |
| <u>Section 4</u> | <u>Tardiness</u> |
| <u>Section 5</u> | <u>Leaving School</u> |
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| <u>Section 7</u> | <u>P.E. and Sports Participation</u> |
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| <u>Section 9</u> | <u>Transferring from Elm Creek High School</u> |
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| <u>Section 2</u> | <u>Commencement Ceremony/Graduation Requirements</u> |

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| <u>Section 6</u> | <u>Notification of Rights Under FERPA</u> |
| <u>Section 7</u> | <u>Notice Concerning Disclosure of Student Recruiting Information</u> |
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Appendix

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| <u>Section 1</u> | <u>Receipt of Student-Parent Handbook</u> |
| <u>Section 2</u> | <u>Elm Creek Public Schools Adult Code of Conduct</u> |
| <u>Section 3</u> | <u>Elm Creek High School Student and Parent Medical Release - Consent Form</u> |
| <u>Section 4</u> | <u>Nebraska School Activities Association (NSAA) Student and Parent Consent Form</u> |
| <u>Section 5</u> | <u>Guard Your Activities Eligibility-2020-2021</u> |
| <u>Section 6</u> | <u>Preparticipation Physical Form</u> |
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Forward

Section 1 Intent of Handbook

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. It is not a contract and should not be relied upon as such; however, it sets forth the rules and regulations of the school and the behavioral standards for students. The Board of Education may change policies at any time, and the administration may change rules, regulations or handbook provisions at any time. Copies of board policies are available in each school building, and those who have questions about the handbook should refer to the policies, or direct their questions to the building principal or superintendent of schools.

Each year, the Board of Education shall adopt Parent-Student Handbooks. The rules, procedures, and practices adopted in the Parent-Student Handbooks shall have the effect of Board Policy.

Section 2 Superintendent and Members of the Board of Education

(clicking on hyperlinked names will allow you to email that staff member)

| Name | Title |
|-----------------------------------|----------------|
| Dr. Bret Schroder | Superintendent |
| JC Ourada | President |
| Dana Steiner | Vice President |
| Alicia Beavers | Secretary |
| Suzanne Brodine | Member |
| Morgan Fouts | Member |
| Jeff Meads | Member |

Section 3 High School Administration and Office Staff

(clicking on hyperlinked names will allow you to email that staff member)

| Name | Position |
|-------------------------------------|---|
| Cory Spotanski | Principal and Activities Director |
| Rick Bauer | Technology Coordinator |
| Jessica Edeal | School Psychologist |
| Melanie Klingelhoef | Counselor |
| Linda Johns | Administrative Assistant/Bookkeeper |
| Lindsey McCarter | Administrative Assistant/Registrar/School Lunches |
| Joanie Gehrt | School Nurse |
| Jan Saueressig | Food Services Director |

Section 4 7-12 Teaching Staff

(clicking on hyperlinked names will allow you to email that staff member)

| Name | Department | Name | Department |
|--------------------------------|-----------------------------|------------------------------------|--------------------|
| Rick Bauer | Technology | Jennifer Kotschwar | Special Education |
| Cindy Carlton | Speech-Language Pathologist | Anna Peregoy | Spanish |
| Tanner Cavenee | P.E. & Social Science | Alex Rudolph | Instrumental Music |
| Jayce Dueland | Industrial Technology | Brandt Runge | Social Science |
| Kayla Essink | Language Arts | Hillary Schlecht | Art |
| Micki Fries | Science | Cathy Stankovic | Science |
| Coleen Hodges | Language Arts | Kris Tool | Math |
| Barb Keep | Business & Library | Royall Woodman | Math |
| Maranda Kegley | Agriculture | Amber Reiter | Vocal Music |
| Leah Kenney | FCS & Health | | |
| Linda Killion | P.E. & Health | | |

Section 5 Paraprofessionals

| Name | Name |
|---------------|--------------------|
| Jonathan Bouc | Betsy Dueland |
| Tara Fouts | Michelle Spotanski |
| Amber Isaacs | Cindy Stone |
| Denise Nelson | Lacey Williams |

Section 6 Extracurricular Assignments/Committees

Activity

| | |
|------------------------|---|
| Band | Alex Rudolph |
| Basketball - Boys | Tanner Cavenee (Head Coach), Brandt Runge, Volunteer: Davis Miner |
| Basketball - Girls | Mike Ford (Head Coach), Hillary Schlecht |
| Cheer | Renee Bauer (Head Coach), Heidi Knake |
| Choir | Amber Reiter |
| Cross Country | Micki Fries (Head Coach) |
| eSports | Rick Bauer |
| FFA | Maranda Kegley |
| Flags | TBD |
| Football | Jayce Dueland (Head Coach), Nate Fields Easton Gillen, Blake Schwartz |
| Golf | Mitch Muma (Head Coach) |
| National Honor Society | Kris Tool |
| One Act Play | Kayla Essink (Head Coach), Barb Keep |
| Quiz Bowl | Royall Woodman |
| Speech | Alex Rudolph (Head Coach), Coleen Hodges, Anna Peregoy |
| Student Council | Leah Kenney |
| Track | Mike Ford (Head Coach), Micki Fries, Hillary Schlecht, Mark Stone |
| Volleyball | Brandi McCarter (Head Coach), Linda Killion, Volunteers: Tamara Myers, Jordan Dowhy |
| Wrestling | Micah Chrisinger (Head Coach), Amos Burkey, Matt Korinek |
| Yearbook | Kayla Essink |
| MS Boys Sports | Jayce Dueland, Tanner Cavenee |
| MS Girls Sports | Micki Fries, Rick Bauer |

Class Sponsors

| | |
|------------------|------------------|
| 9th Grade Class | Royall Woodman |
| 10th Grade Class | Cathy Stankovic |
| 11th Grade Class | Hillary Schlecht |
| 12th Grade Class | Kris Tool |

Committees

| | |
|------------|--|
| Technology | Rick Bauer, Micki Fries, Stacie Porter, Brandt Runge, Holly Sindt, Dr. Bret Schroder, Cory Spotanski, Terah Williams |
|------------|--|

School Calendar

Click the link above to access the school year calendar. Below is a list of key dates on the **20-21** calendar.

SEMESTER 1

| <u>Date</u> | <u>Event</u> |
|------------------|--|
| 8/10/20 | Teacher Inservice (No Students) |
| 8/11/20 | Teacher Inservice (No Students) |
| 8/12/20 | Teacher Inservice (No Students) |
| 8/13/20 | 1st Day of School (1:00 PM dismissal) |
| 8/27/20 | Picture Day |
| 8/19/20 | 1st Day of Preschool |
| 9/7/20 | No School - Labor Day |
| 9/23/30 | 1:00 PM Dismissal (PTC 2PM-8PM) |
| 9/24/30 | No School (PTC 8AM - 12PM) |
| 9/25/20 | No School |
| 10/3/20 | Homecoming Dance 8 - 11 PM |
| 10/16/20 | End of 1st 9 Weeks |
| 10/19/20 | Teacher Inservice (No Students) |
| 11/16/20 | Teacher Inservice (No Students) |
| 11/25/20 | 1:00 PM Dismissal |
| 11/26/20 | No School - Thanksgiving Break |
| 11/27/20 | No School - Thanksgiving Break |
| 12/18/20 | Semester Finals - Day 1 |
| 12/21/20 | Semester Finals - Day 2 |
| 12/22/20 | 1:00 PM Dismissal (End of 2nd 9 Weeks) |
| 12/23-12/27/20 | Sports Moratorium |
| 12/23/20 -1/6/21 | Christmas Break |

SEMESTER 2

| <u>Date</u> | <u>Event</u> |
|-------------|---|
| 1/6/21 | Teacher Inservice (No Students) |
| 1/7/21 | 1st Day of Semester 2 |
| 1/15/21 | 1:00 PM Dismissal (EC Wr Invite) |
| 2/17/21 | 1:00 PM Dismissal (PTC 2PM-8PM) |
| 2/18/21 | No School (PTC 8AM - 12PM) |
| 2/19/21 | No School |
| 3/4/21 | No School |
| 3/5/21 | No School |
| 3/11/21 | End of 3rd 9 Weeks |
| 3/12/21 | No School |
| 3/15/21 | Teacher Inservice (No Students) |
| 4/2/21 | No School - Easter Break |
| 4/5/21 | No School - Easter Break |
| 4/26/21 | Teacher Inservice (No Students) |
| 5/7/21 | No School (EC Tr Invite) |
| 5/8/21 | Graduation 11AM |
| 5/18/21 | Semester Finals - Day 1 |
| 5/19/21 | Semester Finals - Day 2 |
| 5/20/21 | 1:00 PM Dismissal (End of Last 9 Weeks) |
| 5/24/21 | Teacher Inservice |

Mission and Goals

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

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

Section 1 Operating Principles

We embrace the following operating principles

As an educational community we know children learn when

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

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

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

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

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

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

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

Section 2 School Mission Statement

Our Mission is to create an environment where staff and students work to:

be kind, be respectful, be responsible, be trustworthy, be accountable, be honest, and to give great effort.

Through this, we aim to:

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

Section 3 Mutual Respect

Elm Creek Jr. - Sr. High School expects every staff member and student to be treated with respect and dignity. A show of disrespect in words or actions by a student towards a staff member or insubordination on the part of the students will not be tolerated.

Section 4 Complaint Procedures (Chain of Command)

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. Should an issue arise concerning a school employee, a school program, or a school activity, the complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. This matter should be addressed via a scheduled conference.
2. The second step is for the complainant to speak to **(a)** the building principal, **(b)** superintendent of schools, or **(c)** the president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - i. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
 - ii. If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. The superintendent will investigate as he or she deems appropriate.
 - c. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a. This appeal must be in writing within five (5) business days of the Superintendent's decision.
 - b. The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
 - c. The board will notify the complainant in writing of its decision.
 - d. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
 - a. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president may encourage the complainant to reduce his or her concerns to writing.
 - iii. The board president, in his or her sole discretion, may determine whether the complaint should be placed on a future board meeting agenda to be discussed by the entire board in executive session.

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) business days, unless a legal hearing is requested or required.

Section 5 Surveys

School personnel rarely administer surveys of students. In the event that an external survey is conducted, the Principal or designee shall notify parents/legal guardians of students to be surveyed; the nature of the survey, the date and time when the survey shall be administered, and the purposes or uses for the survey results. School officials shall honor any parental/legal guardian's request to have his/her student exempt from participation in the survey.

School Day

Section 1 Daily Schedule for Jr. - Sr. High School

| | |
|----------------|----------------------|
| 1st Period | 8:00 - 8:53 |
| 2nd Period | 8:56 - 9:44 |
| 3rd Period | 9:47 - 10:35 |
| 4th Period | 10:38 - 11:26 |
| LUNCH A | 11:26 - 11:56 |
| 5th Period A | 11:29 - 12:17 |
| LUNCH B | 12:17 - 12:47 |
| 5th Period B | 11:59 - 12:47 |
| 6th Period | 12:50 - 1:38 |
| 7th Period | 1:41 - 2:29 |
| 8th Period | 2:32 - 3:20 |
| Essential Time | 3:20 - 3:35 |

Section 2 Shortened Schedules for Jr. - Sr. High School

| (2 Hour Late Start) | | (1:00 PM Dismissal) | |
|---------------------|----------------------|---------------------|----------------------|
| 1st Period | 10:00 - 10:33 | 1st Period | 8:00 - 8:31 |
| 2nd Period | 10:36 - 11:09 | 2nd Period | 8:34 - 9:05 |
| 3rd Period | 11:12 - 11:45 | 3rd Period | 9:08 - 9:39 |
| 5A Period | 11:48 - 12:21 | 4th Period | 9:42 - 10:13 |
| LUNCH A | 11:45 - 12:15 | 5A Period | 10:50 - 11:21 |
| 5B Period | 12:18 - 12:51 | LUNCH A | 10:47 - 11:17 |
| LUNCH B | 12:21 - 12:51 | 5B Period | 11:20 - 11:51 |
| 4th Period | 12:54 - 1:27 | LUNCH B | 11:21 - 11:51 |
| 6th Period | 1:30 - 2:03 | 7th Period | 11:54 - 12:25 |
| 7th Period | 2:06 - 2:39 | 8th Period | 12:28 - 1:00 |
| 8th Period | 2:42 - 3:20 | | |
| Essential Time | 3:20 - 3:35 | | |

Section 3 Severe Weather and School Cancellations

The superintendent of schools is authorized by the board of education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. The 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 to the news media when schools will be closed.** In some instances, schools will be open, but certain services (such as preschool, bus transportation, or school activities) may be cancelled. Postings of our closings or cancellations can be found on our school Facebook page, KRVN, NTV and we will send out an all call including a phone message, email, and text message.

After School Starts

Every attempt will be made to avoid closing school once classes will be in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and parents should have a plan in place to accommodate these circumstances.

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

What Not To Do

Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions

Elm Creek Public Schools has 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. In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. In certain situations, parents may not be allowed to enter the building and/or pick up their children.

Section 4 Closed Campus

All students are required to remain on campus and in the building during the school day. Exceptions to this include:

1. lunch time assigned to that student (with [signed parent approval](#))
2. students attending college classes
3. students leaving for work experience
4. student participating in school activity or school trip
5. parent signing a student out

Section 5 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.

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 am. Students are to stay in the building commons area or gymnasium. Students are not to go into the hallways, media center, or classrooms without prior permission.

During the School Day

Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, students are to report to the school office.

End of School

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

Essential Period

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

1. Students will be assigned to an Essential Time Period as part of their regular school day, therefore, no jobs or appointments should be made during the Essential Period. Failure to show up for Essential is an automatic detention (30 min) served after the Essential Period the next school day.
2. Essential Period is an opportunity for "all" students to go to their teachers and receive extra help. So, each student MUST report to their essential time teacher every day.
3. Students who are failing a class or missing any assignments are REQUIRED to stay during Essential Time with their assigned teacher. Students should not be allowed to leave the room or to roam the hallways during this time frame.
4. Students who have no failing grades or missing assignments are free to leave after taking attendance.
5. Practices can start at 3:45 PM.
6. All Detentions are to begin after the Essential Period is over.
7. Students must leave school at the conclusion of Essential Time unless they have arrangements made with a teacher or a school official.

Section 2 Visitors

All visitors must report to the office upon entering the school to sign in and receive a visitor's pass. Visitors are required to enter our building using the southeast entrance (by the Buffalo). Prior to exit, visitors are asked to sign out at the office near the southeast entrance to the school.

Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

1. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, at the sole discretion of the building principal.
2. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved. (Reference Board Policy 6400)

Students may request to bring an "outside date or guest" to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason. Forms are available in the office.

Section 3 Smoke/Electronic Nicotine Delivery Systems or Products-Free Building

The use of tobacco/electronic nicotine delivery systems or products is prohibited in all school buildings and all school vehicles.

Smoking/electronic nicotine delivery systems or products 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), electronic nicotine delivery systems or products includes but is not limited to e-cigarettes or juul devices. This section prohibits alternative nicotine products, tobacco look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Section 4 Care of School property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. School-issued items, devices, or computers that are stolen or damaged are the responsibility of the student to whom they are issued. Students must pay all fines before they can receive school publications such as transcripts and report cards. 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.

Section 5 Lockers and Backpacks

Each student will be assigned a locker and a lock. Students must use school issued padlocks unless stated otherwise in an IEP or 504 plan. Students should not share a locker with other students since they are responsible for the contents and cleanliness of their locker. Students may be assessed a fine for damage to lockers.

Backpacks will be allowed to move with a student from one class to another unless the backpack or it's contents interfere with the learning environment.

School officials may inspect lockers or its contents without any particular suspicion or reasonable cause.

Section 6 Use of Surveillance and Searches

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.

The school owns and exercises exclusive control over the student lockers, desks, computer equipment and other such 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 (including the use of a police dog) 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 possible.
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 Use of School Telephone

Use of the office phone will be allowed in an emergency or when a student is ill. It may be allowed in other circumstances at the discretion of the office staff. However, the office phone is NOT to be used during class time and use of the phone is not an excuse to be tardy.

Section 8 Bicycles

Bicycles must be parked in the rack provided in the front of the building. They should be equipped with locks to secure them. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 9 Vehicles

Vehicles must be parked in designated areas. Students are to park in the parking lot to the South of the main HS entrance, to the East of the HS or in the street to the east and south of the school. Vehicle related violations may result in loss of privilege of driving or parking on school property. Students are required to register their vehicle(s) in the High School office.

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 so the owner can claim the articles. If articles are lost at school, report that loss to office personnel. Items will be stored in the Lost and Found area for 2 weeks.

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 a school administrator.

Section 13 Laboratory Safety Glasses and Safety Equipment

As required by law, approved safety glasses and safety equipment will be required of every student, teacher and visitor while participating in or observing vocational, technical, industrial technology, science and art classes when the risk of potential injury is present.

Section 14 Insurance

Under Nebraska law, the district may not use school funds to provide general student accident or athletic insurance. The district encourages all student participants in athletic programs to 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.

Section 15 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 by the principal's office. Posters/Signs can only be placed in the locations designated by the administration. 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 16 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Attendance and Participation

Section 1 Attendance Policy

Regular and punctual student attendance is required by [school board policy 5008](#) and state law. 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 each student's attendance.

Section 2 Attendance and Absences

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to regularly attend a public or private school unless the child has graduated from high school or has been disenrolled by the child's parent or guardian.

Mandatory Attendance Age

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

Exceptions for Younger Students

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. Click [here](#) to access the required affidavit.

Exceptions for Older Students

Attendance is 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;
3. has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Attendance Officer

The superintendent is designated as the attendance officer for the district. The superintendent, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law and board policy relating to compulsory attendance. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Attendance/Absences

An absence from school will be reported as: 1. an excused absence or 2. an unexcused absence.

Excused Absences

Absences should be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parent approval, may not be excused unless it is specifically excused by board policy. Please call the High School office at 308-856-4300 before 8:30 am to report a student absence. Below are reasons for absence that may be excused if proper procedures have been followed unless otherwise permitted by board policy, this handbook, or state law:

1. Attending a funeral of an immediate family member (parent, sibling, or grandparent),
2. Illness (physical or mental) which causes a student to be absent from school (a physician's verification will be required for documentation of absence for illness in the event of excessive absences.)
3. Medical appointments (doctor, vision, or dental) for the student (a physician's verification will be required for documentation of absence for appointment in the event of excessive absences.
4. Appearance at court or for other legal matters
5. School sponsored activities which require students to be absent from school
6. Family trips in which the student accompanies parent(s)/legal guardian(s)
7. College planning visits, and
8. 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.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. Students who will be absent for a school activity must make arrangements with their teachers prior to the absence. If requested, assignments will be prepared for students who are ill. If parents and /or students request assignments, the school should be contacted by no later than 9 a.m. A student will be considered absent until a parent/guardian contacts the school. After two days with no parent or guardian contact, the absence will be considered unexcused even if the absence would otherwise be excused.

If a student is absent, a parent or guardian must call the Elm Creek High School office that day with the reason for the absence. The call must be made each day a student is absent, unless other arrangements have been made, such as pre-arranged absences or an extended period of absence for the same cause. In the event of an appointment(s) or medical visit, please bring a note, from the doctor to the high school office for documentation.

Unexcused Absences

An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per Neb. Rev. Stat. 79-201. Students are subject to disciplinary action for trancies. **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.**

Excessive Absences - Notification and Collaborative Plan Process

Excessive absenteeism refers to any student that is absent 5 days or more per 9 weeks period. Such absences shall be determined on a per class basis. ECHS may use excused and unexcused absences to calculate this total. The following procedures will act as a guide for Elm Creek High School to address excessive absenteeism.

1. Verbal (@ 3 days) or written (@ 5 days) communication by school officials with the person or persons who have legal or actual charge or control of the student.
2. One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan/attendance contract to reduce barriers identified to improve regular attendance. The plan/contract shall consider, but not limited to:
 - a. Illness related to physical or behavioral health of the child
 - b. Educational counseling
 - c. Educational evaluation
 - d. Referral to community agencies for economic services
 - e. Family or individual counseling
 - f. Assisting the family in working with other community services.
3. If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.
4. Reporting Excessive Absenteeism to the County Attorney-The School may report to the county attorney of the county in which the person resides when the school efforts to address excessive absences, the collaborative plan/contract to reduce barriers identified to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year. The school will notify the student's family in writing prior to referring the child to the county attorney.

Credit Loss due to Absenteeism

Unless otherwise arranged and approved in advance, after three (3) days of absence during a term, a phone call discussing our attendance policy will be made to the parent and/or guardian. We will discuss any discrepancies and parent/guardian will be asked to provide any necessary absence documentation. When a student has exceeded five (5 Excused/Unexcused) absences during any Term, a letter will be sent home informing the student and his/her parents/guardians of the possible revocation of academic credits and possible need to provide documentation and/or setup an attendance review at the end of the term. This letter may coincide with a student conference and/or follow up phone call and/or meeting with the student and/or parents, in addition to any of the aforementioned interventions. The following terms and processes govern credit loss due to absenteeism:

1. Absences related to school activities, suspensions, court appearances, medical/legal documented appointments/absences, bad roads, two (2) college visits, school suspensions, Elm Creek state activity contests with and any other reason contained in board policy are excluded from a student's absence total when considering revoking class credits.
2. At the end of the semester, students that have exceeded nine (9) or more Excused/Unexcused absences during the term will be sent a letter regarding the revocation of academic credits and procedures to request an attendance review and present documentation or information to support their contention that the individual situation deserves special consideration and that credit should not be lost. Failure to request a review within five (5) days will result in the student being denied credit in the designated classes.
3. An attendance committee appointed by the superintendent will review the circumstances during the review and determine whether or not to grant credit. Extraordinary or unusual circumstances, which may have caused a student to have an absence, may be presented to the committee, which may allow the student to earn credit despite his or her absence. The committee may consider such factors as: whether the reasons are contrary to the spirit of this policy; whether the student is failing in any class; whether the student has been a disruptive, undisciplined student, whether the student has repeatedly failed to comply with school rules and regulations; and/or other similar factors deemed appropriate by the committee.

Section 3 Explanation of Attendance Types/Reasons and Codes

In Powerschool, the District may identify many different codes that provide greater definitions to the circumstances of a child's absence. All of the codes are identified below:

| Absence Codes | | Present Codes | |
|----------------------|------------------------------|----------------------------|--------------------------|
| Absent = A | Bereavement = B | Present | |
| Illness = L | College Visit = C | Tardy - Unexcused = T | Tardy - Excused = Y |
| Excused = E | Unexcused = U | School Event = S | In School Suspension = I |
| Medical = M | Out of School Suspension = O | Alternative Placement = PT | |
| Medical Verified = V | | | |

Section 4 Tardiness

Punctuality is a good work habit. Being tardy is defined as arriving to class after the tardy bell has rung. A student detained by a teacher, a counselor, or administrator must bring verification. This verification will excuse the tardy. When a student arrives late to school, he/she must report to the office for a pass. Once a student is in school and is tardy to a different class, the teacher of that class will handle the discipline for that tardy. A student will be counted tardy when late ten minutes or less; when more than ten minutes, the infraction is considered an absence. The following are guidelines for tardies:

1. Being tardy to first period will result in a 30 minute lunchtime detention which does not allow the student to leave campus that day during the lunch period.
2. When a student is tardy to any class after period 1, he/she will be required to serve a thirty (30) minute detention after school that day. All teachers will adhere to this policy with no exceptions made for students who need to go to work, athletics, appointments, etc. Bus students will be required to attend the next morning.
3. Tardies will count in the overall attendance policy as every three (3) tardies will be counted as a day's absence, which will be included in the five-day attendance limit.

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 enter into the main entrance and sign in at the office with a staff member. Students who leave without permission and without signing out in the proper manner will be considered truant and dealt with accordingly. Because of safety and security concerns, when students must leave the building during the school day, they must be picked up by their parents or legal guardian when possible.

Section 6 Attendance is required to Participate in Activities

Students must attend school all day (all periods prior to the departure time or end of day) on the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practices and dances. 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 extenuating circumstances, such as doctor/dentist appointments and funerals prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day. Athletes are expected to be at all practices scheduled by the coach. Non attendance at practice may result in additional sanctions.

If Elm Creek High School participates in a conference, district, or state competition in an activity, students who want to attend and support ECHS participants will need to access a form from the office and acquire approval from their teachers, parents, and administrators ahead of time. The administration will determine the amount of time that will be excused based on when ECHS competes. Failure to complete the form will result in an unexcused absence and no participation in extracurricular activities. Students that complete the form will be granted an excused absence and allowed to participate in extracurricular activities for the day. [Conference, District, State Excused Absence Form](#)

Teachers, coaches, and sponsors will publish a list of students who will miss school for an activity or school related trip. This list will be distributed to the office staff, administration, and teachers at least **two school days** in advance of the activity. An attendance list will be distributed by the office each morning, via email, to staff accounts. Coaches will be asked to enforce the policy of attendance to practice or participate.

Section 7 P.E. and Sports Participation

If a student is injured in P.E. or sports practice, he or she needs to alert the teacher or coach so the staff member can complete an accident report. If a student receives a note from medical personnel indicating they are injured, the student may not participate in P.E. or sports until they receive medical clearance. The school district will need a copy of the release prior to the student returning to P.E. or sports practice. If a student has a minor injury that does not require medical attention, a parent may excuse their child from P.E. or sports practice for a maximum of two (2) days. The school district will need a note from the parent or the child will be expected to participate.

Section 8 Make-up Work

Make-up work may be assigned for each day missed regardless of the type of absence. The time each student is allowed to complete the make-up work is two (2) days for each day missed. However, the time may be extended by mutual agreement between the student and teacher. If make-up work is not complete, students will receive an "incomplete or I" for the work required. Students who will be absent for a school activity should make arrangements with their teachers prior to the absence. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Teachers may require students to make up work before or after school. Assignments will be sent for extended absences such as hospitalization or prolonged illnesses upon request.

Section 9 Transferring from Elm Creek High School

If a student should find it necessary to withdraw from school, it is very important that he/she secure a checkout form from the principal's office and have it signed by all of his/her teachers and parent/guardian. The slip is to be returned to the office after all individuals have signed it. Failure to check out of school in this manner will cause records to remain incomplete, making it impossible to send credits to another school.

Section 10 Withdraw from School

A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation must have an exit interview with the superintendent's designee. Any withdrawal form signed by the person making the written request shall be valid only if the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance impossible. The superintendent's designee signs the form that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent's designee the person making the written request does in fact have legal guardianship and the child is experiencing either financial hardship requiring the child to be employed to support the child's family or one or more dependents of the child or an illness making attendance impossible or impracticable. (Nebraska law LB -996)

Scholastic Achievement

Section 1 Grading System

Elm Creek Jr. - Sr. High School will use the letter grading scale as follows:

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

Each teacher will outline the grading practices in his/her classroom and make them available in the syllabus found on each teacher's website. Grades for courses will be based on Summative scores counting for 90% of a student's final grade and Formative assignments counting for 10%.

Section 2 Commencement Ceremony/Graduation Requirements

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) will be allowed to participate in commencement exercises.

Students who graduate from the School District of Elm Creek must fully complete all requirements for graduation prior to the official commencement exercises and complete all administrative requirements or conditions. 240 hours are required by the Elm Creek School district to meet academic graduation requirements. The total academic graduation requirements must include the following curriculum:

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

[Early Graduation Plan \(Board Policy 5206\)](#)

Elm Creek Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area. Only 20 hours of transfer credit will be applied toward graduation requirements.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant is eligible for will be the regularly scheduled graduation ceremony and the Jr./Sr. prom.

3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

Selection of Graduation Speakers

Students who are selected as the Valedictorian and Salutatorian for the graduating class will be selected as speakers at graduation. The student's will be required to submit a draft of their speech to the H.S. Principal on or before April 10th for review. The final draft of the speech will be collected and ready for the speakers on the morning of graduation. Students must be enrolled in Elm Creek Public Schools for the entirety of their Junior and Senior year to be considered for this recognition.

Section 3 Grade Placement/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. High School students must have earned a minimum of the following credits to advance to the next grade level:

10th grade = 60 credit hours minimum
 11th grade - 120 credit hours minimum
 12th grade = 180 hours minimum

Section 4 Schedule Changes

Students needing schedule changes should notify their school counselor. The school counselor and all teachers involved must agree to all schedule changes. Due to the efforts in how we build the master schedule based upon student requests to maximize our staffing, schedule changes will be very limited and will take place within the first week of the class term. Students who drop a class or are removed per behavior after the first week of the class term will be given an Withdrawal/F on their transcript for the course. The principal reserves the right to make the final decision on all schedule changes and dropped course transcript grades. Click [here](#) to access the schedule change form.

Section 5 Progress Reports/Failing Grade Reports

Progress reports are issued at the end of each 9 week period. Letter grades as well as percentages will be used to designate a student's progress in each course. Student progress may be reviewed by parent(s) or legal guardian on-line with the PowerSchool grade program. Confidential passwords will be issued to each parent(s) or legal guardian each fall. A hard copy of a report card will be delivered upon request.

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

Failing grade reports will be issued via the Swift K-12 alert system each Friday at 4:00 PM starting the third week of each term. This system utilizes contact information provided by parents/guardians. Please make sure we have all updated cell phone and email information at the beginning of each school year and that it is updated in our office if changed during the school year.

Section 6 Report Cards

Report cards are issued at the end of each semester. Letter grades and percent grades are used to designate a student's progress. Incompletes shall be designated by an "I" for the term. Students have one (1) week after the end of the term 1 to make up incomplete work if given an "I" for the term. Failure to do so may cause the grade to change to an "F" or "NC" (no credit, 0). No incompletes will be given at the end of the final term, as all course work must be completed by the last day of the second semester.

Section 7 Parent-Teacher Conferences

Parent - Teacher conferences will be held once each semester. Parents and their children will be required to attend this conference each semester to meet with teachers face-to-face. Refer to the school calendar for the schedule. Specific conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 8 Honor Roll and Honorable Mention

The Honor Roll will be determined by grade point average (GPA). All students with a GPA of 92.5% and above, with no grades below a B, will qualify for Honor Roll recognition. This list will be defined at the end of each 9 week period. Dual credit classes, taught by ECHS Faculty, will factor into the GPA.

The Honorable Mention will be determined by grade point average (GPA). All students with a GPA between 84.5% and 92.4%, with no grades below a C will qualify for Honorable Mention recognition. This list will be defined at the end of each 9-week period. Dual credit classes, taught by ECHS Faculty, will factor into the GPA.

Section 9 National Honor Society

Membership

Membership in this chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Membership of this chapter shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

Candidates become members when inducted at a special ceremony.

Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

A National Honor Society member who transfers to Elm Creek High School and brings a letter from the former principal or chapter adviser shall be accepted automatically as a member in the Elm Creek Chapter. Transfer members must meet Elm Creek Chapter's standards within one semester in order to retain membership.

Members who resign or are dismissed are never again eligible for membership or its benefits.

Selection of Members

To be eligible for membership the candidate must be a member of the sophomore, junior, or senior class. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. In special cases, the principal may seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the faculty council may waive the semester regulation.

The selection of each member to the chapter shall be by a majority vote of the faculty council.

Dismissal

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district within ten (10) business days of the date of the letter.

The following is the Elm Creek High School Chapter of the National Honor Society eligibility, election and membership requirements.

Eligibility

1. The student must have an overall academic average of 90% or higher.
2. The student must be recommended by a faculty member.

Election to Membership

The student must be approved by the majority of the faculty council in each of the following areas.

1. LEADERSHIP
2. CHARACTER
3. SERVICE

This is done by the faculty council voting yes or no in each of these three areas. For a student to be a member in good standing they must maintain an academic average of 90%.

Section 10 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.

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

- ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, using internet access to aid in the completion of a question or to procure information is not allowed.
 - iii. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper or shares the answers of a test with another student who will take the exam.
 - iv. Use of Other Student to Take Tests. 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.
 - v. 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):**
- i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. 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:
- i. 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.
 - ii. 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.
 - iii. "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.

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 "I" or zero (0) for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
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 11 Academic Accountability

There is an expectation for students to succeed in learning the content instructed in classes. Each week on Wednesday, we will compile a list of failing grades. This list will function as follows:

1. First week name is on the list - **WARNING**. Students on the warning list have the week to improve their grades. They will be REQUIRED to attend Essential time until all grades are passing and ALL classwork is handed in for ALL classes.
2. Second or subsequent weeks with name on the list - **INELIGIBLE**. Students on the ineligible list will remain ineligible for participation, leaving campus for lunch, attending games, or traveling to away contests until ALL grades are passing. They will be REQUIRED to attend Essential time until all grades are passing and ALL classwork is handed in for ALL classes.

Section 12 Homework

Homework is designed to offer independent practice opportunities, increase background information on topics, and compliment classroom experiences. At ECPS, work will be sent home periodically to practice a skill, allow students to review essential learnings, and challenge students to prepare for upcoming assessments. **Practice that is sent home for kids to complete will be reviewed together the following class period to check for understanding and provide direct feedback to students.**

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

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

Homework assignments

- 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
- demonstrate additional evidence of student understanding

Time

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

Reading

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

Section 13 Transcripts

Students requesting transcripts must provide the counselor's office with a 24-hour notice. Students are responsible for making sure they have the necessary courses and credits to meet graduation requirements and college entrance requirements.

Support Services

Section 1 Special Education Services

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of those impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <https://www.education.ne.gov/sped/>

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of

educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.

11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance Services

Elm Creek Public Schools employs a counselor for the purpose of assisting with the District's assessment program, with students post secondary planning, and scheduling. Additionally, the counselor provides students with a safe place to discuss problems and strategies to resolve conflicts. If you wish to see a counselor, stop by the counselor's office and make arrangements for an appointment.

Section 4 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 (see "Guidelines for Head Lice" below), 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 your 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 main office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the office to develop a self-management plan. 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. Prescription medications that are to be given for a period longer than two weeks need to have a written prescription from the prescribing doctor on file in the nurse's office (e.g. inhalers, ADHD meds given at school, etc).

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

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

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

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

Physicals and School Health Screenings

All Students in entering grades K and 7 are required to submit a physical examination prior to attendance. All students transferring from a district out of state are required to submit a physical examination prior to attendance.

The School Nurse will evaluate vision, hearing, height, weight, and oral health on students in grades K-4, 7, and 10. Any student can be evaluated if referred by a teacher or parent.

Immunizations

State law requires that all children must be adequately immunized with a minimum of 3 DTP (Diphtheria, Tetanus, Pertussis), 3 OPV (Oral Polio Vaccine) and/or IPV (Injectable Polio Vaccine), 2 MMR (Measles, Mumps & Rubella after 12 months of age), and chicken pox vaccine by the first day they enroll in school. All 7th grade students and out-of-state transfers must also have three (3) Hepatitis B. Students must show

proof of immunization, and those who do not meet the requirements will not be permitted to begin school.

Click [here](#) for a summary of school immunization reporting as well as school immunization rules and regulations.

Exemptions are as follows: 1. Medical exceptions for health reasons substantiated by a signed statement from a physician. 2. Religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor. 3. Students can enroll with verification of having received 1 DTP, MMR and Hepatitis B. Failure to complete the series as scheduled will result in immediate removal from school until the requirement has been met. Unimmunized students may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy 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 would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, 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.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. The school nurse or other office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Section 5 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are additional special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Special Conduct Rules for Riding School Buses:

1. Rules for Getting On and Off the Bus
 - a. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
 - b. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
 - c. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
 - d. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
2. Rules on the Bus
 - a. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
 - b. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs and belongings to yourself.
 - f. No fighting, harassment, bullying, intimidation or horseplay.
 - g. Do not throw any object.
 - h. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
 - i. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
 - j. Do not damage the school bus.

Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get

the help of the driver.

Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Section 6 Admission Requirements/Exempt Students/Option Enrollment

Students shall be admitted to the school district who are:

1. legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
2. approved for option enrollment pursuant to policy;
3. approved as a foreign exchange student pursuant to policy; or
4. legal residents of a district that has contracted with this district for their educational services.
5. statutorily entitled to attend the schools of the district on a part-time basis subject to this policy and the regulations of the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation.

[Full Time and Part-time Enrollment Policy \(5004\)](#)

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, and the student has not completed the terms or time period of expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the school board of this district in its sole and absolute discretion upon a proper application approved by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the school board may require attendance in an alternative setting, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits place on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

OPTION ENROLLMENT AND NSAA ELIGIBILITY FOR SPORTS AND ACTIVITIES

Click [here](#) to access Elm Creek School Board Policy 5006 regarding Option enrollment.

Students considering transferring to a different school must keep in mind the May 1 deadline as set by the Nebraska School Activities Association. The NSAA has strict rules which govern student eligibility; not only at their home school district, but also at the district they intend to transfer to. More information regarding the eligibility can be found by contacting the Activities Director or the NSAA (www.nsaahome.org).

Students Rights, Conduct, Rules and Regulations

Section 1 Student Conduct-Discipline Policies/Procedures

Student Conduct and Discipline Policies ([ECPS Board of Education Policy 5101](#)) Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning student, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Section 2 Discipline Definitions

Short-Term Suspension

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

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

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

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

Long-Term Suspensions

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

Expulsion

Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred

- within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or
- within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or
- unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein.

Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

Suspensions Pending Hearing

When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of

- interference with an educational function or school purpose or
- a personal injury to the student himself or herself, other students, school employees, or school volunteers.

Summer Review

Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

Alternative Education

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

Suspension of Enforcement of an Expulsion

Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

Students Subject to Juvenile or Court Probation

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

Section 3 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.

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

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco (nicotine), narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol/tobacco/drugs 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. In addition, "possession" of alcohol or drugs may be

considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in "possession" of the items as well. Because of the complexity of this issue, "possession" will be determined on a case-by-case basis.

- Public indecency or sexual conduct.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school- sponsored activities or school-sponsored athletic events.
- Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for riding school buses or vehicles.
- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self- defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

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.

Additional Student Conduct Expectations and Grounds for Discipline.

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Student Appearance

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

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

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 4 Disciplinary System

In each case below, our students are asked to correct their behavior immediately upon request.

| Category 1 Offenses | |
|---|---|
| Offense | Consequence |
| Public Display of Affection | 1st Offense - Warning and correct the behavior or repair the issue 2nd Offense - Detention, 30 Minutes and correct the behavior or repair the issue 3rd offense - 1-3 day In-School Suspension and correct the behavior or repair the issue |
| Dress Code Violation | |
| Sleeping in Class | |
| Parking Illegally | |
| Other | |
| Category 2 Offenses | |
| Offense | Consequence |
| Inappropriate or Unauthorized use of: Cell phone/Headphone/Electronic Device/Smart Watch | 1st Offense - 30-Minute Detention and correct the behavior or repair the issue 2nd Offense - 1-5 days In-School Suspension and correct the behavior or repair the issue 3rd Offense - 1 - 5 days of Out-of-School Suspension, Short Term OSS and correct the behavior or repair the issue |
| Disruption of class/school process/assembly | |
| Inappropriate Behavior/Gestures | |
| Profanity/Vulgarity | |
| Repeated Violations of Category 1 Offenses | |
| Indecent Material | |
| Other | |
| Category 3 Offenses | |
| Offense | Consequence |
| Cheating / Plagiarism | 1st Offense - Detention, 30 Minute and correct the behavior or repair the issue 2nd Offense - 1-5 days In-School Suspension and correct the behavior or repair the issue 3rd Offense - 5-9 days of Out-of-School Suspension, Short Term OSS and correct the behavior or repair the issue |
| Disorderly Conduct | |
| Jeopardizing the safety of oneself or others | |
| Lying | |
| Not following the request of a school official | |
| Misuse of Material or Equipment | |
| Trespassing | |
| Skipping assigned Detention | |
| Other | |

Category 4 Offenses

| | |
|---|---|
| Skipping Class/Leaving classroom or school grounds without permission | 1st Offense - 1-5 Days In-School Suspension, Short Term Suspension and correct the behavior or repair the issue 2nd Offense - 1-5 Days Out-of-School Suspension, Short Term Suspension and correct the behavior or repair the issue 3rd Offense - 5-9 Days Out-of-School Suspension, Short Term Suspension and correct the behavior or repair the issue |
| Careless Driving / Speeding on school property | |
| False Call to School / Note Forgery | |
| Vandalism 1 < \$50 damage | |
| Theft 1 < \$50 | |
| Disrespect to a faculty member | |
| Other | |

Category 5 Offense

| | |
|---------------------------------------|---|
| Gross Misbehavior | 1st Offense - 1-5 Days Out-of School Suspension, Short Term OSS and correct the behavior or repair the issue 2nd Offense - 1-5 Days Out-of School Suspension, Short Term OSS and correct the behavior or repair the issue 3rd Offense - 5-9 days of Out-of-School Suspension, Short Term OSS and correct the behavior or repair the issue |
| Harassment/Intimidation/Bullying | |
| Vandalism 2 > \$50 damage | |
| Theft 2 > \$50 | |
| Insubordination | |
| Fighting | |
| Threatening Behavior | |
| Open/Persistent Defiance of Authority | |
| Indecent Behavior | |
| Other | |

Category 6 Offenses

| | |
|--|---|
| Extortion | 1st Offense - 5-9 Days of Out-of-School Suspension, Short Term Suspension and contact Law Enforcement 2nd offense - 10-19 Days of Out-of School Suspension, Long Term Suspension and contact Law Enforcement |
| Physical Assault | |
| False Fire Alarm | |
| Use or Possession of Tobacco Products/Electronic nicotine delivery systems or products | |
| Possession of Alcohol / Drug Paraphernalia | |
| Under the Influence of Alcohol/Drugs | |
| Possession of Weapon other than Firearm | |
| Possession or use of Firecrackers or Fireworks | |
| Terroristic Threat | |
| Other | |

Category 7 Offenses

| | |
|---|---|
| Selling, Giving, or Exchanging Drugs or Alcohol | Any Offense: 10-19 Days of Out-of-School Suspension, Long Term Suspension, Recommendation for Expulsion and Contact Law Enforcement |
| Arson | |
| Bomb Threat | |
| Physical Assault (School Employee) | |
| Possession and/use of Explosive | |
| Use of Any instrument as a weapon | |
| Possession of a Firearm | |

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
- Require student to remain at school after regular hours to do additional work
- restriction of extracurricular activity (participation in games, practices, field trips, etc)
- 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 Drugs, Alcohol, Tobacco, and Electronic Nicotine Delivery Systems or Products

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.

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

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.

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 interferes 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.

Reporting Alcohol, Drug and Tobacco (Nicotine) Violations

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

Determining a Violation Has Occurred

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

FIRST OFFENSE

- The student shall be placed on a five (5) to nineteen (19) day out-of-school suspension, but shall be given the option of having the suspension reduced to a three (3) days of in-school suspension providing he/she undergoes an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluations are at the expense of the student and/or parent/guardian.
- If a student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the five (5) to nineteen (19) day out-of-school suspension.

- Prior to readmission to school, the student along with his/her parents must meet with the Principal and/or Assistant Principal of the involved school.
- The involved student shall be ineligible to participate in any co-curricular activities for a period of 45 Days. If a student self-reports, the time frame is reduced to 21 days. This can be reduced by 80% of the time frame, including a minimum of 1 contest missed, if a student and his/her parent(s)/guardian(s) agree to participate in a school approved program for chemical dependency. The program must be administered by a certified counselor and approved by school authorities. Proof of successful completion must be submitted to the Activities Director. All costs associated with the program are borne by the students, parents, or guardians.

SECOND OFFENSE

- The student shall be placed on a five (5) to nineteen (19) day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester. Administration reserves the right to handle each situation on a case-by-case basis.
- The involved student shall be ineligible to participate in any co-curricular activities for a period of one (1) calendar year. If a student self-reports, the time frame is reduced to 90 days. This can be reduced by 80% of the time frame if a student and his/her parent(s)/guardian(s) agree to participate in a school approved program for chemical dependency. The program must be administered by a certified counselor and approved by school authorities. Proof of successful completion must be submitted to the Activities Director. All costs associated with the program are borne by the students, parents, or guardians.

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.

Section 6 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, with the scope and subject to the limit of the District’s authority.

1-to-1 Chromebook Initiative and Technology Policies and Procedures

Section 1 Chromebook Initiative Policies

Elm Creek Public Schools is proud to offer our MS and HS students Chromebook devices for use at school and home. The 1-to-1 Chromebook program, which provides mobile computing and wireless technology to all grade 7-12 students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

Students will receive instruction on the proper use and care of a Chromebook.

- Students will be able to take the Chromebook home during the school year once the student and parent have signed the Chromebook Loan Agreement Form, the Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in a car.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the Chromebook in accordance with all Elm Creek Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebooks are property of Elm Creek Public Schools and must be returned at the end of the school year, upon withdrawal from Elm Creek Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebook is property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

Receiving Your Chromebook

Chromebooks will be distributed during our "Chromebook Orientation" portion of Open House. At least 1 parent and student must attend an annual session for Chromebook orientation and information. Before receiving a Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Signed receipt of the Student/Parent Handbook

This equipment is, and at all times, remains the property of Elm Creek Public Schools of Elm Creek, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Elm Creek Public Schools, or sooner, if the Student/Borrower withdraws from Elm Creek Public Schools prior to the end of the school year. Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Elm Creek Public Schools. The Chromebook must be returned in good working order with all original parts.

Using Your Chromebook At School

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school and all classes each day, unless specifically told not to do so by a teacher or administrator. If students forget to bring a Chromebook to school, they may check out a loaner for the day from the school's media center. Loaners are on a first come, first serve basis and are subject to availability. Repeat violations will result in disciplinary action. Chromebooks must be brought to school each day fully charged. Chromebooks have battery life of up to 10 (ten) hours, so charging should not be needed throughout the school day. Charge stations will be available in the library in the mornings and during lunch for those who forget to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger. All students are provided lockers with your own locker combination. **DO NOT SHARE YOUR COMBINATION** with any other student(s).

Chromebook Repairs

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team located in the library, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day to the library until their issued Chromebook returns from repair.

The student is financially responsible for all damages and repairs to the Chromebook.

Chromebook - lost/stolen/destroyed - \$ 225

Screen Replacement and Labor - \$ 40

Broken top/bottom case and Labor - \$ 60

AC Adapter - \$ 40
 Keyboard (broken keys) and Labor - \$ 45
 Case - \$120

Screensavers and Background

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Elm Creek Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

Sound

Sound should be muted at all times unless permission is obtained from a teacher administrator for educational purposes or earbuds are in use.

Managing Your Files and Saving Your Work

Students should save all of their work to their Google Drive associated with their school email. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

Security

Parents/guardians are responsible for monitoring appropriate use while off school grounds. Please see an administrator if any inappropriate sites are seen or accessed. The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

Inspection

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

Chromebook Identification and Protection

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

Acceptable Use Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Elm Creek Public Schools.
- Access to Elm Creek Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.
- Transmission of any material that is in violation of the law is prohibited and law enforcement will be contacted. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

Email

Students/Borrower are assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

Technology Left in Unlocked Areas

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.

- Lockers are to be locked at all times. Do not share your locker combination with anyone, including “best friends.”
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

Chromebooks in the Classroom

Each student will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in Article 8 of the Elm Creek High School Student/Parent Handbook related to the use of school technology, internet or general behavior involving the Chromebook.

- Each class will begin with the Chromebook open and used for a Learning Activity or unopened depending on the classroom
- Teachers who begin the day with a Chromebook activity will give specific instructions for the activity and how the student Chromebook will be utilized within the activity.
- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students must keep volume on mute or will use earbuds when permitted.
- Students may not use any gaming or social media applications during a scheduled class time. If warned of this violation, a student may be placed into a restricted mode on their chromebook for a period of time to be determined by the administration.

A signed copy of the acceptable use form must be on file in the High School Office to check out and use a school issued Chromebook.

Section 2 Internet Safety Policy (ECPS BOE Policy 6800)

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

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

Definitions

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

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

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes:

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

Supervision and Monitoring

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

Social Networking

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

Adoption

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

Section 3 Computer Acceptable Use Policy

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

Technology Subject to this Policy

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

Access and User Agreements

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

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

Personal Gain

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

Personal Matters

Technology resources shall not be used, and no person shall authorize its use, for personal matters. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the

District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an email related to one's own private consulting business.

Campaigning

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

Technology-Related Limitations

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

Section 4 Unacceptable Uses

Disclaimer

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

Filter

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

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

Section 5 Other Policies and Laws

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

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

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

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

Monitoring

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

Sanctions

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

Section 6 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. Students are to abide by the procedures and policies set in the Acceptable Use Policy. Students are to act in a considerate and responsible manner when using electronic resources and only use these resources when given explicit permission by the classroom teacher or paraprofessional.

Section 7 Photographs and Recordings

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

Section 8 Consequences

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

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

Independent Use

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

Section 9 Cellphone, smartwatch, and other personal electronic device expectations

Cell phones and smartwatches are permitted at school as long as they are silenced or otherwise kept from being a distraction to learning in the classroom. Teachers and other staff members have collection locations in each room. Students are expected to place their cell phone in that location at the beginning of each class period. All other electronic devices are not allowed and staff members can confiscate these devices if they become a distraction to learning in any way.

In the event of an electronic device becoming a distraction, the following will occur:

First offense

Students' phones will be held by the teacher until the end of the day, and the student will be issued a detention of 30 minutes to be served with that teacher prior to the phone being returned. A phone call will be made by the teacher to the parent to inform them of this issue. Phone will be returned to the student at the conclusion of their 30 minute detention.

Any subsequent offense

Students' phones will be held by the teacher until the end of the day, and the student will be issued in school suspension. A phone call will be made by the teacher to the parent to inform them of this issue and the phone will be turned back to a parent or guardian.

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

Personal electronic devices including, but not limited to, Ipads, tablets, computers, laptops, etc are not allowed at school without prior permission from administration.

Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Extra-Curricular programs

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

Section 2 Activity Philosophy

Elm Creek Schools believes that extra-curricular activities are an extension of the classroom. They complement and enhance the educational endeavors of our students. Activities are considered an integral part of the school's program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens. We will strive to have a common focus of having a positive, lasting IMPACT on the lives of our students.

Safety

The district's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the school requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure of the event or prior to releasing the student to the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people directly involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents

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

Section 3 Activity Fees/Pre-Participation Requirements

At this time, Elm Creek Public Schools does not require a fee for participation in activities. However, an all season pass can be purchased by any student at the cost of \$30. This will allow for students to attend any and all games at home (exceptions FKC tournament, District/Playoff Events)

All participants must complete the following requirements before they begin practice:

1. Return a [medical physical card](#) to the office
2. Complete a [Student and Parent Medical Release - Consent form](#)
3. Complete the [NSAA consent](#) form
4. IMPACT concussion test for specific activities
5. Sign (both parent and student) Handbook agreement form

Section 4 Activity Code of Conduct

This activity code of conduct is supplemental to the Elm Creek Public School student code of conduct which is detailed in this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School

Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and

devotion to high ideals make their school and community proud.

Activities are a Privilege

Extra-curricular activities have an important place in the educational program of the Elm Creek Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sports season established by the NSAA and extends to the last day of the spring sports season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

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, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalants (including vapor products) or being under the influence of any of the above; or possession of drug paraphernalia.

Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol/tobacco/drugs 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. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in "possession" of the items as well. Because of the complexity of this issue, "possession" will be determined on a case-by-case basis.

1. Engaging in 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 alcoholic beverages, narcotics, drugs, controlled substances, electronic nicotine delivery systems or products, or inhalants.
2. Truancy or failure to attend assigned classes or assigned activities.
3. Tardiness to school, assigned classes or assigned activities.
4. 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, national origin, or religion.
5. Public indecency.
6. Repeated violation of any of the rules adopted by the school district or the school.
7. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
8. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
9. Willfully violating the behavioral expectations for those students riding Elm Creek Public Schools buses.
10. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
11. 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.
12. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
13. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
14. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
15. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
16. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
17. The NFHS Sports Medicine Advisory Committee strongly opposes the use of dietary supplements for the purpose of obtaining a

competitive advantage (November 21, 2014). Elm Creek Public Schools discourage the use of these supplements, rather ECPS encourages a balanced diet to obtain the necessary nutrition to compete at the highest level. It is ultimately the parents decision to allow their son/daughter to use dietary supplements but the school district will not allow students to possess or consume them at school. Supplements will be prohibited on ECPS grounds.

18. Any violation of any other school rule, requirement, coach/sponsor rule, or lawful directive of any sponsor, coach, administrator, or other district staff member.

Hazing

The School District of Elm Creek believes that all individuals should be treated with respect and dignity. Students should be able to participate in school-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Students found to be in violation of this policy are subject to the Activity Code of Conduct, as well as all other applicable school policies.

Nebraska Code 28-311.06 defining Hazing:

(1) For purposes of this section and section 28-311.07: (a) Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1)(b) of this section. Such hazing activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person; and (2) It shall be unlawful to commit the offense of hazing. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor.

Drug (including tobacco and electronic nicotine delivery systems or products) and Alcohol Violations

Guidelines for reporting and violations of this nature are described on pages 27 and 28 of this document.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extracurricular activities for violation of rules and standards of behavior adopted by the Elm Creek Public Schools Board of Education or the administrative staff of the school. The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purposes.
2. Prior to the suspension, the student is to 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 school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parent or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

During a suspension period, students will not be allowed to practice for, participate in, or attend a school activity.

Section 5 Academic Grade Standards for Activities Eligibility

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore adhere to the following academic guidelines.

Eligibility

The school will adhere to the rules of the Nebraska Schools Activities Association, of which we are a member, with regard to eligibility for participation in extracurricular activities. Complete rules will be posted on a bulletin board and are included in this [NSAA eligibility document](#).

Maintain passing grades in all classes - Academic Eligibility

Eligibility is checked every week, usually on Wednesday at 12:00 PM, beginning the start of the third week of each term. If a student is passing all enrolled courses, s/he is eligible, academically, to participate. If a student is failing any (1 or more) class(es), they will be placed on a warning list for the first week that a grade is failing. Names will remain on the list from one week to the next week. If a student is failing the same class for a second consecutive week, they will be deemed ineligible. If a student is ineligible, they may become eligible to participate by coming in before school or after school to do the work necessary to earn a passing grade. Once all grades are passing, a student will be eligible to participate immediately. Students will be required to attend essential time while grades are failing.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom). Activity practice is permitted, however, teachers or coaches/sponsors may require students to stay after school to complete missing work. Practice is secondary to completing necessary course work.

Eligibility requirements shall not apply to:

- (A) Instructional field trips, which are a part of the scheduled course learning experience;
- (B) Activities or events, which are a part of the students' grade requirements.

Attendance and Academics

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. A full day of attendance, the day of a contest or practice, is required to be eligible for the contest or practice on that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

Section 6 Team Selection, Playing Time, Conflicts, and Transportation

“Team selection” and **“playing time”** decisions are the responsibility of the individual coach or sponsor of the activity.

Consistent, however, with the purpose of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.
3. At the reserve level, the emphasis will be on fundamental skill development and teamwork. At the junior varsity level, the emphasis will be on preparation for varsity competition. However, coaches will determine the amount of playing time for individual athletes.
4. When the situation arises where a student is involved in two school activities and the schedules conflict, the administration will make the final determination in regards to which event the student will participate. Some of the factors that will be considered are: the level of competition ex. varsity versus non-varsity; importance of competition ex. state versus districts versus conference versus regular season; the type of event ex. academic versus athletic; student's role on the team; coach or sponsor's input; student's input.
5. Transportation will be provided by the District for all team members and student managers (if traveling) when a team is participating. Students are expected to ride school transportation to and from all school-sponsored activities. In the event of extenuating circumstances (2 events in one day with overlapping time, illness, or family death), if a student needs to ride home with parents, arrangements should be made ahead of time. Students may not drive themselves to or from activities.

General Lettering Criteria and Post-Season Awards

Lettering in a school activity is for those participants who have met stated levels of performance. Each time an individual letters at the high school level, they will be awarded a letter certificate by the coach of that activity. The first time, and only the first time, that an individual letters in any sport at the Sr. High level, s/he will be awarded by the coach of that sport, the standard chenille letter and a pin representative of the activity. For each additional letter, participants will be awarded a bar to place below their pin.

These general considerations govern lettering in Elm Creek activities:

1. The participant must be in good standing (member of the organization) at the end of the season to receive a letter.
2. Participants injured and who must drop out of a school activity, may be given special consideration.
3. Sponsors who believe there are special conditions or unusual situations (other than alcohol, tobacco or drug and/or criminal activity suspensions) for a participant s/he may letter that participant.
4. Students who participate in an activity for four years, may letter in that activity.
5. Students must participate in 25% of the varsity contests, or score in a major Track and Field meet. Coaches may use discretion for seniors who have met all criteria with the exception of the participation requirement.
6. A sponsor may revoke a letter for disciplinary reasons.
7. A violation of team training rules prohibits an athlete from lettering.

Section 7 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Following a contest is not an appropriate time or place for this conversation. Please abide by the standard 24 hour rule, do not make contact with the coach until 24 hours after the game/contest. A coach or sponsor shall not be approached at any time immediately prior to, during, or immediately after a game or practice with a complaint.

Lines of Communication

Students are encouraged to visit with their coach/sponsor if they have questions about playing time or role on the team. If the student does not have their questions answered, the parent may contact the head coach as s/he is next level for communication. If an issue is still not resolved, the parent may request a meeting with the Activity Director, coach, and student-athlete. The chain of command will continue to the building principal followed by the superintendent. All concerns should follow the proper chain of command. A written Activities Complaint form is found in the appendix of this document. All complaints that advance to the administrative meeting stage will need to be written out and presented at the meeting to be acted upon. Text messages, social media posts, emails, or phone calls to coaches are not an acceptable forum for grievances.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities Communicating with your children

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

Communicating with the coach

1. Communication you should expect from your child's coach includes:
 - a. Philosophy of the coach
 - b. Expectations the coach has for your child
 - c. Locations and times of all practices and contests
 - d. Team requirements
 - e. Procedure should your child be injured
 - f. Discipline that results in the denial of your child's participation
2. Communication coaches expect from parents
 - a. Concerns expressed directly to the coach
 - b. Notification of any schedule conflicts well in advance
 - c. Specific concerns in regard to a coach's philosophy and/or expectations
3. Appropriate concerns to discuss with coaches:
 - a. The treatment of your child, mentally, and physically
 - b. Ways to help your child improve
 - c. Concerns about your child's behavior
 - d. Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may

make it necessary to limit your child's participation or require assistance from trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

4. Issues not appropriate to discuss with coaches:
 - a. Playing time
 - b. Team strategy
 - c. Play calling
 - d. Another parent's child(ren)
5. Appropriate procedures for discussing concerns with the coaches:
 - a. Be sure your child has discussed the issue with the coach
 - b. Call to set up an appointment with the head coach and your child
 - c. Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
6. What should a parent do if the meeting with the head coach did not provide satisfactory resolution?
 - a. Call the athletic director to set up a meeting with the athletic director, coach, parent, and student present.
 - b. At this meeting, an appropriate next step can be determined, if necessary.

Section 8 Good Sportsmanship - Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," stamp feet, or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Ensure other spectators' behavior is appropriate.
14. Avoid vulgar language, rude comments, or conduct that takes attention from the game or reflects poorly our school and community.
15. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

Consequences: Violation of the sportsmanship guidelines may result in removal from the contest and future contests.

NOTICE OF NON-DISCRIMINATION

The School District of Elm Creek does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The Elm Creek School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. Bret Schroeder, in writing at 230 East Calkins Ave., Elm Creek, Nebraska or by telephone at (308) 856-4300. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504

Section 9 Nebraska School Activities Association Concussion Guidelines/Recommendations

Concussion has been reported to account for approximately 4-5% of all injuries in high school sports. Football is the most common sport for concussion. Although most concussions are short lived, experience has shown that if a second injury occurs during the recovery phase of the initial injury, a phenomenon known as the "second-impact syndrome" can occur. This second injury can occur from a very minor blow which under normal circumstances might not cause injury at all. Although uncommon, the second-impact syndrome is often fatal and if an individual survives they are rarely neurologically normal. This abnormal mental state usually remains for life. The second-impact syndrome has only been described in athletes younger than 20 years old (except in boxers). These recommendations are offered with the goal of reducing the potential for serious neurologic/ brain injury in Nebraska high school athletes.

Concussion/ mild traumatic brain injury (mTBI) can be defined as a brief and usually short-lived neurological impairment, which occurs after a direct or indirect blow to the head or body. The impairment is often immediate, and symptoms typically resolve spontaneously. Acute clinical symptoms represent a functional disturbance rather than a structural injury to the brain. The clinical symptoms that occur may or may not include loss of consciousness. Typical signs and symptoms of concussion include confusion, headache, and amnesia. More subtle problems may include difficulties with concentration and attention, behavioral changes, and ataxia (inability to coordinate the muscles in voluntary movement).

When a player shows ANY sign or symptom of a concussion

1. Perform an on-field mental status evaluation.
2. The player should not be allowed to return to play in the current game or practice.
3. The player should not be left alone; and regular monitoring for deterioration is essential over the initial few hours following injury.
4. The player should be medically evaluated (by an appropriate health care provider) following the injury.
5. Return to play should follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

Return to Play Protocol

The majority of injuries will be simple concussions and such injuries recover spontaneously over several days. In these situations, it is expected that an athlete will proceed rapidly through the stepwise return to play strategy.

During this period of recovery in the first few days following an injury, it is important to emphasize to the athlete that physical AND cognitive rest is required. Activities that require concentration and attention may exacerbate the symptoms and result in a delayed recovery. This concept of "cognitive rest" appears to be of significant importance in student athletes.

The return to play following a concussion follows a stepwise process:

1. No activity, complete rest. Once asymptomatic, proceed to step 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise (e.g., running) or progressive addition of resistance training.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level. If any post-concussion symptoms occur, the patient should drop back to the previous asymptomatic level and try to progress again after 24 hours. In cases of complex concussion, the rehabilitation will be more prolonged and return to play advice should be more circumspect. It is recommended that complex cases be managed by physicians with a specific expertise in the management of such injuries. An additional consideration in return to play is that concussed athletes should not only be symptom free but also should not be taking any pharmacological agents/ medications that may affect or modify the symptoms of concussion. Neuropsychological testing is being used more frequently as a clinical assessment tool and provides objective measurement of cognitive function. Cognitive function may be impaired despite resolution of symptoms. Ideally, neuropsychological testing would be compared with pre-injury baseline testing.

Injuries where outside treatment/care is sought will require a medical clearance to return to competition.

Section 10 Varsity Sports Seasons

All interscholastic sports are divided into three seasons--fall, winter, and spring. The divisions of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual shall participate simultaneously in more than one sport per season. (Dates subject to changes)

| FALL | FIRST DAY OF PRACTICE | CLOSE OF SEASON |
|------------------|------------------------------|---------------------------|
| Cross-Country | August 10 | State Meet Oct. 23 |
| Football | August 10 | State Finals Nov. 23 |
| Volleyball | August 10 | State Meet Nov. 5-7 |
| | | |
| WINTER | FIRST DAY OF PRACTICE | CLOSE OF SEASON |
| Girls Basketball | November 16 | State Tourney Mar. 4-6 |
| Boys Basketball | November 16 | State Tourney March 11-13 |
| Wrestling | November 16 | State Meet Feb 18-20 |
| | | |
| SPRING | FIRST DAY OF PRACTICE | CLOSE OF SEASON |
| Boys Golf | March 1 | State Meet May 26-27 |
| Track | March 1 | State Meet May 21-22 |

Participation on other teams

Athletes are not allowed to participate in activities outside the school while involved in the same activity in school. Cross Country/Road Races and town-team basketball are specific examples.

Section 11 Facility Use

No athlete will ever work out using school facilities unless s/he is under the direct sponsorship of a coach or authorized adult. No student will ever work out using the weight machine or free weights unless s/he is under the direct supervision of a coach, faculty member, or authorized adult. Parents who are issued a fob to enter the building may not send a student, unattended by a parent to use the weight room or gym.

State and Federal Programs

Section 1 Notice of Nondiscrimination

Elm Creek Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated coordinator for the applicable anti-discrimination law. Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to Dr. Bret Schroder, 230 East Calkins Avenue, Elm Creek, NE 68836, (308) 856-4300 or in the case of Title IX and the Section 504 Rehabilitation Act to the Director of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

Elm Creek Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students

Purpose: Elm Creek Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Elm Creek Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

1. Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
2. Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Elm Creek Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and

including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Multicultural Policy (Board Policy 6370)

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if The setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's Identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance

Section 6 Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office - U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as a parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Elm Creek Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit

The District designates the Buffalo County Sheriff's Office as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7 Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

Section 8 Notice Concerning Staff Qualifications

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Parental Involvement Policies

Section 10 Homeless Students Policy

Section 11 Breakfast and Lunch Program

A hot school breakfast and lunch is provided for each student. Free or reduced-price lunches are available by applying through the office. The menus are posted both daily and weekly on the school's website. Some students may wish to bring lunch from home instead of buying one. Students may leave the building for lunch, providing they do not operate or enter a motor vehicle. Students may be transported at lunch time only by their parent/guardian(s). Only students who have turned in a signed "Off - Campus Lunch Form" are eligible for this option. If leaving school grounds for lunch results in disciplinary issues, the administration reserves the right to suspend open campus privileges.

Section 12 School Wellness Policy

Appendix

Section 1 Receipt of Student-Parent Handbook Chromebook

Receipt of Student-Parent Handbook Chromebook

The Student-Parent Handbook of Elm Creek High School is available on the internet at www.elmcreekschools.org.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2020-2021 Student Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year.

- Thank you for providing the 2019-2020 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.
- I prefer a paper copy of the Handbook.

Initial for your selection

This signed receipt acknowledges receipt of the 2020-2021 Student-Parent Handbook of Elm Creek Jr. - Sr. High School. It is understood that the handbook contains student conduct and discipline rules information about Safe and Drug-Free Schools, 1:1 Chrome Initiative and Extracurricular Activities and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Parent Signature: _____

Printed Name: _____

Date: _____

Student Signature: _____

Printed Name: _____

Date: _____

Section 2 Elm Creek Public Schools Adult Code of Conduct

Elm Creek Public Schools Adult Code of Conduct

Athletic programs play an important role in promoting the physical, social, and emotional development of our children. It is essential for parents/guardians to encourage athletes to embrace the values of good sportsmanship. In order to do this, adults involved or attending athletic events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self control.

- I therefore pledge to be responsible for my words and actions while attending a Elm Creek Public School event and will conform my behavior to the following Code of Conduct.
- I/we will encourage good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches and officials at every game, meet, practice or other event.
- I/we will place the emotional and physical well-being of my athlete ahead of my personal desire to win.
- I/we will support coaches and officials working with my athlete(s), in order to encourage a positive and enjoyable experience for all.
- I/we will demand a sports environment free from drugs, tobacco, and alcohol and will refrain from use at all athletic activities.
- I/we remember that the activity is for the athletes--not the ADULTS.
- I/we will do our best to make the activity fun for the athletes.
- I/we will ask my athlete to treat other players, cheerleaders, coaches, fans, parents and officials with respect regardless of race, creed, sex or ability.
- I/we agree not to deliberately incite or participate in "unsportsmanship like" conduct at any athletic event.
- I/we agree not to use abusive or profane language at any time at any athletic event.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by word of mouth or gestures.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by the use of social media (e.g., Facebook, Snapchat, Twitter, etc.).
- I/we agree to accept the decisions of the game officials, judges, as being fair and called to the best of their ability.
- I/we agree to follow the proper chain of command when having a complaint or voicing my opinion regarding a concern within the Elm Creek athletic program. The chain is: A. Coach B. Head Coach/Head Sponsor C. Requesting a meeting with the Activities Director or Principal D. Request a meeting with the Superintendent.
- I/we agree to take responsibility for any action that violates this code of conduct by a guest or relative attending an Elm Creek activity event.
- I/we understand that any act of disrespect from a parent/fan directed towards game officials/judges, players or coaches, fans from either team or creating a disturbance either in the stands or on the playing field may result in ejection from the contest and suspension for a longer period of time from Elm Creek activities.
- I/we understand by signing this we have read this Code of Conduct and understand what it means to be a good role model for Elm Creek athletes.

Name(s) _____ Date _____

Name(s) _____ Date _____

Section 3 Elm Creek High School Student and Parent Medical Release - Consent Form

STUDENT NAME _____

GRADE _____

EMERGENCY MEDICAL (RELEASE) INFORMATION SIGN-OFF SHEET

1. I/we have read the policies concerning activities found in the Activities Handbook and understand them fully. I/we agree that my/our son/daughter will abide by these policies while he/she is involved in activities of Elm Creek Middle School and/or High School and that the school and its sponsors/coaches will follow these policies.

2. I/we further understand that should there ever be a time whereby I/we have a question regarding these policies or if my/our son/daughter has not been in accordance with these policies, a conference may be requested with school personnel - Principal, Activities Director and/or Coach/Sponsor - to discuss the matter further. Complete due process procedure for NSAA policies are available from the Activities Director.

3. I/we understand the school carries NO insurance of any kind to cover medical expenses incurred while participating, and I/we will assume all such expenses personally. (Please examine your insurance policies carefully to make sure they cover interscholastic athletic participation and if they do not, the School has information on special insurance policies for athletic participation.)

4. I/we hereby give my/our consent for our son/daughter to accompany any school group of which he/she is a member on any of its local or out of town trips. I/we authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel.

★ Parent/guardian Signature _____

Date _____

MEDICAL INFORMATION SIGN-OFF SHEET

Please complete the following Emergency Information

Parent's Address _____

Home Phone# _____

Mother's Work Phone # _____

Father's Work Phone# _____

If no answer to numbers above, in case of emergency, Call Doctor listed below:

Physician's Name _____

Work Phone# _____

Home Phone# _____

Hospitalization Insurance

TYPE:GROUP:ID #:

Circle Yes or no on the following:

History of Diabetes YES NO

History of Epilepsy YES NO

Parent/Guardian gives permission to administer anesthetic and/or emergency treatment as required: YES NO

Please List Any Allergies to Sulfa, Penicillin, etc...

★Parent/Guardian Signature _____

Date _____

Section 4 Nebraska School Activities Association (NSAA) Student and Parent Consent Form

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA)

Student and Parent Consent Form

School Year: 20____-20____ Member School: _____

Name of Student: _____

Date of Birth: _____ Place of Birth: _____

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

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;

(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities' rules of the NSAA member school for which the Student is participating; and,

(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

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

DATED this ____ day of _____, _____.

Name of Student [Print Name]

Student Signature

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

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

DATED this ____ day of _____, _____.

Parent [Print Name]

Parent Signature

Section 5 Guard Your Activities Eligibility–2020-2021

GUARD YOUR ACTIVITIES ELIGIBILITY – 2020-2021

IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

- 2.2.1 Student must be a bona fide student of their member school and have not graduated from any high school.
- 2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
- 2.3 Student is ineligible if nineteen years of age before August 1 of current school year—age 21 for non-contact Unified Sports athletes. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
- 2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.
- 2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
- 2.5.2 Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
- 2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
- 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. (See May 1 Transfer List bylaw below.) If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. **Student eligibility related to domicile can be attained in the following manners:**
- 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- 2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
- 2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
- 2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
- 2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- 2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2019-2020 school year prior to May 1, 2019; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2019. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for the remainder of the 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2019, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- 2.7.9 Transfer to Home School District. Any student entering high school for the first time after promotion from grade eight who did not initially enroll in the high school located in the school district where the student's parents have their domicile, or a student who transfers back to a high school located in the school district where his/her legal parent(s) have established their domicile shall be ineligible for ninety school days.
- 3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport that are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
- 3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to 3.5.1.1 for exception in Swimming & Diving.)
- 3.6 A student shall not participate on an all-star team while a high school undergraduate.
- 3.7 A student must maintain his/her amateur status.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

COMPLIANCE WITH THE RULES WILL PREVENT YOUR TEAM, SCHOOL OR COMMUNITY FROM BEING PENALIZED

Section 6 [Preparticipation Physical Form](#)

(Click the link above to access this form)

Section 7 Activities Complaint Form

Name of school personnel with whom you have an issue: _____

Date of incident: ____/____/_____

Describe how you have followed Chain of Command listed on Page 45 of this document?

Description of the incident:

What is your ideal resolution:

What time of day could you meet with the Coach, your child, and an Administrator: ____ AM or ____ PM

Signature

____/____/_____

Date

Section 8 Gold Standard Program

The “Gold Standard” Program

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

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

This program places value on the following characteristics:

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

Respectful people are recognized for their actions.

Intentional actions like Honesty and Trustworthiness are valued.

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

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

Gold Standard Incentives

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

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

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

ADDITIONAL CRITERIA FOR INCENTIVE REWARDS:

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

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

Section 9 Waiver of emergency response to life threatening asthma or systemic allergic reactions

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 be followed 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 **2020- 2021 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

The purpose of this blueprint is to provide a framework for how Elm Creek Public Schools will respond to the COVID-19 pandemic and its impact on the educational program during the 2020-2021 school year.

Goal of this plan is to maintain an educational setting for all students throughout the year. In all phases we will have students in school. In the red phase, the most serious stage, we will implement remote learning. Please note - as the challenge of COVID-19 continues we may need to adjust this plan. To keep all stakeholders informed we will be sending updates out at the end of each week.

Based on health directives, if we have a confirmed case of COVID-19 in the district we will be closed for the recommended time for deep cleaning.

| Tiered Responses | | | |
|--|--|--|--|
| The following factors will be considered for movement from one tier to the next | | | |
| Green--Low Risk | Yellow--Moderate Risk | Orange--Elevated Risk | Red--High Risk |
| <ul style="list-style-type: none"> No confirmed cases within the buildings No Directed Health Measures that limit the school building capacity | <ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance | <ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance | <ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance |

| District Procedures | | | | |
|-----------------------------|---|---|--|-----------------------|
| | Green--Low Risk | Yellow--Moderate Risk | Orange--Elevated Risk | Red--High Risk |
| School/Academic Plan | <ul style="list-style-type: none"> School conducted as normal Buildings open Students may enter building at 7:00 a.m. or later | <ul style="list-style-type: none"> Increased social distancing Buildings open Students may enter building at 7:00 a.m. or later | <ul style="list-style-type: none"> Limited student contact Students may enter building at 7:00 a.m. or later | |
| Temperature Checks | <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> 100 threshold (home 24 hours fever free w/o medication) <p>Student Temperature Check:</p> <ul style="list-style-type: none"> Students arriving to school before 7:45 will have temperature taken upon arrival. When students arrive at their first class of the day they will also have their temperature checked. Temperature check will be taken at lunch. (avoid after recess) <p>Students reporting for early morning practice:</p> | <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> 100 threshold (home 48 hours fever free w/o medication) An earlier return may be possible with a doctor's return to school note indicating the child is COVID-19 negative) <p>Student Temperature Check:</p> <ul style="list-style-type: none"> Students arriving to school before 7:45 will have temperature taken upon arrival. When students arrive at their first class of the day they will also have their temperature checked. Temperature check will be taken at lunch. (avoid after recess) | <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> 100 threshold (home 72 hours fever free w/o medication) An earlier return may be possible with a doctor's return to school note indicating the child is COVID-19 negative) <p>Student Temperature Check:</p> <ul style="list-style-type: none"> Students arriving to school before 7:45 will have temperature taken upon arrival. When students arrive at their first class of the day they will also have their temperature checked. Temperature check will be taken at lunch. | |

| | | | | |
|----------------------------|---|---|---|--|
| | <ul style="list-style-type: none"> Coaches will take temperature when students arrive. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temperature each morning. | <p>Students reporting for early morning practice:</p> <ul style="list-style-type: none"> Coaches will take temperature when students arrive. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temperature each morning. | <p>(avoid after recess)</p> <p>Students reporting for early morning practice:</p> <ul style="list-style-type: none"> Coaches will take temperature when students arrive. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temperature each morning. | |
| Custodial | <ul style="list-style-type: none"> Day custodians. will spray spaces during school day. <ul style="list-style-type: none"> Classrooms when students are at speciats, etc. Lunch tables before, between, and after lunches. Lockers and hallways between passing periods. All horizontal surfaces. The evening custodian will spray at the end of the school day. <ul style="list-style-type: none"> Lockers Classrooms and desks Common Areas including lunch room. All horizontal surfaces. Spray bottles with disinfectant provided for all PK-12 classrooms Spray bottles are provides for all athletic areas Spray bottles are provided for all vehicles <p>Classrooms:</p> <ul style="list-style-type: none"> Sanitation dispensers are in every classroom A spray bottle with disinfectant will be provided to each classroom so teachers can spray desks between classes. | <ul style="list-style-type: none"> Day custodians. will spray spaces during school day. <ul style="list-style-type: none"> Classrooms when students are at speciats, etc. Lunch tables before, between, and after lunches. Lockers and hallways between passing periods. All horizontal surfaces. The evening custodian will spray at the end of the school day. <ul style="list-style-type: none"> Lockers Classrooms and desks Common Areas including lunch room. All horizontal surfaces. Spray bottles with disinfectant provided for all PK-12 classrooms Spray bottles are provides for all athletic areas Spray bottles are provided for all vehicles <p>Classrooms:</p> <ul style="list-style-type: none"> Sanitation dispensers are in every classroom A spray bottle with disinfectant will be provided to each classroom so teachers can spray desks between classes. | <ul style="list-style-type: none"> Day custodians. will spray spaces during school day. <ul style="list-style-type: none"> Classrooms when students are at speciats, etc. Lunch tables before, between, and after lunches. Lockers and hallways between passing periods. All horizontal surfaces. The evening custodian will spray at the end of the school day. <ul style="list-style-type: none"> Lockers Classrooms and desks Common Areas including lunch room. All horizontal surfaces. Spray bottles with disinfectant provided for all PK-12 classrooms Spray bottles are provides for all athletic areas Spray bottles are provided for all vehicles <p>Classrooms:</p> <ul style="list-style-type: none"> Sanitation dispensers are in every classroom A spray bottle with disinfectant will be provided to each classroom so teachers can spray desks between classes. | |
| Lunch and Breakfast | <p>We will begin the school year with closed campus during lunch. No students will be allowed to go outside of school for lunch.</p> <ul style="list-style-type: none"> Breakfast in gyms (grab and go breakfast - two choices prepackaged) <ul style="list-style-type: none"> Prek-6 Vintage Gym <ul style="list-style-type: none"> Areas sectioned off for each grade level 7-12 Competition Gym | <p>We will begin the school year with closed campus during lunch. No students will be allowed to go outside of school for lunch.</p> <ul style="list-style-type: none"> Breakfast in gyms (grab and go breakfast - two choices prepackaged) <ul style="list-style-type: none"> Prek-6 Vintage Gym <ul style="list-style-type: none"> Areas sectioned off for each grade level 7-12 Competition Gym | <p>We will begin the school year with closed campus during lunch. No students will be allowed to go outside of school for lunch.</p> <ul style="list-style-type: none"> Breakfast in gyms (grab and go breakfast - two choices prepackaged) <ul style="list-style-type: none"> Prek-6 Vintage Gym <ul style="list-style-type: none"> Areas sectioned off for each grade level 7-12 Competition Gym | |

| | | | | |
|--|--|--|---|--|
| | <ul style="list-style-type: none"> ■ Areas sectioned off for each grade level ● Lunch in the cafeteria with physical distancing. ● Food choices limited to two choices. Lunch trays will be preloaded. ● Parents can eat with their child. | <ul style="list-style-type: none"> ■ Areas sectioned off for each grade level ● Lunch in the cafeteria with physical distancing. ● Food choices limited to two choices. Lunch trays will be preloaded. ● Parents can eat with their child and the school will provide a separate space. | <ul style="list-style-type: none"> ■ Areas sectioned off for each grade level ● Lunch will be delivered to classrooms. ● Parents will not be able to eat lunch with their child in school. | |
| Recess | Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon entry. | <ul style="list-style-type: none"> ● Schools will implement zones for recess for assigned students to support physical distancing. ● Schedules will be modified to ensure max of 1 grade level on the playground at one time. ● Cleaning will be completed daily ● No balls, jump ropes, or hula hoops available. ● Students cannot bring their own equipment for recess. | Same as yellow zone | |
| PK-12 Field Trips | Regular field trip opportunities can be scheduled. Field trips will only be taken to locations that are also listed in the green for COVID risk. | No field trips will be available. | No field trips will be available | |
| Specials | Students transition to music, art, PE, and media | Some specialist teachers transition to classrooms. | All specialist teachers transition to classrooms. | |
| Handwashing and hand sanitation | <ul style="list-style-type: none"> ● Sanitize when entering any classroom. ● Hand washing before lunch ● Hand sanitizing stations will be set up in hallways for additional access. | <ul style="list-style-type: none"> ● Sanitize when entering any classroom. ● Hand washing before lunch ● Hand sanitizing stations will be set up in hallways for additional access. | <ul style="list-style-type: none"> ● Sanitize when entering any classroom. ● Hand washing before lunch ● Hand sanitizing stations will be set up in hallways for additional access. | |
| Hallways | <ul style="list-style-type: none"> ● PK-6 students transition normally with staff support ● 7-12--Regular transitions with encouraged social distancing | <ul style="list-style-type: none"> ● PK-6 students transition and some specialists come to classrooms. ● 7-12--Some areas of the building off limits. Scheduled transitions. | <ul style="list-style-type: none"> ● PK-6 students transition and all specialists come to classrooms. ● 7-12 students may be in isolated classrooms with only limited and scheduled hallway access. | |
| Lockers | <ul style="list-style-type: none"> ● Buildings will implement a limited and staggered use of lockers | <ul style="list-style-type: none"> ● Buildings will implement a limited and staggered use of lockers | <ul style="list-style-type: none"> ● Buildings will implement a limited and staggered use of lockers | |
| Beginning of the day staff | K-12 <ul style="list-style-type: none"> ● Teachers will report for duty as assigned. | K-12 <ul style="list-style-type: none"> ● Teachers will report for duty as assigned. | Teachers will report based on the schedule created and direction provided by the administration. | |
| Beginning of the day students | K-12 <ul style="list-style-type: none"> ● Students will enter the building when doors open and go directly to their assigned areas as determined by the principal. | K-12 <ul style="list-style-type: none"> ● Front doors will open for students at 7:00. Students can pick up breakfast and go to designated areas in gyms. Supervision will be provided. ● At 7:45 students will go to classrooms.. ● Teachers should be in their rooms and ready to receive students by 7:45. | Students will report based on the schedule created and direction provided by the administration. | |
| End of the day | <ul style="list-style-type: none"> ● Regular dismissal. ● All students will be required to leave the building at the end of the day unless in an | <ul style="list-style-type: none"> ● Staggered schedule or alternate dismissal points will be used to reduce congestion in hallways. | <ul style="list-style-type: none"> ● Staggered schedule or alternate dismissal points will be used to reduce congestion in hallways. | |

| | | | | |
|---|--|--|--|--|
| | approved activity or working with a teacher. | | | |
| Building Access | <ul style="list-style-type: none"> Temp checks for visitors that enter the building. Activities and events will not require a mask, but masks or face coverings are encouraged if needed with appropriate social distancing utilized when possible. | <ul style="list-style-type: none"> Temp checks for visitors that enter the building. Masks or face coverings required for all visitors and not provided by the district. | <ul style="list-style-type: none"> No outside visitors or groups allowed. | |
| Facemasks | Face masks will be provided but not required. | <ul style="list-style-type: none"> Staff required to wear face masks. Students are not required to wear masks but encouraged to wear one. Masks will be provided but individuals may provide their own. | <ul style="list-style-type: none"> All individuals in buildings are required to wear masks. Masks will be provided but individuals may provide their own. | |
| Restrooms | Regularly scheduled | <ul style="list-style-type: none"> Restroom use during passing periods is discouraged. Students are encouraged to use the restroom with permission from their classroom teacher. | <ul style="list-style-type: none"> PreK-3 teachers will schedule restroom breaks. Students are encouraged to use the restroom with permission from their classroom teacher. | |
| Water Fountains | <ul style="list-style-type: none"> Regularly scheduled water breaks. Students are encouraged to bring individual water bottles. | <ul style="list-style-type: none"> Students are encouraged to bring individual water bottles. | The Water Fountain is closed and students are encouraged to bring individual water bottles. The school will provide water bottles when needed. We may ask for donations of bottles of water during this time. | |
| Classroom Seating/Materials Usage/Sanitization | <ul style="list-style-type: none"> Regular classroom/teacher preferred arrangement Social distancing will be utilized when possible. Regular classroom supply usage. <ul style="list-style-type: none"> Encourage individual student supplies. Regular classroom cleaning. | <ul style="list-style-type: none"> Desks separated and not in pods. (Avoid face to face seating options) Row seating Required student individual supplies Minimize furniture and center items PE and other equipment is cleaned between classes Contaminated materials will be isolated for cleaning each day <p>Note: In classrooms where students are working in small groups for activities such as experiments or cooking, masks will be required and provided by the teacher.</p> | <ul style="list-style-type: none"> Students will be limited to specific classrooms. Locations in the building as determined and outlined in the alternate schedule. Increased sanitization measures Some materials will not be allowed. Only necessary items | |
| Transportation | <ul style="list-style-type: none"> Regular transportation schedule and practices. Drivers will spray down bus with sanitizer at the end of each route. | <ul style="list-style-type: none"> Drivers required to wear masks. Regular transportation schedule Temperature checks upon entering bus Masks provided for students but not required Drivers will spray the bus down with sanitizer at the end of each route. | <ul style="list-style-type: none"> Regular transportation schedule Temperature checks upon entering bus Masks required for all individuals on bus Drivers will spray the bus down with sanitizer at the end of each route. | |
| Technology | <ul style="list-style-type: none"> Regular use of devices with 1 to 1 students in grades 7 - 12 taking chromebooks home. | <ul style="list-style-type: none"> Regular use of devices with 1 to 1 students in grades 7 - 12 taking chromebooks home. | <ul style="list-style-type: none"> Regular use of devices with 1 to 1 students in grades 7 - 12 taking chromebooks home. | |
| 6-12 Activities | Activities and Athletics will be conducted in | Activities and Athletics will be conducted in accordance | Activities and Athletics will be conducted in | Activities and Athletics will be conducted in |

| | accordance with NSAA guidelines. | with NSAA guidelines. | accordance with NSAA guidelines. | accordance with NSAA guidelines. |
|---------------------------|--|--|--|----------------------------------|
| Student Attendance | <ul style="list-style-type: none"> All students in grades PK-12 will attend school in person. Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated. | <ul style="list-style-type: none"> All students in grades PK-12 will attend school in person. Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated. | <ul style="list-style-type: none"> All students in grades PK-12 will attend school in person but principals may provide an adjusted schedule. Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated. | |
| Staff Attendance | <ul style="list-style-type: none"> All staff will report as normal. Any questions or concerns relative to work expectations should be directed to their direct supervisor. | <ul style="list-style-type: none"> All staff will report as directed. Any questions or concerns relative to work expectations should be directed to their direct supervisor. | <ul style="list-style-type: none"> All staff will report as directed. Any questions or concerns relative to work expectations should be directed to their direct supervisor. | |
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