

# Stanton Community Schools

## Elementary Student/Parent Handbook K-4



2018-2019

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## Foreword Intent of Handbook

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

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

### Members of the Board of Education:

#### Section 1 *Members of the Board of Education:*

Name	Positions
John Mandl	President
Wendy Benson	Vice President
Michael J. Sieh	Acting Secretary
Shad Pohlman	Board Member
Colleen Butterfield	Board Member
Tim Reese	Treasurer
Sarah Klinetobe	Honorary Secretary

#### Administrative Staff:

Name	Position
Michael J. Sieh	Superintendent
David Cunningham	Secondary Principal
Mary McKeon	Elementary Principal

## FACULTY AND STAFF

Kindergarten  
Kindergarten  
First Grade  
First Grade  
Second Grade  
Second Grade  
Third Grade  
Third Grade  
Fourth Grade  
Fourth Grade  
Title I  
SPED  
Librarian  
Vocal Music  
Art  
PE  
Speech Therapists  
Psychologist  
Guidance  
Secretary  
Custodian  
Nurse  
Paraprofessional

Shellie Sieh  
Janelle Peter  
Lorraine Morfeld  
Logan Evans  
Jennifer Flood  
Becky Spotanski  
Greg Wegner  
Sharon Schroeder  
Jamie Frisch  
Nadine Ernesti  
Cheri Walnofer  
Cathy Hobza  
Carol Liekhuis  
Austin Brown  
Rod Beyke  
Julie Cunningham  
Andrea McGregor  
Cathy Fiala  
Lindra Fernau  
Robin Sperl  
Norma Gonzalez  
Lisa Holoubek  
Linda Woolsey  
Matthew Alexander

Food Service

Jeannette Davidson  
Jason Sothan  
Jeanette Hasenkamp

506 Fir Box 749  
Stanton, NE 68779

Elementary Office (402) 439-2639

Superintendent (402) 439-2233

Welcome!

It is our pleasure to welcome you to Stanton Elementary School. Enclosed in this student handbook is a great deal of information about services and regulations that affect the students at your school. We would like to suggest that you review this manual with your child, keeping the handbook handy for future reference. An informed parent is one of our most valuable assets as the staff works with your child during the school year.

This handbook is not meant to take the place of personal communication between home and school so please feel free to contact the office regarding school programs and procedures, or to arrange a visit with your child's teacher in discussing individual needs and progress reports.

Let's have a fantastic school year!

## **Mission Statement**

“The Stanton Community Schools exist to create, foster and provide a positive learning environment in which all students can become responsible and productive members of the United States of America through academic, physical, social, vocational and emotional growth.”

## **Goal Statements**

The students will:

1. Engage in a 21<sup>st</sup> century learning environment by
  - a. Exceeding learning standards in the core curricular areas of Language Arts, Mathematics, Science and Social Science.
  - b. Acquiring lifelong learning skills such as self-direction, adaptability, and higher-order thinking/problem solving. Also included in these learning skills are researching information & reporting results, developing interpersonal & cross cultural relationships, and utilizing the student’s curiosity & creativity.
  - c. Utilizing learning technologies to explore & investigate concepts; access, manage, analyze & synthesize information; and communicate & produce quality products.
2. Be prepared to compete in a global society following graduation.
3. Develop respect and a positive attitude for themselves and others.
4. Assume civic responsibility as a member of a family, community, nation, and world.
5. Develop an appreciation for the visual and performing arts.
6. Be provided with vocational and technological skills.
7. Have the knowledge and skills needed to maintain healthy and fit bodies throughout their lives.
8. Be provided an environment that stimulates emotional growth.
9. Assume responsibility and ownership for their education.

## **Admission to School**

### Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

### Vision Evaluation

Students entering school for the first time, including kindergarteners and transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the student's entrance. (Nebraska Revised Statute 79-214)

The vision evaluation is required to test for amblyopia (lazy eye) and strabismus (misalignment of the eyes), which are two of the most common vision disorders in young children, as well as internal and external eye health and visual acuity. A certificate or form stating results of the evaluation must be signed by an optometrist, physician, physician assistant, or advanced practice registered nurse. School Vision Evaluation Report Forms are available at the elementary office.

### 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 Stanton Community Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, 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.

### Required Attendance

In accordance with 79-201, a child must be enrolled in school:

a) on and after July 1, 2005, a child is of mandatory attendance age if the child (i) will reach six years of age prior to January 1 of the then-current school year, (ii) did not reach sixteen years of age prior to July 16, 2004, and (iii) has not reached eighteen years of age.

### Admission Requirements for Kindergarten

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance. See Board Policy No. 5001 for Early Admission into Kindergarten requirements.

Immunizations

STUDENT AGE GROUP	REQUIRED VACCINES
Ages 2-5 year olds enrolled in a school based	4 doses of DTap, DTP, or DT vaccine,

program not licensed as a child care provider	3 doses of Polio vaccine, 1 dose of MMR given on or after 12 months of age, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, <i>*Hib not required after child reaches 5 years of age</i> 3 doses of pediatric Hepatitis B vaccine, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. <i>*Pneumococcal not required after child reaches 5 years of age</i>
Students from Kindergarten through 12 <sup>th</sup> Grade, including all transfer students from outside the State of Nebraska and any foreign students.	3 doses of DTaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine of student is 11 – 15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chicken pox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7 <sup>th</sup> Grade Only	1 dose of Tdap (must contain Pertussis booster)

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423.

The School Rules and Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases-Chapter 3, revised and implemented 2011) Updated 1/20/14

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

---

(Name of Child Student) (Birthdate of child/student)

I \_\_\_\_\_ verify that the above listed child/student  
Parent/Guardian/Medical Provider  
had the varicella disease in \_\_\_\_\_(year).

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(Signature of parent/guardian/medical provider) Date

### **School Arrival Time**

On regular school days, school will start at **8:05am**. Please don't have your child arrive at school **prior to 7:55am** unless he or she is going to have breakfast at school. Students eating breakfast at school will be allowed in at **7:35am**. Students who have made prior arrangements with a teacher will be allowed in the classroom upon the arrival of teachers at **7:40 a.m.**

### **School Dismissal Time**

On regular school days students in grades K-4 will be dismissed at 3:29 p.m.

### **School Breakfast/Lunches**

A breakfast/lunch program is available for all students. All meals must be paid for in advance. Students may bring a sack lunch or go home for lunch if they bring a written permission slip from their parent/guardian. Single milk servings may be purchased by those who wish to buy milk only.

Student meal accounts shall maintain a positive balance. Kindergarten snack milk is at an additional cost that is not covered by the free and reduced program. Should your meal account become negative, a sack lunch from home will be required until your account becomes positive.

### **Outside Meals**

Parents are encouraged to eat school meals with their child/children. Should the parent choose to bring in outside food from places other than home; only the parent and the child/children may have these foods. Sharing this with other children during meal times is not acceptable and may result in loss of privileges.

## NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax:  
(202) 690-7442; or
3. Email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **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.

## **School Parking**

When picking up students, please line up cars in the **parking lot east of the school** and as the line moves forward you may drop off or pick up your student. **Do not park on the street south of the school as this will create undue congestion.** Students should load from curbside only. For those students who walk the crossing area is at the corner of 6<sup>th</sup> and Fir.

## **Insurance**

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

## **Student Insurance**

Two plans of accident insurance are available through the school for students. One plan covers students through the school day and one plan cover students 24 hours a day. The plan covers all activities and athletics, except tenth through twelfth football. Boys competing in football can obtain coverage; however, this policy covers football and no other sports.

## **Bicycles**

Students second grade and below are discouraged from riding bicycles to school as children of this age are generally too inexperienced to handle the traffic. All bicycles must be parked in the racks provided during the school day.

## **Severe Weather**

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 if at all possible. 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 some instances, schools will be open, but certain services may be cancelled (bus transportation, or student activities).

Listen to local radio stations WJAG/KEXL (106.7), KNEN (94.7), or US92 (92.7), local TV stations or check on [www.cancellations.com](http://www.cancellations.com) during severe weather for announcements concerning school dismissal. If there is a late start announced please continue to listen for any further changes.

## **Reporting Absences**

If a student is absent from school, a parent/guardian must call the school (439-2639) between the hours of 8:00 a.m. and 9:00 a.m. This phone call serves several purposes. It allows the school to keep informed as to the reason for the absence and also proves that the parent knows that their son/daughter is not in attendance. A phone call could save valuable time in the case of potential problems that may arise.

## **Attendance**

### **Philosophy**

The attendance policy for Stanton Community Schools is intended to promote student success.

### **Attendance Policy**

Regular and punctual student attendance is required. The board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

## **Attendance and Absences**

### Students

#### Student Attendance

#### Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff is expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

### **Attendance and Absenteeism**

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as *School Excused* or Not School Excused. 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.
  - a. School Excused. Any of the following circumstances that lead to an absence will be indentified as a School Excused absence, provided the required attendance procedures have been followed.
    1. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    2. Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    1. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    2. Other absences are those in which the parent has not communicated a reason for the student's absence.

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.

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

3. Mandatory Ages of Attendance. The mandatory ages of attendances for truancy purposes are age 6 (as of January 1 of the then-current school year) to age 18.

Exceptions for Younger Students. Attendance is also not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 and has been withdrawn from school in the manner prescribed by law.

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 under the “Excessive Absenteeism” and “Reporting Excessive Absenteeism” policies.

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. Verbal or written communications by school officials with the person or persons who have or actual charge or control of any child; and
  - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
    - i. Illness related to physical or behavioral health of the child.
    - ii. Educational counseling;
    - iii. Educational evaluation;
    - iv. Referral to community agencies for economic services;
    - v. Family or individual counseling; and
    - vi. Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

6. 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 has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. ‘ ‘ 79-201 and 79-209

### **Tardies**

Students arriving after 8:05am will be considered tardy. Three unexcused tardies may cause the student to make up time after school. The principal will determine if a tardy will be excused or unexcused. Perfect attendance will mean no tardies.

### **Student Dress**

Appropriate student dress is the responsibility of each parent and student. It is the intention of this school district that students maintain high standards of personal grooming and dress. Student clothing and dress must not be offensive and must not create a health hazard. Student dress will be such that it will promote good dress habits for life.

Shorts of mid-thigh length or longer shall be allowed so long as they do not pose a disruption to the environment of the school. T-shirts with indecent or suggestive writing, which shall include, but are not limited to, those promoting alcohol beverages and drugs, shall be considered inappropriate. In addition, muscle shirts, tank tops, open midriffs, halter-tops, and perforated shirts shall be considered as inappropriate school attire. No strap tops should be worn unless a cover is worn over them. Clothing which is determined to present a possible health hazard will not be permitted.

Hats, caps, headbands, or other head coverings are not to be worn in the building during school hours.

To avoid problems, any question regarding attire should be checked in advance through the Elementary Office. The administration shall have the authority to make a final determination in regard to proper or improper school dress of students. If school dress attire is determined as not being appropriate, disciplinary action may include, but not be limited to, sending the student home to change.

### **Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be

reached if your child becomes ill or injured while at school. Please also inform your school health office of any health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Teachers are not permitted to give any medication to the students. Medications are to be taken in the presence of the office staff or the nurse and are to be stored in the office only with permission slip signed.

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a 30 day supply.

#### School Health Screening

Children in Kindergarten through fourth grade are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

#### Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

#### 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 the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).

2. Health 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 school days.
4. A child who has been sent from school due to head lice must come to the health 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.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

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

## **Student Performance**

### **Reports to Parents**

Parents of students in grades K-4 may be sent student performance reports at anytime to inform parents of their child's status in various classes. Teachers are urged to contact parents as needed by written reports, email or by telephone. Written reports of student progress will be made available to parents at the conclusion of each quarter.

### **Study at Home and School**

Even though some supervised study time will be allowed in each class, students are expected to spend some time on the preparation of studies outside of school hours. The amount of time needed depends upon the degree of efficiency. Normally, with the supervised study time in the regular classroom, students should be able to complete their assignments without much trouble.

If, however, a student experiences great difficulty in completing assignments within a reasonable time, the student and parent should seek further help and assistance from the teacher, counselor or principal.

### **Physical Education**

Physical education is basic to the best development of children and it should be a continuing experience from simple skills to the more advanced movements and concepts. All students are expected to participate in the program unless prohibited by a medical excuse. Hand-eye and small and large muscle coordination must be continually improved upon to allow a child to realize his/her full academic and physical potential.

### **Educational Field Trips**

Students will need a signed parent permission slip to be returned by the requested date in order to attend field trips out of town. Our educational field trips will attempt to have a 10:1 ratio of students to adults so parents may be asked to help sponsor during the year.

### **Telephone Messages**

Students cannot be called from class to the telephone except in an emergency. The office staff will take a message and deliver it. The office phones may only be used by students with permission from the secretary or the principal.

### **Party Invitations and Class Celebrations**

Invitations for parties may be handed out in class or at school only if ALL students in the class are invited. Birthday treats, not to include gum, may be brought to classes with the permission of the classroom teacher. Three holidays are celebrated with parties. These holidays include Halloween, Christmas, and Valentine's Day. Special class celebrations may occur in the various classes.

### **Parent/Teacher Support Group**

Every parent and teacher is considered a member of the Parent/Teacher Support Group. Activities, meetings, and special projects are planned each year by the Parent/Teacher Support Group Executive Council. Together we will work toward making our school and community a better place for our children.

### **Student Council**

We have an organized Student Council that conducts meetings and is sponsored by the school. Student Council is an opportunity that is given to third and fourth grade students. Members are chosen based upon a written application, an oral interview, and exhibiting responsible behaviors in our school. The goals for the council focus on citizenship, leadership, pride through involvement, responsibility, development of communication skills, and problem solving.

### **School Visitors**

As patrons of the school district, you are urged to visit school whenever possible. When you do so, please come to the Elementary Office and you will be given a visitor's badge. School personnel will show you to the room where you want to visit. It is suggested that you give one day's notice so your visit will not be an interruption to the students and

teacher. The last few days prior to the ending of the quarter or semester are not recommended as good visiting periods because of test reviews and assessments.

If a student wishes to bring a visitor, the visitor should be age appropriate and the school must have prior notification.

### **Pets/Animals**

No pets or animals are allowed to visit school.

## **STUDENT CONDUCT**

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### **Student Discipline**

#### Student Conduct and Discipline Policies

The common goal of students, parents, faculty and administration of Stanton Community Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Stanton Community Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Stanton Community Schools' rules and policies will result in disciplinary action.

#### Code of Conduct & Legal Responsibilities

Students at all levels have a basic responsibility to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility applies not only to school hours but also while attending school activities home and away.

Each student is expected to establish for himself/herself a reasonable code of behavior, which reflects good taste, decency, and sensitivity to the rights of others. Any student causing disruptive behavior in the classroom may be subject to the following disciplinary measures:

1. Verbal warning
2. Contact parents
3. See the student after school
4. Use other disciplinary measures
5. Refer to the student assistance team
6. Bring report to the principal
7. Detention of 20 minutes

8. One day in-school suspension
9. Three days in-school suspension
10. Three days out of school suspension and one day in-school suspension
11. Long term suspension (20 days)
12. Recommendation for expulsion from school

The administration will deal with all discipline on an individual basis. In order that students may better understand the administration, the following is presented:

1. Respect the rights of others
2. Remember that for every privilege you assume responsibility
3. Students will be expected to always walk in a respectable manner in the hallways
4. Remember the restrooms have not been provided for public gatherings or talk sessions nor are the halls to be used as bulletin boards
5. Remember that the purpose of this school is to provide formal education

Now and then, a few students may display extremely poor behavior. In such cases, students may be suspended from class and school attendance. Two types of suspensions may result from the misbehavior.

It is the policy of the Stanton Community Schools not to discriminate on the basis of sex, race, color, or national origin, or handicap in its educational programs, activities, or employment as required by Title VI, Title IX, and Section 504 of federal law. As a student of this school, you are protected from discrimination.

### Suspension from School

Students suspended from school, out of school, are ineligible to participate or attend any school activity during the period of suspension.

### Teacher Authority

Any teacher or non-certified staff members have the authority and the responsibility to warn and correct students for misconduct any where in the building, on school grounds, or at school sponsored functions, home or away, even though he/she may not have the student in class. Students are expected to show respect and cooperate with instructors and staff members in all situations.

### Forms of School Discipline

#### *Short-Term Suspension*

Students may be excluded by the principal or his/her designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion whether the conduct occurs on or off school grounds;  
or

2. Other violations of rules and standards of behavior adopted by the Stanton Community Schools' board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

*The following process will apply to short-term suspensions:*

1. The principal or the principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement (high school) 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.
3. 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 reason 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.
4. 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.

*Long-Term Suspension*

Students may be excluded by the principal or the principal's designee from school or any school function for a period of more than five (5) school days but less than twenty (20) school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

*Expulsion*

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the principal. A notice will be given to the student and the parents/guardian when the principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian.

- This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the principal or the principal's designee.
  4. 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 statutes.

### 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 need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspension during the day. When in-school suspension, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to

serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Stanton Community Schools, all students are expected to refrain from the following conduct. This refers to board policy #5101.

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

The failure to refrain from the following conduct shall constitute grounds for short-term suspension, long-term suspension, expulsion or mandatory reassignment, subject to the procedural provisions of the student discipline act, Neb. Rev. Stat. 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property, or setting or attempting to set a fire or any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of the subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance or an inhalant; being under the 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 of illegal substances on the breath of a person or student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

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

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

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

### Additional Student Conduct Rules

The following additional student conduct rules 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 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.

### *Reporting Student Law Violations*

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

## Due Process Procedure

Procedures for long term suspension, expulsion or mandatory reassignment: the following procedures shall be followed with regard to any long term suspension, expulsion, or mandatory reassignment.

1. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
2. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long term suspension, expulsion, or mandatory reassignment is filed with the superintendent or his or her designee, 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 the superintendent.
3. The principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long term suspension or expulsion. Said notice shall include the following:
  - A. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause of long term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or assistant principal.
  - B. The penalties to which the student may be subjected and the penalty which the principal, or his or her designee has recommended in the charge.
  - C. A statement explaining the student's right to a hearing upon request on the specified charges.
  - D. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - E. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - F. A form or a request for hearing to be signed by such parties and delivered to the principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

## Hearing Procedure

1. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a

witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of the any witnesses in the possession of the Stanton Community Schools board of education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent of schools his/her findings and recommendation as to

disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the board of education.
13. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the board of education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The board of education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the board of education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the board of education or the committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the board of education or committee or committee thereof, if required, for any board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

### **Playground Conduct**

It is a school philosophy that playground time should be a free and relaxing time for students, but with several groups of children on the playground at the same time, safety

becomes an important factor. Teachers and aides are asked to supervise in a manner in which they would not be liable in case of an accident. Therefore, playground supervisors have absolute authority while supervising students on the playground.

All students of the Stanton Elementary School will be expected to follow these rules:

1. BE KIND
2. BE SAFE
3. BE RESPONSIBLE

#### Stanton Elementary Playground Rules

1. "On Pockets" only when going down the slides and when swinging. The slide is a one-way slide, DOWN.
2. Football, tag, and kicking games are not permitted on the cement.
3. Playing between the buildings is not allowed.
4. Chasing and catching games are not permitted.
5. Tackling is not allowed at any time.
6. Wall ball is not allowed.
7. If a ball rolls onto the parking lot, child must notify an adult.
8. Toys from home are not allowed. Balls from home are okay, as long as they are shared.
9. Pretend weapon or fighting games are not permitted.
10. Do not throw snow at anyone or anything. Snow can be used for creating sculptures.
11. Everyone can play. Try to keep teams even.
12. Treat everyone in a safe and helpful way.
13. The playground supervisor may eliminate an activity that is dangerous or has potential for injury.

Misbehavior on the playground for students in grades K through 4 will result in the loss of playground privileges for a specified amount of time.

The Elementary Principal, teachers and aides may take playground privileges away from students in order to maintain a safe environment for all.

### **Bus Regulations**

The administration and operation of a school bus program for any school district is a complex procedure. There are problems encountered in such a program which affect the daily operation of the buses. A successful school bus operation requires combined efforts

of the Board of Education, the administration, the teachers the bus drivers, the parents, and the students. The specific responsibilities of the bus drivers and the nature of their conduct in relationship to the wholesome development of the children, who ride the buses, are matters of serious concern. Presented here are some of the responsibilities which students and parents should assume if pupil transportation is to be a satisfactory part of the overall educational program.

#### RULES FOR STUDENTS RIDING BUS:

(All school rules apply to students while they are riding a bus. This is considered part of a school day!)

1. Students are under the authority of the bus drivers.
2. Students shall be on time for the bus both morning and evening.
3. Students should be careful in approaching bus stops and walk on the left side of the road toward oncoming traffic.
4. Students shall refrain from talking to the driver.
5. Students shall keep the bus clean and refrain from damaging it.
6. Sunflower seeds on the bus are prohibited.
7. Students shall enter and leave the bus at school loading stations and highway bus stops in orderly fashion and in accordance with instruction.
8. Students must refrain from crowding and pushing.
9. Each student must go directly to his or her seat upon entering the bus.
10. Students must keep sharp objects off upholstery.
11. Books and other property must be properly stored out of the way, and the aisle must be clear at all times.
12. Students must avoid playing or loitering on the highway when awaiting the bus.
13. Emergency doors are to be used only in an emergency.
14. Remain seated until the bus stops and the stop arm is extended; depart from the bus and wait for a signal from the driver before crossing the road.
15. While waiting for the bus after school, do not push others to rush to the curb.
16. If you wish to depart from the bus at a location other than the assigned stop, notify the driver well in advance.
17. No foul language, threats or annoying harassment to others is allowed.

If your students are ill and the bus need not make a stop at your residence, a telephone call to the principal's office at 439-2639 should be made prior to the usual pick up time.

#### VIOLATION OF RULES:

To insure the safety of all students transported by school buses, the following procedure will be in effect should a student violate the outline regulation:

1. Verbal warning from the bus driver to the student.

2. Verbal warning from the bus driver to the student and a telephone call home
3. Possible suspension from the bus for a period of two weeks. Possible suspension from the bus for a semester OR the remainder of the school year.

### **Serious Violations**

Some violations are considered more serious and could lead to immediate suspension up to a semester or the remainder of the school year.

1. Students extending hands, arms or head through the bus window.
2. Vulgar language.
3. Loud talking or talking while the bus is at a railroad crossing.
4. Students not being courteous and not listening to the bus driver.
5. Rough housing or fighting on the bus.
6. Throwing objects in the bus or out the bus windows.
7. Tampering with the bus or any of its equipment.

### **Student Privacy Protection Policy**

It is the policy of Stanton Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be

accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling

that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Child Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

### **Community Relations**

#### **COMMUNICATIONS CONCERNING SCHOOL PERSONNEL**

The Stanton Community Schools recognizes that on occasion there may be concern about staff members. Criticism of the school is welcome when it is motivated by a desire to improve the quality of the educational program and to equip the school to perform its task more effectively.

The board places trust in its employees and desires to support their actions in such manner that employees are freed from the unnecessary spiteful or negative criticism or complaints. It is important that all concerns be investigated and reported to the appropriate staff member. The administration shall establish procedures for handling concerns when they are received.

**Notice Concerning Staff Qualifications:**

Staff Qualifications:

Parents may request, and the District will provide on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

- A. Whether the student’s teacher –
  - 1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - 2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - 3. is teaching in the field of discipline of the certification of the teacher.
- B. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out:

Parents may request, and the District will provide on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website) information on each State or District assessment, including:

- A. the subject matter assessed;
- B. the purpose for which the assessment is designed and used;
- C. the source of the requirement for the assessment;
- D. the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- E. the time and format for disseminating the results.

**Notice of Nondiscrimination:**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Stanton Community Schools, and all others who interact with Stanton Community Schools are hereby notified that the Stanton Community Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

**Designation of Coordinator(s):**

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Mr. Sieh, 1007 Kingwood PO Box 749, Stanton, NE 68779, (402) 439-2250.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Anti-discrimination & Harassment Policy:**

Elimination of Discrimination. The Stanton Community 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: Stanton Community Schools is committed to offering employment and educational opportunity 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, the Stanton Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. 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.

3. 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 work place, classroom or educational environment.
4. Sexual harassment may exist when:
5. Submission to such conduct is either an explicit or implicit term or condition of employment or of participation and enjoyment of the school's programs and activities;
6. 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.
7. 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.
8. 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 Stanton Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Stanton Community Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Stanton Community Schools 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.

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

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the 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.

#### 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

Additional Specification of Fees Which May Be Charged and Materials Which May be Required Pursuant to the Student Fee Policy:

Student Fee Waiver Procedures

The board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon the request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the deadline for waiver of individual categories of fees or items. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and waiver process, as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

**Regulations For Providing Required Specialized Equipment Or Attire in Extracurricular Activities**

Elem. Field Trips      None

## **General Clothing Requirement Regulations**

Teachers shall follow the guidelines below when establishing requirements for non-specialized clothing to be worn for specified courses. All requirements should be consistent with meeting the health, safety and instructional needs of the course. Color and brand of the clothing should not generally be criteria for appropriateness.

Physical Education                      All students: appropriate clothing and tennis shoes

## **Personal or Consumable Item Regulations**

Teachers may require students to supply various personal or consumable items for use in courses. However, they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students.

The district may set reasonable general guidelines on the use of consumable items that teachers may request but not require the students to provide.

Pencils	Erasers	Graph Paper	Highlighters
Colored Pencils	Scissors	Tablets	Compass
Pens	Glue	Notebooks	Protractor
Paper	White Out	Activity Calendars	Calculator
Planners	Crayons	Markers	

## **Student Fees**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent/guardian requests that the students be exempted from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational facility.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute.
5. Copies of student files or records as allowed by state statute.
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees
5. Procedures for the handling of fees related to summer school or night school; and
6. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.
7. The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1030, Public Complaints.

The policy will be reviewed and re-adopted annually by August 1<sup>st</sup> at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

## Certification

On the 13th day of July, 2015 school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from student pursuant to, and the use of waivers provided in, the student fee policy for the 2015-2016 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meeting laws.

Michael J. Sieh  
Superintendent or Other Authorized School Official

### Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2, 135 and Laws 2003, LB249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611 (transportation)

Neb. Rev. Stat. §79-104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum Program)

Cross Reference:      5195    Fines for Lost or Damage Items  
                                  6280    Student Activities  
                                  5202    Student Records Access  
                                  5501    Transportation  
                                  5195    Free or Reduced Cost Meals Eligibility  
                                  1030    Public Complaints

### Student Fee Assessments

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers for some fees under the district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

### ACTIVITY

Lunch	K-6	\$2.65
Breakfast	K-6	\$1.80
*Milk Break		\$0.60

*NOTE: Waivers are NOT available for these fees		
Adult Lunch		\$3.60

### **Harassment and Bullying Policy:**

It is the policy of Stanton Community Schools that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.) There will be severe and serious consequences for this type of behavior and will be dealt with accordingly.

- a. The first time school personnel become aware of a possible harassment, the student will be sent to the guidance counselor for appropriate counseling.
- b. The second time school personnel become aware of a harassment incident, parents will be notified, and further consequences will be dealt with by the administration.
- c. If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion.

School authorities will determine the action necessary to insure a safe learning environment for all students.

### **Concern Regarding School Personnel**

Research states that conflict is best resolved at the lowest level possible. The channel for concern regarding school personnel will therefore be from complainant to employee to principal to superintendent to board of education. Every reasonable effort will be made to resolve the complaint at the earliest possible stage.

Whenever a concern/complaint is made directly to the board as a whole or to a board member as an individual, the concern/complaint is to be referred to the staff member about whom the concern/complaint was made. If the complainant refuses to contact the employee, he or she is then to be referred to the principal. If the complainant refused to follow this direction, they shall then be referred to the superintendent. The superintendent may then require a written statement on the provided Concern Form (1312 b) from the complainant so an investigation can be conducted. The name and concern/complaint are needed as so necessary follow-up can be reported to the interested parties.

At the time of the conclusion of the investigation of the concern/complaint, the result(s) will be recorded on Concern Response Form (1312c).

If it appears necessary after all the above mentioned channels have been utilized, the superintendent, the complainant, or the employee involved may request and opportunity to appear before the board of education on the issue. All parties involved shall attend the meeting with the board to explain the facts or clarify the issues.

Personnel decisions concerning certificated staff members resulting in renewal of contract, termination, and reduction-in-force or other disciplinary action shall be governed by state-statute.

STANTON COMMUNITY SCHOOLS CONCERN FORM

Complainant:		Date:	
Address:		Phone:	

Concern:	

Supportive Evident or Witness:	

Signature of Complainant		Date



**PRINCIPAL'S RESPONSE**

Principal:		Date Response Received:	
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*The principal will attach a written response indicating the concern, investigative procedures, supportive evidence of witnesses, and recommendation.*

*The attached response has been reviewed with the person initiating the concern by the principal.*

Signature of Complainant		Date		Signature of Principal	Date



**SUPERINTENDENT'S RESPONSE**

Superintendent:		Date Response Received:	
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*The superintendent will attach a written response indicating the concern, investigative procedures, supportive evidence of witnesses, and recommendation.*

*The attached response has been reviewed with the person initiating the concern by the principal.*

Signature of Complainant		Date		Signature of Superintendent	Date

**SPECIAL PROGRAMS /SERVICES**



**Speech Language**

This program is designed for students who exhibit any speech difficulty. Students are referred for testing by the regular classroom teachers or parents. Effort will be taken to design the schedule so that a speech student will not miss any regular instruction in his or her regular classroom. Services will be provided on a weekly basis. Funding for this

program is provided by the district and the State of Nebraska.

### **Special Education (Resource Room)**

Special Education is provided by the district and Special Education Funds from the State of Nebraska.

A student must be evaluated with an educational assessment prior to his or her placement in Special Education. Parent approval is necessary for assessing and placing students in Special Education.

### **SAT/ MTSS**

Students having difficulties in a class may be referred to the Student Assistance Team (SAT) or the MTSS Team (Multi-Tiered System of Support) in an effort to help the student achieve to their fullest potential. If the student has never been tested, certain papers will have to be filled out and the testing program set up with ESU #8 or as the Guidance Department sees fit. The SAT will work with the teacher(s), student, and parents in order to help improve the overall academic situation for the student.

### **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 notification, 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 participating by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Language Instruction Program**

Parents of English learners will be informed regarding how the parents can 1) be involved in the education of their children and 2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education and meet the State academic standards expected of all students. The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

### **School-wide Title I Services**

The Stanton Elementary School has established a school-wide Title I program in an effort to raise the achievement levels of ALL of the students on the state and local curriculum standards.

By bringing together the Federal resources to support school-wide reform, the principal, teachers and other school staff, with the participation of parents, have the opportunity to:

- 1) plan the overall educational program for ALL children in the school

- 2) work together to support building goals
- 3) address the needs of students in an integrated way
- 4) spend federal resources in ways we can most effectively raise the achievement of ALL the students

Title I Parental and Family Involvement Policy:

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

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

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

1. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental family involvement activities to improve student academic achievement and school performance.
3. Building the schools', parents' and family's capacity for strong parental and family involvement.
4. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
5. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and

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

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

**Policy Involvement:** Each school served under the Title I program shall:

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

**Shared Responsibilities for High Student Academic Achievement:** As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports

to parents and family members on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall

provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

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

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

#### Homeless Students Policy:

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Stanton Community Schools, and the homeless child continues to live in the Stanton Community Schools, transportation to and from the school or origin shall be provided by the Stanton Community Schools; and (2) if the homeless child lives in a school other than the [Insert School Name], but continues to attend the Stanton Community Schools based on it being the school of origin, the new school and the Stanton Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**Network, E-Mail, Internet and Other Computer Use Rules:**

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the

information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.  
Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-

replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.  
Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (vii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

Other rules may be established by the network administrators or teachers from time to time.

- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Risks of MySpace, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

We urge all students to following these common sense guidelines.

Stanton Community Schools  
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Stanton Community Schools' community understand and agree to these rules of conduct, Stanton Community Schools ask that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Stanton Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Stanton Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Stanton Community Schools, any of its employees, or any institution providing network access to Stanton Community Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Stanton Community Schools  
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Stanton Community Schools' community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Stanton Community Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Stanton Community Schools responsible for materials acquired or sent via the network.

I agree not to hold the Stanton Community Schools, any of its employees, or any institution providing network access to Stanton Community Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

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

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

**RECEIPT OF 2018-2019 STUDENT HANDBOOK**

This signed receipt acknowledges receipt of the 2018-2019 Parent-Student Handbook of Stanton Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. 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 responding to harassment or discrimination. The parent/guardian and student signing below are giving permission for Stanton Community Schools to place student photographs, artwork, writing, or other projects on the web site.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING STANTON COMMUNITY SCHOOLS 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

Student Grade Level \_\_\_\_\_

Return to:

Mary McKeon, Principal  
Stanton Community Schools  
506 Fir, PO Box 749,  
Stanton, NE 68779