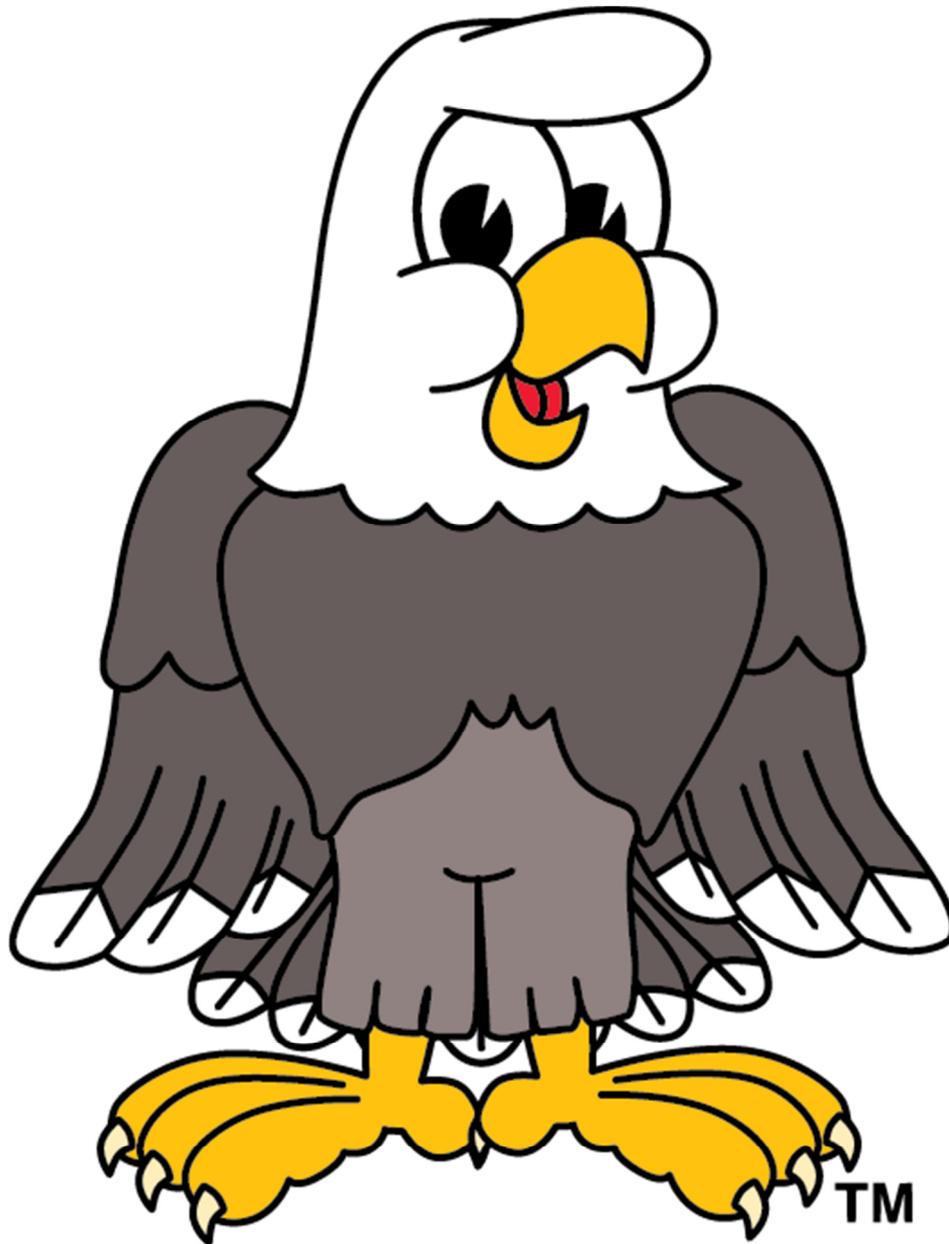


**OVERTON ELEMENTARY  
STUDENT-PARENT  
HANDBOOK**



**2017-2018**

# OVERTON ELEMENTARY STUDENT - PARENT HANDBOOK 2017-2018



## TABLE OF CONTENTS

<b>Foreword</b>	Page
Intent of the Handbook	1
Notice of Non-Discrimination	1
School Mission Statement	1
Members of the Board of Education	2
Administrative Staff	2
Teaching Staff	2
Support Staff	3
School Calendar	4
Supply List	5

<b>Section 1: Basic School Rules &amp; General Practices</b>	Page
Daily Schedule	6
Smoke-Free Environment	6
Visitors	6
Supervision Responsibility Before/After School	6
Classroom Behavior	6
Care of School Property	7
Use of Telephone	7
Video Surveillance	8
Student Valuables	8
Lost and Found	8
Insurance	9
Field Trips	9
Parties	9
Physical Education Expectations	9
Recess Expectations	9
Playground Rules	10
Athletic Contest Rules	10
Media Center	10
Cafeteria Rules	11

Bulletins and Announcements	11
Transportation to School	11
Severe Weather and School Cancellations	13
Child Abuse & Neglect	14
Complaint Procedures	14
Student Fee Policy	16
Copyright and Fair Use Policy	20

<b>Section 2: Attendance</b>	Page
Attendance Policy <ul style="list-style-type: none"> <li>● Required Attendance</li> <li>● Mandatory Attendance Age &amp; Exceptions</li> <li>● Discontinuing Enrollment – 5 Year Old Students</li> <li>● Discontinuing Enrollment – 16-17 Year Old Students</li> </ul>	21
Attendance and Absences	21
Excessive Absenteeism	23
Make-up Work	24

<b>Section 3: Academic Information</b>	Page
Grading System	25
Homework	25
No-Zero Policy for Homework	25
Promotion and Retention	26
Communication with Parents	26
PowerSchool	26
Report Cards	26
Parent-Teacher Conferences	26
Academic Integrity	27

<b>Section 4: Support Services</b>	Page
Student Assistance	28
Special Education Services	28
Students with Disabilities: Section 504	28
Guidance Services	36
Health Services	36

<b>Section 5: Student Discipline</b>	Page
General Discipline Philosophy	40
K-4 Discipline Plan	40
Forms of School Discipline <ul style="list-style-type: none"> <li>● Detention</li> <li>● Short-Term Suspension</li> <li>● Long-Term Suspension</li> <li>● Expulsion</li> </ul>	42

●Other Forms of Student Discipline	
Student Conduct Expectations <ul style="list-style-type: none"> <li>●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>●Due Process Afforded to Students Facing Long-term Suspension or Expulsion</li> <li>●Additional Student Conduct Expectations and Grounds for Discipline <ul style="list-style-type: none"> <li>▪ Dress Code</li> <li>▪ Cell Phones and Other Electronic Devices</li> <li>▪ Harassment &amp; Bullying Policy</li> <li>▪ Inappropriate Public Displays of Affection (IPDA)</li> </ul> </li> </ul>	44
Drug Free Schools	50
Network, E-Mail, Internet and Other Computer Use Rules	50

<b>Section 6: State &amp; Federal Programs</b>	Page
Notice of Nondiscrimination	53
Multicultural Policy	53
Student Records <ul style="list-style-type: none"> <li>● Protection of Student Rights</li> <li>● Directory Information</li> <li>● Non-Directory Information</li> <li>● Transfer of Records upon Student Enrollment</li> <li>● Rights of Custodial and Non-Custodial Parents</li> <li>● Notice Concerning Disclosure of Student Recruiting Information</li> <li>● Police Questioning and Apprehension</li> </ul>	53
Notice to Parents of Students in Programs Receiving Title 1 Funding <ul style="list-style-type: none"> <li>● Staff Qualifications</li> <li>● Standardized Testing</li> </ul>	56
Title 1 Parental Involvement Policy	56
Homeless Students Policy	58
Breakfast and Lunch Programs	58
Dating Violence	59
Threat Assessment and Response	59

<b>Section 7: Forms</b>	Page
Receipt	61
Acceptable Use of Technology – Student’s Agreement	62
Acceptable Use of Technology – Parent’s Agreement	63
Parent-Student-Teacher Learning Compact	64
Medication Permission Form	65

# **Overton Elementary School Student-Parent Handbook 2017-2018 School Year**

## **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 Overton Public Schools. Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

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 and the educational program. 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. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the guidance counselor, or contact the principal’s office.

There are several forms at the end of this handbook which you must read, sign and return no later than the Friday of the 1<sup>st</sup> week of school.

### **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mr. Mark Aten in writing at 401 7<sup>th</sup> Street, P.O. Box 310, Overton, NE 68863 or by telephone at (308) 987-2424. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Also see the “Discrimination and Harassment” section below.

### **School Mission Statement**

The mission of the Overton Public School is to provide a learning environment that is rigorous, meaningful, and safe; that welcomes diversity and mutual respect among adults and students. We value parents and community as partners in supporting and encouraging all students to acquire the knowledge necessary to participate in the world community.

School Improvement Goal: All Students will improve math skills.

## **Members of the Board of Education**

Mr. Keith Rudeen  
Mr. Joel Meier  
Mr. Jared Walahoski  
Mr. Doug Luther  
Mrs. Heather Brennan  
Mr. Rex Johnson

President  
Vice-President  
Secretary  
Treasurer  
Member  
Member

## **Administrative Staff**

Mr. Mark Aten  
Mr. Brian Fleischman

Superintendent  
Principal

## **Teaching Staff**

Miss Nicole Arp  
Mrs. Tierra Bowie  
Mrs. Emily Brooks  
Mr. Chase Christensen  
Mrs. Jennifer Cordes  
Mrs. Angie Ehlers  
Mr. Seth Ehlers  
Mrs. Missy Eilers  
Miss Lindsey English  
Mr. Tory Gilson  
Mr. Paul Heusinkvelt  
Miss Gillian Hogeland  
Mr. Todd Hoyt  
Mr. Jacob Jensen  
Mrs. Amanda Kidder  
Mrs. Alicia Lassen  
Mr. Caleb Lempka  
Mr. Clint Little  
Mrs. Becky Marshall  
Mrs. Dona McCarter  
Mr. Aaron McCoy  
Mrs. Calli McCoy  
Mrs. Alisha Remmenga  
Mrs. Kathleen Roos  
Mrs. Hayley Ryan  
Mr. Robby Simpson  
Ms. Elizabeth Sloan  
Mrs. Christine Suchsland  
Mrs. Mandi Wallace  
Mrs. April Williams  
Mrs. Ashley Wyatt

Second Grade  
8-12 Mathematics  
K-12 Art  
Instrumental Music/Technology  
First Grade  
Family & Consumer Science/JHPE  
7-12 Science/JHPE  
Fourth Grade  
3-Year Pre-School  
Business Education  
5, 7-8 English/JHPE  
4-Year Pre-School  
Industrial Technology  
5-12 Science  
Vocal Music  
Language Arts 6/Media  
K-12 P.E./Health/JHPE  
5-10 Mathematics/AD  
Title  
Kindergarten  
9-12 Social Sciences  
Guidance Counselor  
Third Grade  
Spanish  
PK-6 Special Education  
5-8 Social Sciences/Technology  
7-12 Special Education  
Speech Pathologist  
Title/JHPE  
Agriculture  
9-12 English/Speech

## **Support Staff**

Mrs. Nancy Ginkens	Superintendent Secretary
Ms. Kristi Shafer	Principal Secretary
Mrs. Joan Gehrt	Nurse
Mr. Merle Glassmeyer	Maintenance/Custodian
Mrs. Jennie Thompson	Custodian
Ms. Dianne Eby	Evening Custodian
Mrs. Vicky Flint	Evening Custodian
Mrs. Kimi Wolfe	Evening Custodian
Mrs. Brenda Buchholz	Cafeteria Manager
Mrs. Marlene Hodgson	Kitchen Staff
Mrs. Terah Smith	Kitchen Staff
Ms. Amy Barnes	Kitchen Staff
Mrs. Jill Heusinkvelt	Kitchen Staff
Mrs. Mandi Converse	Kitchen Staff
Mrs. Gina Olmstead	Media Aide
Mrs. Sherry Area	Paraprofessional
Mrs. Darla Cox	Paraprofessional
Mrs. Cindy Davenport	Paraprofessional/Bus Driver
Mrs. Debbie Ditson	Paraprofessional
Mrs. Deb Jehorek	Paraprofessional
Ms. Shannon Lauby	Paraprofessional/Bus Driver
Ms. Shirley Ryan	Paraprofessional/Bus Driver
Mrs. Kori Shubert	Paraprofessional/Cheer

# School Calendar



## Overton Public School 2017-2018 Academic Year Calendar



APPROVED 3-13-17

**AUGUST**  
 14 Teacher In-Service (1)  
 15 Teacher In-Service (2)  
 16 First Day of School  
 2:30 Dismissal  
 29 First Day of Pre-School

August 17						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**SEPTEMBER**  
 4 No School - Labor Day  
 22 Teacher In-Service (3)

**OCTOBER**  
 19 End of 1st Quarter  
 (45 Days)  
 19 P/T Conf. 1:30-7:30  
 (11:30 Dismissal)  
 20 No School

October 17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**NOVEMBER**  
 6 Teacher In-Service (4)  
 22 2:38 Dismissal  
 23-24 No School  
 Thanksgiving Break

**DECEMBER**  
 20 & 21 Semester Tests  
 (2:38 Dismissal Both Days)  
 22 Last Day of 1st Sem.  
 (11:30 Dismissal)  
 (42 & 87 Days)  
 23-27 NSAA Moratorium  
 25-31 No School

December 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**JANUARY**  
 1-2 No School  
 3 First Day of 2nd Sem.  
 15 Teacher In-Service (5)

**FEBRUARY**  
 8 P/T Conf. 1:30-7:30  
 (11:30 Dismissal)  
 9 No School

February 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**MARCH**  
 2 No School  
 8 End of 3rd Quarter  
 (44 Days)  
 9 No School  
 16 Teacher In-Service (6)  
 30 No School  
 Spring Break

**APRIL**  
 2 No School  
 Spring Break  
 17 No School - TR Invite

April 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**MAY**  
 12 Graduation 1:30 PM  
 14 Pre-K Grad. 10 AM  
 15 & 16 Semester Tests  
 (2:38 Dismissal Both Days)  
 17 Last Day of 2nd Sem.  
 (11:30 Dismissal) (45 & 89 Days)

**JUNE**

June 18						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18-24 (+5 Schedule Days)

**JULY**  
 Student = 176  
 (PK = 136)  
 Teacher = 182

NO SCHOOL - Teacher In-Service Days  
 First Day of Semester  
 NO SCHOOL  
 End of Quarters/Semester  
 Parent/Teacher Conferences

# **2017-2018 School Supply List**

## **PRE-SCHOOL**

- 1 Box of 16 crayons
- 2 Glue sticks
- 1 Box of Crayola washable markers
- 1 Large t-shirt for painting (long sleeve works well)
- 1 Regular size backpack (without wheels)
- 1 Dry erase marker
- 1 Box of Kleenex
- 1 Small container of Wet Wipes

## **KINDERGARTEN**

- Large Box of Kleenex
- 4 Glue sticks
- 1 Box 8-Count Crayola Crayons
- 1 Box 24-Count Crayola Crayons
- Pencils
- Big Eraser (Example: Pink carnation brand)
- Paint Shirt
- Plastic School Box
- School Bag (Without Wheels)
- Beach Towel (for a rest mat)
- P.E. Shoes
- 3 Low-odor dry erase markers (may need more later)

## **GRADE 1**

- 24 Crayola Crayons
- 1 Box of yellow #2 pencils
- 2 Erasers
- 5 Glue sticks
- 2 Low odor dry erase markers
- 1 Pair of 5" metal Fiskar scissors
- 1 Pocket folder
- 1 Box of 12 count colored pencils
- 1 Box of washable markers
- 1 Green Highlighter
- 1 Yellow Highlighter
- 1 Pink Highlighter
- Paint shirt
- 1 Large box of Kleenex
- P.E. Shoes
- Small plastic school box
- School bag (Without wheels)

## **GRADE 2**

- 2 Wide rule spiral notebook
- Yellow #2 Pencils
- Big erasers
- 24 Count crayons
- 12 Count colored pencils
- 8 Count washable markers
- 4 Glue sticks
- 4 oz. bottle of Elmer's white glue
- Dry Erase markers
- Scissors

- Plastic pencil box
- 3 Folders
- P.E. Shoes
- Paint shirt
- Large box of Kleenex
- School bag (Without wheels)

## **GRADE 3**

- 1 Box of #2 pencils
- Colored Pencils
- Crayons
- Markers
- 3-4 Glue Sticks
- 1 Glue Bottle
- 2 Pocket Folders
- Wide-Ruled Notebook Paper
- Highlighter (Yellow, Green, & Pink)
- Scissors
- 4-6 Dry Erase Markers
- 1 Small Plastic Supply Box
- 1 Large Box of Kleenex
- PE Shoes
- Paint Shirt
- School Bag (Without Wheels)
- Earbuds (Optional)

## **GRADE 4**

- 12-24 Count colored pencils
- 8 Count washable markers
- Pencils (several)
- Pink Pearl eraser
- 4 White glue sticks (no purple)
- Small bottle of white glue
- 1 (2 inch) 3 ring notebook
- 1 Pkg. wide-ruled notebook filler paper
- 1 Pkg. of page dividers w/8 tabs
- 1 One subject wide ruled notebook
- 2 Highlighters (different colors)
- Scissors
- 4-6 Dry erase markers
- 2 Portfolio pocket folders
- Small plastic supply box
- 2 Large boxes of Kleenex
- PE shoes
- Paint shirt
- School bag without wheels

## **K-4 Music**

- Pocket Folder
- Pencil
- Box of Kleenex

**\*\*\*This is an initial supplies list\*\*\***

## Section 1 –Basic School Rules & General Practices

### Daily Schedules

Monday – Thursday	
Student Entry Bell	8:00
Student Tardy Bell	8:05
K-1 Lunch 2-4 Lunch	11:50-12:15 12:05-12:30
Student Dismissal	3:25
Detention Begins	3:30
Busses Leave	3:35
Teacher Dismissal	4:00

Friday	
Student Entry Bell	8:00
Student Tardy Bell	8:05
K-1 Lunch 2-4 Lunch	11:50-12:15 12:05-12:30
Student Dismissal	2:25
Detention Begins	2:30
Busses Leave	2:35
Teacher Dismissal	3:00

### Smoke-Free Environment

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not allowed on school property at any time. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Visits by parents must be scheduled with the Classroom Teacher or Principal ahead of time.

### Supervision Responsibility Before/After School

#### Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating, unless they are receiving help from a teacher. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 20 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

## Section 1 – Basic School Rules & General Procedures

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Parents/Guardians are to drop students off and pick them up in front of the school and not the school parking lot before and after school.

### Signing a Child In and Out of School

If you are taking children from school during the school hours, please report to the school secretary or principal so the teacher may be notified. Anybody entering the school who is not a staff member or student must stop in the office to sign in and get a Visitor's Pass. If a child becomes ill or injured at school, every effort will be made to contact the parent. If that isn't possible, the emergency number will be called. When a child needs to be picked up early for any reason, the person picking them up will need to go to the classroom to pick up the student. Students will not be sent to the front doors to be picked up. They will remain in the classroom or other designated area until that person is there to pick them up.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Students wishing to watch siblings in JH activities or Elementary activities must have a parent note turned into the office two days prior to the activity.

### Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

Students are not allowed to distribute invitations to private birthday parties at school unless the entire class or all boys or girls are being invited. Balloons/flowers brought to school will be kept in the Principal's office and picked up after school by the student. Balloons must be latex free.

### Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

## Section 1 – Basic School Rules & General Procedures

2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Fines for textbook damage will be assessed by the classroom teacher at the end of the school year based upon the damage to the textbook. Students may be charged the full replacement cost of the book if the amount of damage warrants such a fine. Students will be charged the full replacement cost for lost textbooks.

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

### **Use of Telephone**

School telephones are business phones. Students may receive permission to use the phone only for emergencies. Social calls and calls concerning after school activities should be made at home. When they leave home in the morning, students should know where they are to go after school.

### **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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from school Administration. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Student Valuables**

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. Students, not the school, are responsible for their personal property.

## **Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. Students may also check with the custodial staff regarding lost items. If articles are lost at school, report that loss to office personnel. Students items left on the locker room floors, at the end of the school day, will be placed in lost and found.

## **Insurance**

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities.

## **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

## **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

## **Physical Education Expectations**

The elementary physical education program is the place where students learn about all of the benefits gained from being physically active. They learn important motor skills as well as teamwork and playing fairly. All students are expected to participate in PE. Students who have health reasons that prohibit participation in PE must bring a doctor's note outlining what activities the students should avoid. Students will be expected to participate in all PE activities without such note. Any extenuating circumstances must be approved by the physical education teacher and/or administration.

## **Recess Expectations**

Students in grades K-4 will have recess times scheduled as part of each day. Be sure to consider the weather forecast when you dress for school each morning. Recess will be outside as much as possible and as the weather permits. The decision for outside/inside recess will be made by the principal. All students will be expected to participate in this outside activity. Parents should not request to have their children remain inside the building at these times unless arrangements have been made with the principal. Remember that recess time is necessary preparation time for teachers, and provides a healthy release of student energy. At the teacher's discretion, recess can be used for students to receive additional help on assignments or to complete make-up and/or incomplete classwork.

## **Playground Rules**

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students need to understand that recess time is a privilege for them. Students are to be conducting themselves on the playground under basically the same rules and codes of behavior that are expected in the classroom setting. Recess time can be a fun social time or students, but inappropriate behavior and actions will cause recess to become unsafe for everyone. Playground supervisors will use their own discretion and judgment when on duty. If any student or students threaten the safety of other students and/or the supervisors, the student or students will be removed from the playground area.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

## **Athletic Contest Rules**

The following are rules for students attending sporting events at Overton: during football games no students are to bring balls of any kind to play with. Students are to stay close to the track and out of the area behind the end zones. Students are not allowed to roll down the hills on each side of the bleachers at the football field. Students are not to be riding bicycles at the football games. During the basketball games students must be in the gym and seated in the bleachers while the varsity games are in progress. It is strongly recommended that parents attend games and sit with students in grades K-4. Students may leave the gym to go to the concession stand and restrooms at the end of each quarter and between games. They are to return to the gym as soon as the game starts. If an emergency occurs students may get special permission from the Principal, Superintendent, or Athletic Director to leave the gym during the game. Students are never to go outside the building after arrival until they are ready to leave the premises for the night. If you leave the event, you will not be allowed to re-enter the building. The parking lot is off limits. Students misbehaving during football or basketball games will be asked to sit with their parents. If parents are not in attendance they will be asked to leave and detentions will be assigned. Students will be suspended from sporting events if their behavior is not satisfactory. Students who do not plan on watching the games should not be in attendance.

## **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is

## Section 1 – Basic School Rules & General Procedures

lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Cafeteria Rules**

Overton Public School is committed to providing a quality breakfast and lunch program for our students. Proper nutrition is a key element to academic success. While in the cafeteria, the following rules will be in place:

1. All leftover food, napkins, milk cartons, and other items should be deposited in the trash cans.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Second servings are available to those who have made an effort to clean their trays.
6. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school or bring their own lunch from home.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined

### **Bulletins and Announcements**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices. The announcements will also be emailed out to all staff and students in grades 7-12.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

### **Transportation to School**

#### **Bussing:**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere

## Section 1 – Basic School Rules & General Procedures

to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

#### a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

#### b) Consequences

Drivers must promptly report all student misconduct to the administration. These reports

## Section 1 – Basic School Rules & General Procedures

may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

### c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Bicycles. Bicycles must be parked in the racks provided on the West side of the building. We recommend all bicycles be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

### Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor, which has been signed by that student's parent.

## **Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information will be broadcast on Channel 13 and radio station KRVN-Lexington. This information will also be sent through the One-Call Alert System.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

## Section 1 – Basic School Rules & General Procedures

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

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

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

### **Complaint Procedures**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

## Section 1 – Basic School Rules & General Procedures

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
  
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
  
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

## Section 1 – Basic School Rules & General Procedures

- d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

### **Student Fee Policy**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

## Section 1 – Basic School Rules & General Procedures

### Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### Listing of Fees Charged by this District.

1. Clothing Required for Specified Courses and Activities. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. Safety Equipment and Attire. The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. Personal or Consumable Items. The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. Materials Required for Course Projects. The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$0.00 (students will pay/provide materials for personal projects that will be taken home)
  - Art Classes \$0.00
  - Family and Consumer Science Classes \$0.00 (students will pay/provide materials for personal projects that will be taken home)
5. Extracurricular Activities. The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing

## Section 1 – Basic School Rules & General Procedures

the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card: \$30.00(covers admission to all extracurricular events)
  - Future Business Leaders of America (FBLA):\$0.00 (students will fundraise to attend State & National events)
  - Family, Career and Community Leaders of America (FCCLA): \$25.00 (students will fundraise to attend State & National events)
  - Cheerleading & Dance team: Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount for Cheerleading or Dance team uniforms will be \$1200 per activity.
  - Football: Students must provide their own football shoes and undergarments.
  - Golf: Students must provide their own golf shoes, undergarments, and clubs.
  - Track, volleyball, wrestling and basketball: Students must provide their own shoes and undergarments.
  - Future Farmers of America (FFA) \$0.00 (students will fundraise to attend State & National events): Students must purchase their own jackets in addition to paying dues.
6. Post-Secondary Education Costs. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
7. Transportation Costs. The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$0.00 per mile.
8. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$0.00 cents per page for reproduction of student records.
9. Participation in Before-School, After-School or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
10. Participation in Summer School or Night School. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$0.00.

## Section 1 – Basic School Rules & General Procedures

**11. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-12
  - Regular Price     \$1.45
  - Reduced Price    \$.30
- Lunch Program – Grades K-4
  - Regular Price     \$2.35
  - Reduced Price    \$.40
- Lunch Program – Grades 5-12
  - Regular Price     \$2.90
  - Reduced Price    \$.40
- Second milk       \$.50 (each)
- Second entrée     \$1.00 (each)

**12. Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$0.00.

**13. Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to participate in fundraising activities. No class dues will be charged.

### Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

### Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services

and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents and patrons.

### **Copyright and Fair Use Policy**

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

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

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

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

## Section 2 – Attendance

### **Attendance Policy**

It is the philosophy of the Overton Board of Education and the Administrative Personnel that, in order for the student to obtain maximum benefit and success from their education in the Overton Public Schools, they must attend school regularly and be on time each day. Please try to avoid having children at the school before 7:55. The only exception to this would be if your child is eating breakfast, which begins at 7:45. If students have a temperature of 100 degrees or greater, they must stay home until they are fever free without the aid of medication for 24 hours. If students are vomiting or have diarrhea they should stay home until they are symptom free for 24 hours.

**Required Attendance:** Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to discontinue their enrollment pursuant to Board Policy 5001.

**Mandatory Attendance Age & Exceptions:** All children who are or will turn six years old before January 1<sup>st</sup> of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age. A child who will not reach age 7 before January 1<sup>st</sup> of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

**Discontinuing Enrollment – 5 Year Old Students:** The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Only children dis-enrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Attendance and Absences**

**Excused and Unexcused Absences.** Absences are either excused or unexcused. The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe Weather
3. Medical appointments for the student (bring Dr. note back from appointment)

4. Death or serious illness of the student's family member
5. Attending a funeral, wedding, or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

We ask the parents cooperation in seeing that this is kept to a minimum. An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed. A grade of zero (0) will be given for all unexcused absences and tardies that are not made up. Seventy percent, of the actual grade, will be given for make-up work if the absence is unexcused. Make-up time for unexcused absences shall be made up in the amount of double the time that the student was absent with the minimum time of 30 minutes. Saturday School will be assigned to students with unexcused absences. Routine appointments during the school day are discouraged.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell rings at 8:05AM. When a student is absent or tardy, parents/guardian must call the school by 8:00 a.m.(987-2424). Students will be assigned a 10-detention after 4 tardies to school in a quarter. Detentions will be issued for each tardy after the student has received 4 tardies to school in a quarter.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Absence Procedures:

When a student is absent, for any reason, eight times from a semester class a letter will be mailed to the parents/guardians, from the principal, as a reminder of the absence status. When a student has missed ten class periods in a semester without doctors' notes, a letter will be sent to the parents/guardians notifying them of the attendance problem. At this time, the student will be given the option of attending Saturday school to make up the missed class time (one Saturday school will equal one/half school day). If the time is not made up, credit will be withheld for the missed classes. An attendance committee may be asked to review reasons for absences and request additional requirements in addition to making up time. Possible requirements may include completion of missing work, tests, or assessments. If these requirements are not completed within the timeframe set forth by the committee, the student's credit may be withheld.

If a parent/guardian wishes to contest this ruling, they have 10 days after they have received notification of the 10th absence to request a hearing with the principal and the attendance committee.

## **Excessive Absenteeism**

A student who engages in excessive absenteeism or unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truanancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Students who accumulate five (5) unexcused absences, or the hourly equivalent, in a semester 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 by the Attendance Officer to compel the student's attendance within the district's power:

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

Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney. When a student's absences are excused or due to documented illness that makes attendance impossible or impracticable, the Attendance Officer may file a report with the county attorney of the county in which the student resides. "Documented illness" shall mean a health condition that prevents the student from safely attending school that has been confirmed by a written statement by the student's health care provider. Students will have the option to attend Saturday School to make up the missed class time for unexcused absences.

## **Make-up Work**

Students who have advanced knowledge that they will be absent from school must bring a note to the principal (or phone call) from a parent stating the reason and date of the upcoming absence. The Principal may then issue a pre-make-up slip permitting the student to make up work that will be missed. Both the make-up work and make-up slip must be returned to the teacher and principal respectively

## Section 2 - Attendance

prior to the actual absence. When parents do not notify the school, the school will try to notify the parents.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. A grade of zero (0) will be given for all unexcused absences and tardies that are not made up. Seventy percent, of the actual grade, will be given for make-up work if the absence is unexcused. Make-up time for unexcused absences shall be made up in the amount of double the time that the student was absent with the minimum time of 30 minutes. Saturday School will be assigned to students with unexcused absences.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

## Section 3 – Academic Information

### Grading System

Students will receive letter grades on report cards and transcripts. The following scales will be used to assign letter grades and a grade point average from a percent:

A	93-100
B	85-92
C	77-84
D	70-76
F	0-69

ADV	Advanced
PRO	Proficient
PRG	Progressing
BEG	Beginning

The following scale will be used to show student progress toward work habits and social skills:

S	Satisfactory
I	Improving
N	Needs Improvement
M	Modified

### Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

### No-Zero Policy for Homework

Academic success or failure is determined by a number of factors. One of the main factors of student failure is homework. Failing to do homework results in two major problems; one, the student does not practice and move toward mastery of a topic; and two, incomplete homework results in a zero in the gradebook. Many students do not realize the devastating effect zeros have on their cumulative grade.

Overton Public School is attempting to eliminate zeros from student grades by making sure all homework is completed and turned in. The teachers have been asked to hold students accountable for all homework. If a student comes to class without homework completed, he or she is to call his or her parent and make arrangements to stay that afternoon or to come in before school the next morning. Students who ride the bus must stay after school the following day if arrangements cannot be made for that afternoon.

## Section 3 – Academic Information

Flexibility is built into the policy to benefit teachers and students. Teachers are allowed to use professional judgment when addressing the needs of the students. Some teachers may find time during the day for the student to come to them and complete the homework rather than having them stay after school. For example, teachers may keep a student in at recess to complete missing and/or incomplete homework.

### **Promotion and Retention**

To ensure the success of a student, a recommendation may be made by a classroom teacher to the principal that the student be retained. The decision to retain a student at a specific grade level is reserved to the school administration. Notice of retention and proper justification shall be provided to the parent/guardian in writing if the decision is made to retain their child. First and second grade students shall be retained if they are not reading at least at their current grade level by the end of the school year except for instances where students have an IEP. Any exceptions to this policy need the approval of the administration.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **PowerSchool**

Students will be given a password allowing them to access to their grades via PowerSchool. Parents/Guardians will also be given a password to access this information. These passwords will be mailed out within the first two weeks of school. Parents and students will be able to access the student's grades, attendance information, lunch transactions, and much more.

### **Report Cards**

Report cards will be sent home after each quarter in the students folders. The report card of any student owing money to the school for library fines, lost books, lunch charges, or equipment not returned will be withheld until the bill is paid.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held at the end of the 1st quarter and mid-3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers. Parents are encouraged to communicate with

their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

## **Academic Integrity**

### **A. Policy Statement**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

### **B. Definitions**

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

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### **C. Consequences**

The following consequences will occur for academic integrity offenses:

1. Academic Sanction: The instructor will refuse to accept the student's work in which the cheating or plagiarism took place and assign a grade of zero "0" for the work. The student may not redo the assignment or retake the test. If the teacher determines that a student cheated by knowingly sharing his/her work with another student, that student will also receive a zero "0" with no opportunity to redo the work.
2. Report to Parents and Administration: The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Consequences: Academic integrity offenses are a violation of school rules. Students violating Academic Integrity policies will receive a detention for their actions. The Principal may recommend consequences in addition to those assigned by the instructor, up to and including suspension or expulsion.

## **Section 4 - Support Services**

### **Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

### **Special Education Services**

All children, regardless of their handicapping condition, are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

### **Students with Disabilities: Section 504**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning 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.

## Section 4 - Support Services

### NOTICE OF NON-DISCRIMINATION

Overton Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact Superintendent Mark Aten, in writing at P.O. Box 310, Overton, Nebraska 68863 or by telephone at (308)987-2424. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (800) 368-1019; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

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### Non-Discrimination Policy

In compliance with all Federal, State, School rules, laws, regulations, and policies, Overton Public Schools ("The District") shall not discriminate on the basis of sex, age, race, color, national origin, religion, or disability in the educational programs of activities which it operates. With respect to the Americans with Disabilities Act of 1990 (ADA or Title II) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Board provides the following definitions, policies, and procedures:

- a) ADA Amendments Act
  - i. "Disability" means:
    1. A physical or mental impairment that substantially limits one or more major life activities of such individual;
    2. A record of such an impairment; or
    3. Being regarded as having such an impairment
  - ii. Major life activities may include caring for oneself, performing manual tasks, seeing, hearing, eating sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
  - iii. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measure such as: (1) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies; (2) use of assistive technology; (3) reasonable accommodations or auxiliary aids or services; or (4) learned behavioral or adaptive neurological modifications. The ameliorative effects of the mitigating measure of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.
  - iv. An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.
  - v. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active; and
  - vi. The definition of disability shall be construed in favor of broad coverage of individuals under Section 504 and Title II, to the maximum extent permitted by the terms of those laws.
- b) Free Appropriate Public Education
  - i) The District shall provide a FAPE to each qualified student with a disability in the District's jurisdiction. An appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students

## Section 4 - Support Services

- without disabilities are met, and complies with applicable federal regulations:
- ii) The District shall educate, or shall provide for the education of, each qualified student with a disability in its jurisdiction with students without disabilities to the maximum extent appropriate to the needs of the student with a disability. The District shall place a student with a disability in the regular educational environment unless it is demonstrated by the District that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily; and
  - iii) The District shall ensure that students with disabilities participate with students without disabilities in nonacademic and extracurricular services and activities to the maximum extent appropriate to the needs of the students with a disability. Nonacademic and extracurricular services and activities include, but are not limited to, meals, recess periods, counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies which provide assistance to students with disabilities, and employment of students.
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- iii. The District shall ensure that students with disabilities who have been provided special education or related services are periodically reevaluated.
    - 1. recommendations, physical condition, social or cultural background, and adaptive behavior;
    - 2. Establish procedures to ensure that information obtained from all such sources is documented and carefully considered;
    - 3. Ensure that the placement decision is made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. A parent(s) or guardian is a required participant if he or she is a person knowledgeable about the student;
    - 4. Ensure that the placement decision is made in a timely manner, and in the least restrictive environment in accordance with 34 C.F.R. §104.34.
- c) Evaluation and Placement
- i. The District shall conduct an evaluation of any student who, because of a disability, needs or is believed to need special education or related services, before taking any action with respect to the initial placement of the student in regular or special education and any subsequent significant change in placement. The District shall ensure that:
    - 1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;
    - 2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and
    - 3. Tests are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).
  - ii. The District shall ensure the following actions are taken when interpreting evaluation data and making placement decisions:
    - 1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher

## Section 4 - Support Services

### U.S. Department of Education, Office of Civil Rights Disclaimer

These materials are not intended to and do not add to or subtract from any otherwise applicable requirements contained in any federal or state law. Nor are they intended to describe all legal requirements that apply to children with disabilities. These materials are intended to provide suggestions that school systems may find helpful to address the issue of services for children with disabilities. The U.S. Department of Education, Office for Civil Rights, does not require any school department, school district or school to make use of these materials. Information and materials cited herein are provided for illustrative purposes only and are not specifically endorsed or approved by the Office for Civil Rights.

A Parent Guide to Section 504 is a pamphlet, which provides information and describes the requirements of Section 504 of the Rehabilitation Act of 1973 with respect to preschool, elementary and secondary school policies involving placement of children with physical and mental disabilities.

This pamphlet is designed specifically to give parents understanding by providing information to help them access services for eligible Section 504 children.

#### What is Section 504?

Section 504 is the part of the Rehabilitation Act of 1973, which applies to persons with disabilities. Section 504 is a civil rights act, which protects the civil and constitutional rights of persons with disabilities.

#### The Law

Section 504 states that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance.

Section 504 and special education are two separate services. All school districts should have a Section 504 Coordinator to answer your questions about Section 504.

#### Historical Background

Section 504 of the Rehabilitation Act of 1973 was passed by congress in 1973. Regulations implementing the statute became effective in 1977. For many years school districts perceived its main obligation as ensuring physical access to public buildings (i.e., ramps were installed, curbs were cut, elevators were added to multi-level buildings, rest room stalls were enlarged, etc.). Schools were at the same time committed to compliance with special education regulations now referred to as the Individuals with Disabilities Education Act – (IDEA).

With passage of the rehabilitation Act of 1973, Congress required that school districts make their programs and activities accessible and usable to all individuals with disabilities.

Within the last several years, the Office for Civil Rights (OCR) has become active in assisting school districts in further defining "access." The definition of access means more than physical access; a child may require special accommodations such as modified assignments in order to benefit from their education.

### How Does Section 504 Define "Appropriate Education"?

A free appropriate education is one provided by the public elementary or secondary school which includes general or special education and related aids and services that (1) are designed to meet the individual educational needs of a person with a disability as adequately as the needs of a non-disabled person are met, and (2) are based upon adherence to evaluation, placement, and procedural safeguard requirements.

#### How Does Section 504 Define "Disability"?

Section 504 of the Rehabilitation Act of 1973 protects persons from discrimination based upon their disability status. A person is disabled within the definition of Section 504 if he or she:

#### Eligibility For 504 Services

\*Has a mental or physical impairment, which substantially limits one, or more of a person's major life activities; the impairment must impact the child's education

"Major life activities" include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. When a condition does not substantially limit a major life activity, the individual does not qualify under Section 504.

In order to determine eligibility for Section 504 services, your child must be evaluated by a team of individuals who are familiar with your child. The results will be shared at a team meeting in which you are involved.

#### WHAT ARE SOME DIFFERENCES BETWEEN SPECIAL EDUCATION AND SECTION 504?

	Section 504	Special Education (IDEA)
Type	A civil rights act	An education act
Funding	School funding	State - federal-local funding
Administration	Section 504 coordinator	Special education director
Service Tool	Accommodations and services	Individualized Education Program (IEP)
Disabilities	All disabilities if eligible	16 Federal Disabilities
Parents	Should be involved in all team meetings	Should be involved in all team meetings
Procedural Safeguards	Notice of consent of parents is required	Parent consent and notice required for initial evaluations and reevaluation and placement

## Section 4 - Support Services

**Evaluation and Eligibility**

An evaluation is necessary before it can be determined if a child is eligible for Section 504 services.	An evaluation is necessary before it can be determined if a child is eligible for special education.
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### How Are Children With Disabilities Identified?

Section 504 covers a wider range of children with disabilities. The definition of disability under Section 504 includes children who have a physical or mental disability, which substantially limits one or more of life's major activities and impacts education.

For example, school staff should consider the potential existence of disabilities and possible Section 504 protection for children diagnosed as having asthma, HIV, Tourette's syndrome, attention deficit hyperactive disorder (ADHD), heart malfunctions, communicable diseases, urinary conditions, blood disorders, chronic fatigue syndrome, school phobia, respiratory conditions, blood/sugar disorders, post traumatic disorders, (with health issues that affect ability to learn), epilepsy, cancer, birth defects, tuberculosis, etc.

### Does Section 504 Require Evaluations?

Section 504 requires that a school evaluate "any person who, because of a disability, needs or is believed to need special education or related services." An evaluation is also required prior to any significant change in placement. Most evaluations under Section 504 only involve gathering testing that has already been conducted, such as medical records. The evaluation data should be reviewed to determine if it is current or needs to be updated.

### Eligibility

If the school or parent has reason to believe that, because of a disability as defined under Section 504, a child needs general or special education or related aids and services in order to participate in the school program, the school must evaluate the child. If it is determined that a child is eligible under Section 504, the school must develop and implement the delivery of all needed services or accommodations.

### Services

The determination of what services of accommodations are needed must be made by a group of persons knowledgeable about the child. This usually involves the school principal, classroom teacher(s), and other educators working with your child. *The parent and child should be included in the process whenever possible.* The group must review the nature of the disability and how it affects the child's education. The decisions about Section 504 eligibility and services must be documented in the child's file and reviewed periodically.

An appropriate education for children eligible under Section 504 may consist of education in general classes with accommodations and programs designed to meet the unique needs of a particular child.

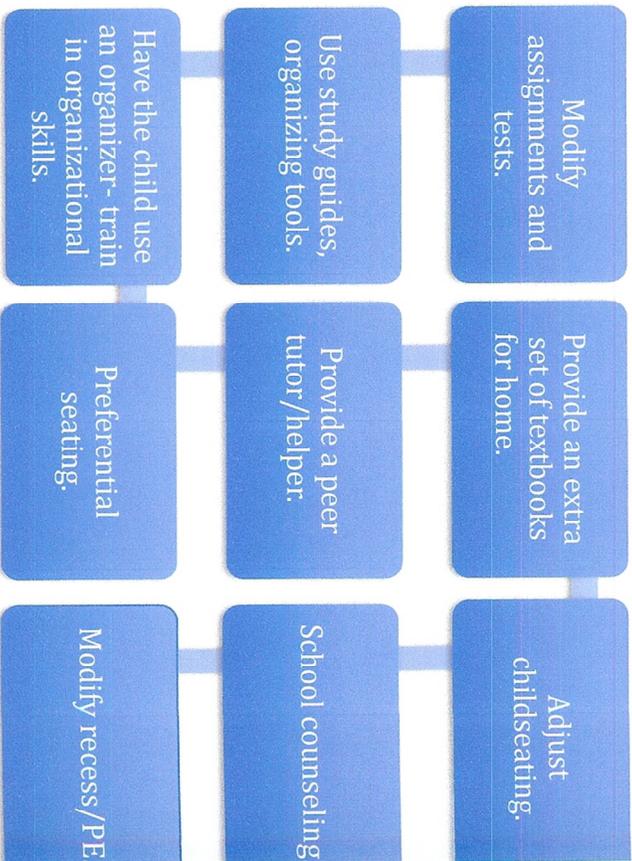
Modifications in academic requirements and expectations may be necessary to accommodate the needs of an individual child with disabilities to enable participation in the general education program.

It is important to keep in mind that some children who have physical or mental conditions that limit their ability to access and participate in the education program are entitled to rights under Section 504, even though they may not fall into a disabilities category covered under IDEA or special education.

### What Does Making Accommodations Mean?

Accommodations are adjustments made by the classroom teacher(s) and other school staff to help children benefit from the local educational program. In some cases a plan should be developed outlining services and accommodations.

### Examples of Accommodations



## Section 4 - Support Services

### Example

The following is an example of a child who is eligible for Section 504 services and possible accommodations provided by the school.

A child has been diagnosed as having asthma. The doctor has advised the child not to participate in physical activity outdoors. The disability limits the major life function of breathing. The school is required to make reasonable accommodations in the education program.

Possible Accommodations:

- \*Modified activity level for recess, adaptive physical education, etc.
- \*Use of air purifier or inhalants
- \*Avoidance of allergens.
- \* Inhalant therapy assistance.
- \*Medication administration, as prescribed.
- \*Policy adjustment for personal administration of medications.
- \*Access to water, gum, etc.
- \*Curriculum considerations (science class, PE, etc.)
- \*Develop health care and emergency plan.

The school should develop a written plan describing placement and services. Service decisions must be based upon evaluation information and child needs. The decisions must be made by a group of persons knowledgeable about the child, about the meaning of the evaluation data and about service options.

### What Are The School District Responsibilities - Under Section 504?

There has been much confusion over the years regarding the relationship between Section 504 and special education regulations. It must be emphasized that Section 504 falls under the management responsibility of the general education program. Special and general education staff should work together to ensure the civil rights of children with disabilities are not violated. The school staff and parents need to work in collaboration to help guarantee that the child is provided with the necessary accommodations.

To be in compliance with Section 504, schools must:

1. Provide written assurance of nondiscrimination.
2. Designate a 504 coordinator.
3. Provide grievance procedures to resolve complaints.
4. Provide notice of nondiscrimination in admission or access to its programs or activities. Notice must be included in a child/parent handbook.
5. Annually identify and locate all qualified children with disabilities who are not receiving a public education.
6. Annually notify persons with disabilities and their parents or guardians of the school's responsibilities under Section 504.
7. Provide parents or guardians with procedural safe - guards.

8. Conduct a self-evaluation of school district policies, programs, and practices to make sure discrimination is not occurring.

### What are the Responsibilities of Parents?

1. Share your concerns with the school early before problems become big.
2. Become involved in Section 504 meetings concerning their child.
3. Assist in developing appropriate accommodations and/or services for their child.
4. Encourage your child to cooperate with school staff and do their best.
5. When appropriate, collaborate with other agencies such as vocational rehabilitation.
6. Use mediation as an option if a difference cannot be resolved with the school.

### What Are the Responsibilities of the Eligible Child?

1. When appropriate, be involved at Section 504 meetings.
2. Before graduating from high school, be familiar with their rights at post secondary programs.
3. Cooperate and put forth maximum effort at school.

### What Is The Role of the Section 504 Coordinator?

The role of the Section 504 Coordinator is to assist the school in meeting requirements under Section 504 of the Rehabilitation Act of 1973. The coordinator will provide resources and help educators and administrators regarding their responsibilities under Section 504. In addition, the coordinator will assist in creating an on-going program that will support problem-solving teams in accommodating children's needs. *If you have questions regarding Section 504, call the school Section 504 coordinator.*

### What Are The Roles and Responsibilities of the Department of Education and the Office for Civil Rights?

The U.S. Department of Education is the agency of the U.S. Government that administers federal funds for education programs, conducts and disseminates education research, focuses national attention on issues and problems in education, enforces federal statutes prohibiting discrimination in any activities receiving federal funds, and ensures equal access to education for every individual.

The U.S. Department of Education maintains Regional Civil Rights Offices to enforce Section 504 and other civil rights laws. All parents have the right to directly contact the Office for Civil Rights in Kansas City, MO, if they believe their child is being discriminated against based upon their disability. Most differences with schools can be resolved before contacting the Office for Civil Rights. It is suggested you follow the procedures outlined below:

1. First try to resolve your differences at the teacher or school level. Set up a meeting to discuss your differences.

## Section 4 - Support Services

2. If unsuccessful, set up a meeting with the school district's Section 504 coordinator.
3. If unsuccessful, ask for mediation. This is a free service for parents. A neutral individual will work with you and the school to help resolve your differences.
4. If unsuccessful, ask the Section 504 coordinator how to file a grievance.
5. In addition to the normal grievance procedure required by Section 504/ADA, Title IX, and Title VI, and the U.S. Department of Education has an administrative rule for regulating due process hearings under Section 504.
  - The impartial due process hearing is to resolve differences involving the education of Section 504/ADA qualified children with disabilities when such differences cannot be solved by means of a less formal procedure.
  - Due process is defined here as an opportunity to present objections and reasons for the objections to the decisions and /or procedures used by the school under Section 504/ADA.
  - 6. If unsuccessful, call the Office for Civil Rights in Kansas City, MO, to express your concerns.

### Office For Civil Rights Complaint Process

Sometimes, even when we do our best, we cannot come to agreement. Every effort must be used to resolve the difference at the local level, including requesting free mediation services. If all else fails, you have the right to file a complaint with the Office for Civil Rights.

An individual person or an organization may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education. An OCR complaint must be filed, in writing, within 180 days after the violation has occurred.

Anyone wishing to file a formal complaint with OCR should submit in writing the following information in a letter or on the Discrimination Complaint Form available from OCR regional offices. Include:

1. Your name and address (a telephone number where you may be reached during business hours is helpful, but not required).
2. A general description of the person(s) or class of persons injured by the alleged discriminatory act(s) (names of injured person(s) are not required).
3. The name and location of the institute that committed the alleged discriminatory act(s); and
4. A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination (race, color, national origin, sex, disability, or age).

A recipient may not retaliate against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under the four statutes listed above.

### In Identification, Evaluation, Eligibility, and Services

*The following is a description of the rights granted under Section 504 to children with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.*

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or services for your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with children without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school related activities;
5. Have your child educated in facilities and receive services comparable to those provided to children without disabilities;
6. Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data and service options;
7. Have your child receive special education and related services if found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the child was placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and educational services;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is a 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 for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
14. File a 504 grievance if you have a disagreement with the school;

### SECTION 504 Parent/Child Rights

## Section 4 - Support Services

15. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, education program or services. You and the child may take part in the hearing and have an attorney represent you:

16. File a complaint with the Office for Civil Rights. The regional office is located at:

United States Department of Education  
Office for Civil Rights – Region VII  
OCR.KansasCity@ed.gov  
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

17. Obtain more information about Section 504 contacting your district's Section 504 Coordinator or writing to: school

Nebraska Department of Education  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
(402) 471-2295

### 504 Coordinator

The person in the school who is responsible for assuring compliance with Section 504 is:

*Mrs. Mandi Wallace*  
[mandi.wallace@overtoneagles.org](mailto:mandi.wallace@overtoneagles.org)  
(308) 987-2424 ext. 105

Overtone Public School  
P.O. Box 310  
401 7<sup>th</sup> Street  
Overtone, NE 68863 -0310  
<http://www.ovr.esu10.k12.ne.us>

## **Guidance Services**

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

## **Health Services**

### **Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents 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.

### **Student Illnesses**

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Students who are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the

## Section 4 - Support Services

communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call your family physician.

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

### Guidelines for Administering Medication

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication: (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication: (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. 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 who do not wish their child to participate in the school screening program must communicate this in writing to the school health office 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<sup>st</sup>.

## Section 4 - Support Services

### Physical and Visual Examination

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### Immunizations

All students must furnish one of the following to school officials:

- Proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- A signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

### Provisional Enrollment.

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Summary of the School Immunization Rules and Regulations For 2017-2018 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 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

## Section 4 - Support Services

Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	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 if 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 (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. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

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

The School Rules & 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 5/2015**

### 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. Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.
2. Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.
3. The student cannot ride the school bus until the district has cleared the student to return to school.

## **Section 5 - Student Discipline**

### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extra-curricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

### **K-4 Discipline Plan**

At the teacher's discretion, a student may be removed from an activity to ensure a positive learning environment for all students. Students may be sent to the Principal's office, at the teacher's discretion, at any time.

#### **Behavior Plan and Consequences (Grades K-2)**

Grades K-2 utilize the "Green, Yellow, & Red Card System" for student behaviors in their classrooms. Each student begins the day in the Green or "Ready to Learn" zone. If classroom rules are broken, the consequences are as follows for Grades K-2.

#### **Kindergarten**

Name moved to "Yellow" – student was warned about their behavior but continued to disregard the teachers request to change their behavior.

Name moves to "Red" – Student continued behaviors that are not conducive to a productive learning environment. The student will lose some center time. If this behavior continues, the student will be given a detention for their actions. Parents will be contacted about the behavior.

## Section 5 – Student Discipline

### 1<sup>st</sup> Grade

Students will be given a verbal warning to stop inappropriate behaviors.

Yellow Card – Visual Reminder for the student to stop their behavior

2<sup>nd</sup> Yellow Card – Student loses some recess time

Red Card – Note sent home, 15-minute detention

### 2<sup>nd</sup> Grade

Name moved to “Yellow” – warning for inappropriate behavior

Name moved to “Red” – 2<sup>nd</sup> offense of warned behavior. Student misses 10 minutes of recess and discusses actions with the teacher.

Name moved to “Black” – 3<sup>rd</sup> offense of the day. Student stays after school to discuss their behavior with the teacher and how to prevent this from happening in the future.

### Behavior Plan and Consequences (Grades 3-4)

Grades 3-4 utilize “Above the Line” Behaviors for student behavior in their classrooms. Students have to make choices every day in every aspect of the school day. Learning to make smart choices and dealing with the consequences of poor choices is part of becoming responsible citizens. Students will discuss examples of above, below, and bottom line behaviors. If a student makes a below the line choice, they will receive a “Making Smart Choices” note. This note must be signed by the parent and returned to school the next day. The student’s key will be moved below the line until the note is returned. The student will receive a detention for not returning the note to school the following day. If a student makes a bottom line choice, the students will receive a detention and think sheet. The principal will be contacted, if necessary, and further consequences could result.

### K-4 Detention Rules

1. Detention begins at 3:30 and ends at 4:00. Detention on Friday begins at 2:30 and ends at 3:00.
2. Detentions will be served with the teacher on the day the student received the detention. Time will be doubled for students who skip or minutes late will be doubled.
3. If a student skips detention two days in a row the student will not be allowed back in class until a conference with the parent or guardian has been held with the Principal/teacher. If the teacher cannot contact the parent/guardian detention time will be doubled and served on the next school day.
4. Students will complete a reflection paper or discussion with the teacher about their detention during this time.

### General Information

Detentions are utilized for students who choose not to follow the school rules. To make detentions effective, parent support is a must. Knowing this is a key factor, the teachers will make a concerted effort to have parents contacted when students have detention.

We are aware that many students have commitments after school such as doctor's appointments, paper routes, scouts, music lessons and so on. We believe this adds greater responsibility for the child to act responsibly during the day and does NOT serve as an excuse for him/her to make poor decisions. Again, we ask your commitments to this belief for effectiveness and to understand detentions will be served on the day they are received.

Students will report to detention by 3:30 each day Monday-Thursday and 2:30 on Fridays. The teacher will communicate with the parents as the length of the detention.

## Section 5 – Student Discipline

When a student has accumulated 10 detentions in a semester the student will be suspended from school for one day and the Principal will require a conference with the parents or guardians before the student will be allowed back in class. When a student has accumulated 20 detentions in a semester the student will be suspended from school for two days and the students and parent/guardian must meet with the Principal/teacher before being allowed back in class. If a student accumulates 30 detentions in a semester the student will be suspended for three days.

Students sent to the Principal's office for major infractions will be required to come to the Principal's office with parents or guardians before they will be allowed back in class.

Parents will be attempted to be contacted by the student or student's teacher when students will be staying for detentions. If they skip detention the time will be doubled the next day.

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior 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 suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

A. **Detention:** Detentions can be assigned by any staff member, school employee, or substitute teacher and will be either 10, 20, or 30 minutes. ALL Detentions will be served with the staff member that has assigned the detention. Students skipping detention will receive another detention. Students skipping detention regularly may be assigned a suspension at the discretion of the Principal

## Section 5 – Student Discipline

C. Short-Term Suspension: The Principal or the Principal’s designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed 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 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 he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete all classwork while suspended. All assignments and assessments during the suspension period, will be graded at 70% accuracy.

D. Long-Term Suspension: Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

E. Expulsion:

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

## Section 5 – Student Discipline

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/plan and to such other consequences which the school district deems appropriate.
4. Alternative School or Pre-expulsion Procedures. The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

### **Student Conduct Expectations**

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

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

The following conduct constitutes grounds for 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. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

## Section 5 – Student Discipline

2. 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;
3. Causing or attempting to cause personal injury to a school employee, to a 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 this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. 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; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. 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, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

## Section 5 – Student Discipline

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

## Section 5 – Student Discipline

### Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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 for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
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. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence 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.

## Section 5 – Student Discipline

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

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

Dress Code: Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. Students are prohibited from wearing the following attire:

- a. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
- b. Clothing that advertises or displays alcohol, tobacco or any illegal substance
- c. Caps, hats and bandannas during the school day or at school-sponsored events
- d. Bare feet (some type of footwear must be worn)
- e. Shorts, skirts, or skorts should be hemmed and long enough to reach that point on the leg where the fingertips touch when the arm is fully extended downward.
- f. Hairstyles which distract from the learning process or the health and safety for either the student or others
- g. Any clothing that could cause damage to others or school property
- h. Clothing that is torn, ripped, or cut
- i. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
- j. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- k. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
- l. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps). Straps on tops must be "two adult fingers" wide.
- m. Pants and shorts worn below the waist so as to expose undergarments
- n. Pants that drag on the floor
- o. Chains hanging or attached to pants or shorts
- p. Coats during school hours unless the student has permission from a faculty member

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

Teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

## Section 5 – Student Discipline

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Cell Phones and Other Electronic Devices: Elementary students may not use cellular (cell) phones or other electronic devices while at school.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student after serving a detention for the first violation. All subsequent violations will result in the following discipline: the device will be confiscated and turned into the administration, a detention will be served, and the phone must be picked up by the offending student's parent/guardian. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Harassment and Bullying Policy: Students are prohibited from engaging in any form of bullying. "Bullying" means 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 his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal and Board Policy 5054 will be followed.

Inappropriate Public Displays of Affection (IPDA): Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified. Students may be assigned to detention with the Principal or Counselor.
- c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
- d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution. Students will also be subject to suspension from extra-curricular activities as explained in Section 6 of this handbook.

### **Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 5037):**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### I. Student Expectations in the Use of the Internet

##### A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

##### B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the

## Section 5 – Student Discipline

system administrator.

11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

### II. Enforcement

#### A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

#### B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

### III. Protection of Students

#### A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

## Section 5 – Student Discipline

- B. Education About Appropriate On-Line Behavior
1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
  2. Staff will specifically educate students on
    - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
    - b. Cyberbullying awareness and response.
  3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

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.

## **Section 6 - State and Federal Programs**

### **Notice of Nondiscrimination**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mrs. Mandi Wallace at (308) 987-2424, [mandi.wallace@overtoneagles.org](mailto:mandi.wallace@overtoneagles.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Mark Aten at (308) 987-2424, [mark.aten@overtoneagles.org](mailto:mark.aten@overtoneagles.org) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Mr. Mark Aten at (308) 987-2424, [mark.aten@overtoneagles.org](mailto:mark.aten@overtoneagles.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (800) 368-1019; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

### **Multicultural Policy**

The school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

**Protection of Student Rights:** The Board of Education respects the rights of parents and their children

## Section 6 - State and Federal Programs

and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: during the first few weeks of school. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Directory Information: FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 31<sup>st</sup> of the current school year.

### Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

## Section 6 - State and Federal Programs

### Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

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

### Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### Notice Concerning Disclosure of Student Recruiting Information

Federal law requires that the District provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

## Section 6 - State and Federal Programs

**Police Questioning and Apprehension:** Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **Notice to Parents of Students in Programs Receiving Title I Funding**

**Staff Qualifications.** The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the school district will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

The school district will provide timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the No Child Left Behind Act.

**Standardized Testing:** The Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) assessment will be given to students in grades K-11 in the fall (September), winter (December), and spring (March-April) to determine the students' achievement probability for individual success. These scores will also be used to School Improvement purposes to show student growth.

Students in grades 3-8 will take the Nebraska State Accountability (NeSA) assessments in the spring. These assessments will be in April. Students in grade 11 will take the State ACT assessment in the spring. This date will be set by the Nebraska Department of Education (NDE).

### **Title I Parental Involvement Policy**

P.L. 103-382 affirms the principle that parental involvement is a vital part of the Title I program

It is the policy of Overton Public School District to provide quality education for every child in the district. To this end, parents/guardians of all participating children have the opportunity to be involved in the joint development of the district plan and in the districts review process for the purpose of school improvement. The district provides coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district encourages family involvement and supports the partnership between home, school and community by providing understandable information about standards and assessments, and providing information and materials

## Section 6 - State and Federal Programs

for parents to help their children and to involve other parents. Overton Public School educates school personnel about involving parents and the value of parent contributions. The district also developed meaningful roles for community organizations and businesses to work with parents and schools. Family support is critical to every child's success in school and life.

It is the policy of Overton Public School that:

1. This jointly developed, written policy is distributed to parents of participating Title I students via the handbook distribution at the beginning of the school year in August/September. When new families enroll or new children become Title I participants, the policy will be mailed home.
2. Parent and family members are provided opportunities to participate, as appropriate, in decisions related to the education of their children.
3. An annual meeting is held at a convenient time for all parents and family members. Additional parent meetings with flexible meeting times shall be held throughout the year as determined by parent/guardian interest and suggestions. Meetings are announced via the school newsletter and/or sending announcements home with children. During this meeting family members will be involved in the planning, review, and improvement of the school parent and family engagement policy. The parent and family members will also be able to develop and or revise the school parent compact at this time.
4. Parents and family member are given assistance in understanding the requirements of the Title I law; national education goals; content and performance standards; Annual Parental Involvement Conference; parent/teacher conferences.
5. Parents and family members receive an explanation of the school's performance profile, expected proficiency levels for students, and their students' assessment results during regular parent/teacher conferences and whenever there is a need to discuss the progress of the individual child.
6. Parents and family members receive timely responses to all parent recommendation. Overton Public School s will provide assistance, opportunities, and/or materials for helping parents and family members to understand topics relating to their students academic achievement in a format, and when feasible, in a language that parents and family members can understand. To the extent practicable, districts and schools shall provide opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents of migratory children, including providing information and school reports required in a format and in a language such parents and family members can understand.
7. A jointly developed school/parent compact outlines shared responsibility for the improved student academic achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve high standards. The compact was designed by the Title I teacher, teachers, and parents.
8. The Title I program provides opportunities for parents and family members to become partners with the school in promoting the education of their children at home and at school. Timely information regarding curriculum, academic assessments given, and proficiency levels.. The school

## Section 6 - State and Federal Programs

provides assistance to parents/guardians on how they can participate in decisions related to their children's education. The school provides reasonable support for parental involvement activities requested by parents and family members.

9. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate through shared training opportunities, staff and parent awareness activities, and newsletters.

An annual evaluation of this policy shall be conducted to determine if it is effective in increasing parental involvement. Information will be collected from parents via surveys and interviews. The Title I Advisory Committee recommends policy revisions based on feedback from parents/guardians. All parents have the opportunity to provide recommendations for policy review and revision each year at the fall and spring parent meeting and whenever necessary throughout the school year.

### **Homeless Students Policy**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mr. Mark Aten, who may be contacted at (308) 987-2424.

### **Breakfast and Lunch Programs**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

#### **Breakfast**

The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Students in grades K-12 will be charged \$.30 for reduced price breakfast. The school district charges K-12 students \$1.45 and adults \$1.65 for breakfast. Extra milks may be purchased for \$.50 per half pint.

## Section 6 - State and Federal Programs

### Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-4 is \$2.35. Lunch for is \$2.90 for 5-12 students and \$3.65 for adults. Students qualifying for reduced price lunches will be charged \$.40. Extra milks may be purchased for \$.50 per half pint.

### Payment for Meals

Student lunch accounts need to be kept in good standing. If a student's account becomes \$25.00 or more overdue, they will receive a sack lunch for two weeks or until the account is brought up to date. Students may not eat breakfast during this time. If the account is not brought up to date within two weeks, the student will not be able to meals at school. This will continue until the student's lunch balance is paid in full or appropriate payment arrangements have been made with the Principal.

### Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. A student who engages in dating violence on school grounds, in a school vehicle or at a school activity, or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

### Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team (team) shall consist of Mr. Mark Aten (Superintendent), Mr. Brian Fleischman (Principal), Mrs. Calli McCoy (Guidance Counselor), and Mr. Greg Gilg (Dawson County Sheriff's Deputy). The team is responsible for investigating all reported

## Section 6 - State and Federal Programs

threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

### 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

### 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

## Section 7 – Forms

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN** the Friday of the 1<sup>st</sup> Week of School or within 3 days of enrollment at Overton Public School.

The forms contained are as follows:

- Receipt
- Acceptable Use of Technology – Students Agreement
- Acceptable Use of Technology – Parents Agreement
- Parent-Student-Teacher Learning Compact
- Medication Permission Form

## RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, and paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

### PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Overton School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Overton Public Schools, including the Drug Free School Policy. I have also read the 504 parent guide included in this handbook. This does not necessarily mean I agree with them. My child and I have discussed these policies and understand that we must comply with them.

---

 Student’s Signature

Date

---

 Parent/Guardian Signature

Date

---

 Home Phone Number

---

 Mother Cell Phone

---

 Father Cell Phone

---

 Parent Guardian Email Address

Overton Public School District  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF TECHNOLOGY

STUDENT’S AGREEMENT

In order to make sure that all members of Overton Public School District community understand and agree to these rules of conduct, Overton Public Schools asks 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 Overton Public School District and I understand and will abide by those district guidelines and conditions for the use of the facilities of Overton Public School District 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 Overton Public School District, any of its employees, or any institution providing network access to Overton Public School District 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.

Overton Public School District  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF TECHNOLOGY

PARENT'S AGREEMENT

In order to make sure that all members of Overton Public School District community understand and agree to these rules of conduct, Overton Public Schools 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 Overton Public School District. 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 Overton Public School District responsible for materials acquired or sent via the network.

I agree not to hold the Overton Public School District any of its employees, or any institution providing network access to Overton Public School District 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.

## Overton Public School Parent-Student-Teacher Learning Compact

The school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet State academic achievement standards.

As a teacher, I, \_\_\_\_\_ will

- believe that each student can learn
- show respect for each child and his/her family
- come to class prepared to teach
- provide an environment conducive to learning
- help each child grow to his/her fullest potential
- provide meaningful and appropriate homework activities
- enforce school and classroom rules fairly and consistently
- maintain open lines of communication with the student and his/her parents
- seek ways to involve parents in the school program
- demonstrate professional behavior and a positive attitude

As a student, I, \_\_\_\_\_ will

- always try to do my best in my work and in my behavior
- work cooperatively with my classmates
- show respect for myself, my school, and other people
- obey the school and bus rules
- take pride in my school
- come to school prepared with my homework and my supplies
- believe that I can learn and will learn

As a parent, I, \_\_\_\_\_ will

- see that my child attends school regularly and on time
- provide a home environment that encourages my child to learn
- insist that all homework assignments are completed
- communicate regularly with my child's teachers
- support the school in developing positive behaviors
- talk with my child about his/her school activities every day
- encourage my child to read at home and to monitor his/her TV viewing
- volunteer my time, if needed, at my child's school
- show respect and support for my child, the teachers, and the school

“Hand in hand we will work together to carry out the agreement of this contract”



## MEDICATION PERMISSION FORM

The parents/guardians of a student who is required take prescription or over-the-counter medication during school hours must provide the following information on an annual basis to the school:

- 1) Written permission from the parent/guardian authorizing school officials to administer the medication.
- 2) The medication must be in its original container. If receiving antibiotics during the school day, ask the pharmacist for an additional container.
- 3) Over-the-counter medication such as Tylenol or Ibuprofen will not be given to any student without written permission from a parent/guardian. In addition the student must provide their own medication to be kept in the main office. This medication must be in its original container.
- 4) Inhalers: please circle if you want your child to self-medicate or if you want the inhaler kept in the office.

Self-Medicate

Kept in the Office

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Medication \_\_\_\_\_

Medication Dose \_\_\_\_\_ Time \_\_\_\_\_ Frequency \_\_\_\_\_

Parent Signature \_\_\_\_\_

Name of Primary Physician \_\_\_\_\_

Physician Phone Number \_\_\_\_\_