

Preface
Tri County Elementary School
72520 Hwy. 103
DeWitt, NE 68341

Tri County Elementary (402) 683-4035
Superintendent's Office ... (402) 683-2037

August 14, 2008

Dear Parents/Guardians:

Welcome to Tri County Schools. We want you to enjoy your time spent here, and we hope that you will benefit from it. Our expectations for our students are very high and we want to see every student succeed. Our staff is here to help and assist the students to be the best that they can be.

Intent of Handbook

This handbook is intended to be used by students, parents, and staff members as a guide to the rules, regulations and general information about Tri County Public Schools. Students must review this handbook and are responsible for the information contained in it. Parents should also review this handbook with their students, and assist students in following the rules it contains.

Although the information found in this handbook is detailed and specific on many topics, it is not intended to cover every possible situation, and is not a “contract” with the school district. The administration reserves the right to make decisions about individual situations as necessary, and may revise the rules contained in this handbook at any time.

Scot Davis, K-6 Principal
Matt Uher, 7-12 Principal
Russ Finken, Superintendent

**2008-2009
Tri County Schools**

Mission Statement

The mission of Tri County Schools is to develop productive and responsible citizens who will live in a global society and who are adaptive and sensitive to both cultural and technological changes. The educational process at Tri County will ensure and perpetuate an environment for learning in which each student can reach his or her maximum potential.

Belief Statements

Tri County Schools believe that all students will:

understand that learning is a life long process and know that they can and will learn.

be given the opportunity to develop academic and vocational skills, develop cultural awareness and tolerance towards others, experience fine arts, and learn the importance of being physically fit.

exhibit a positive attitude and take pride in their accomplishments to enhance their opportunity for success in school.

learn to be accountable for their actions by observing positive examples set by school, family, and community.

understand that learning is enhanced through high expectations, clear goals, positive feedback and encouragement, positive role models, and a safe environment.

develop critical thinking skills necessary to live in a changing world through curriculum and instruction that integrates current research and technology.

develop strong leadership skills through effective decision making, problem solving and communication.

receive support from school, parents, and community to enhance their educational experience.

Revised 10/02

**2008-2009
TRI COUNTY ELEMENTARY STAFF**

Scot Davis	K-6 Principal	Nathan Morrissey	5-6 Music & Band
Russ Finken	Superintendent	Jesse Gronemeyer	K-6 P.E./Health
Lori Strouf	Elem. Secretary	Kris Kowlaski	K-6 P.E./Health
Beth Dunker	K-12 Counselor	Karen Wollenburg	Learning Center
Rachel Chapman	Community Counselor	Jodi Hicks	Lib./Computer Para
Barbara Lohmeier	Preschool	Pam Siebrandt	K-4 Sp.Ed. Para
Denise Lytle	Kindergarten	Diane Peperkorn	Classroom Para
Cammy Weichel	Grade 1	Jen Pieper	Classroom Para
Karen Pfingsten	Grade 2	Charlene Marschman	Classroom Para
Dee Riesen	Grade 3	Michelle Young	Classroom Para
Cindy Reedy	Grade 4	Lesa Phillips	Classroom Para
Amy Wallman	Grade 5	Crystal Lineweber	Classroom Para
Al Elliott	Grade 6	Pam Klar	Classroom Para
Jane Stokebrand	Speech Pathologist	Lois Pohlmann	School Nurse
Nancy Meints	K-5 Sp.Ed. Resource		
Ginger Pittman	6 th Grade Resource		
Janet McGary	Title 1		
Karen Reynolds	K-4 Vocal Music		

ELEMENTARY SCHOOL CALENDAR

August 14	First Day for Students (early dismissal)
August 19	Open House
September 1	NO SCHOOL - Labor Day
September 3	School Pictures
October 16	End of 1st Quarter (45)
October 17	NO SCHOOL - Non-Contract Day
October 23	Parent-Teacher Conf. (<u>early dismissal</u>)
November 3	NO SCHOOL - Fall Break
November 27-28	NO SCHOOL - Thanksgiving Vacation
December 23	End of 1st Semester (43/88 days)
December 23 to January 4	NO SCHOOL - Christmas Vacation
February 2	NO SCHOOL - Non-Contract Day
February 20	NO SCHOOL - Non-Contract Day
March 6	NO SCHOOL - Non-Contract Day
March 12	End of 3rd Quarter (45 days)
March 13	NO SCHOOL - Non-Contract Day
March 19	Parent Teacher Conferences
March 20	NO SCHOOL - Mid Winter Break
April 7	Kindergarten Round Up Parent Mtg.
April 8	Kindergarten Round Up
April 10-13	NO SCHOOL - Good Friday/Spring Vacation
May 14	NO SCHOOL - Staff Work Day
May 20	Student's Last Day (early dismissal) End of 2nd Semester (44/89/185 days)

GENERAL SCHOOL REGULATIONS

ACTIVITY TICKETS

Student activity tickets are sold in the fall. Cost for the activity tickets is \$25.00 for all students in grades 1-12. An activity ticket admits the purchaser to all home football, volleyball, basketball games, home wrestling meets, music programs and all-school plays. All students must show their activity ticket at the gate/door in order to be admitted to the event without paying general student admission. Activity tickets are not transferable and if lost there will be a replacement charge of twenty-five cents. Season tickets for adults may be purchased on a 10-punch card for \$45.00. Season tickets may be used for two school years, or until completely used, whichever occurs first. These may be used for all Tri County home varsity event. Senior citizen (age 62 and over) passes are available upon request from the Athletic Director for persons residing in the Tri County School District. Regular admission to Tri County School Sponsored events is \$5.00 - adults and \$4.00 - students for varsity contests and \$2.00 - adults and \$2.00 - students for reserve and junior high events. Any deviations to these admissions requires administrative approval.

ATTENDANCE POLICIES

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Attendance

The Tri County School District complies with the Nebraska Compulsory Education Law (§79-201 to 210 Neb. Rev Statutes). Regular daily attendance is the responsibility of each student and his/her parents/guardians. Every person who has legal or actual charge or control of any child not less than seven years of age, shall cause such child to attend regularly the public, private, denominational, or parochial day schools which have met the requirements for legal operation.

The parents of any student, who is absent, for any reason, five (5) days from school in a semester, will receive a letter from the office. A second letter will be sent home if the student is absent eight (8) days from school in a semester. These letter's will serve as a reminder of the number of absences and notify parents of the state law of ten (10) absences in a semester or twenty (20) days cumulative in a school year. Parents of students who are absent ten (10) days from school in a semester may be requested to conference with the principal or community counselor regarding the student's absences. The conference will be designed to develop a plan to improve the attendance of the student. Documented medical issues and family crisis will be taken into consideration.

The principal or community counselor will file a report with the county attorney if a student who is absent twenty (20) days cumulative in a school year.

Absences

Parents/guardians should notify the elementary school office on the morning of a child's absence before 9:30 a.m. If no word has been received prior to 9:30 a.m., the secretary may begin calling home or the parent's/guardian's work number concerning the absence.

A written excuse is required from the parent/guardian each time a student is absent or tardy.

Please notify the school in advance when you know your child will be absent to enable the teacher and your child to make arrangements for the make-up work to be completed. Students will be given one (1) day to make up work missed for every one (1) day of absence. When your child is unexpectedly absent and you wish to collect his/her homework, please call the elementary office **before noon** to allow the teacher ample time to compile the assignments.

Tardies and Leaving School Early

It is essential that students arrive at school on time and stay for the entire day. Valuable information may be missed if they arrive late or leave early. Students are to be in their classrooms at the start of the day and are expected to remain the entire school day.

Students who are absent from school for 1 hour or less will be reported as tardy. (Whether this is at the start, middle, or end of the day.) **EVERY THIRD TARDY WILL BE COUNTED AS ½ DAY ABSENCE.**

Students who are tardy for unjustified reasons may be given a ½ hour detention for each violation. On the fourth unjustified tardy during a semester, a four-hour Saturday school detention may be given.

STUDENT BULLYING

In order to promote a safe and civil school environment, students are prohibited from engaging in bullying behavior. Bullying behavior is defined as the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

A student who engages in bullying behavior on district property, in a vehicle owned, leased, or contracted by the district being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be subject to discipline including, but not limited to, long-term suspension and expulsion.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

The extent of the disciplinary consequences will depend on the frequency, duration, severity, and effect of the bullying behavior.

BUS REGULATIONS

A successful school bus operation requires the combined efforts of the Board of Education, Administration, teachers, bus drivers, parents, and children who ride buses are matters of serious concern. Presented here are some of the responsibilities which students and parents should assume if pupil transportation is to be a satisfactory part of the overall educational program.

Student Riding Regulations:

Students shall be on time for the bus both morning and evening.

Students should be careful in approaching bus stops and walk on the left side of the road toward oncoming traffic.

While waiting for the bus before or after school do not push others or rush to the curbing.

Students must avoid playing or loitering on the highway when awaiting a bus which is late.

Students shall enter and leave the bus in orderly fashion and in accordance with instructions.

Students are under the authority of the bus driver.

Students shall be courteous to and refrain from talking with the driver.

Each student must go directly to his or her seat upon entering the bus.

Books and other property must be properly stowed out of the way, and the aisle must be kept clear at all times.

Students shall converse in normal tones and be courteous. **Loud** or **vulgar** language is **prohibited!**

When the bus is crossing a RAILROAD track, conversation must stop until the bus has crossed the tracks.

Students shall not eat **sunflower seeds** or **gum**, shoot paper wads, or throw other objects inside bus or out the window.

STUDENT RIDING REGULATIONS Cont.

Students must keep sharp objects and feet off the upholstery.

Never tamper with the bus or any of its equipment.

Students shall not extend their hand, arms, or head through the bus window. They shall be courteous to passersby.

Students shall remain seated until the bus stops and the stop arm is extended, and then wait for a signal from the driver before crossing the road.

If a student wishes to depart from the bus at a location other than the assigned stop, notify the driver well in advance.

Lunches may be taken on bus trips. If proper clean-up is not followed, lunch privileges will be denied.

Emergency doors are to be used only in an emergency.

Students will not use profanity while riding on a school bus or waiting for a bus at the bus stop.

Students must walk to and from the bus when loading and unloading.

Game boys, other hand-held computer games, and toys may not be brought on the bus.

Head phones with CD players may only be used with approval of the bus supervisor.

Cell phones are not to be used by students on the bus without supervisor permission.

Parent Responsibilities:

Cooperate by having children on time.

Comply with school regulations and recommendations.

Study the transportation regulations and general safety procedures with your children.

Observe safety practices in your own driving.

Suggestions and assistance in removing road hazards will be helpful. (Notify the transportation supervisor of trees that need to be removed or trimmed at road intersections, stop signs that need to be put up, roads and bridges that need repair, etc.)

If your students are ill and the bus need not make a stop at your residence, a telephone call to an earlier stop on the route can help avoid unnecessary stops.

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

1 BUS INCIDENT REPORT PROCEDURES

1. **FIRST VIOLATION** ... the driver will give a verbal warning to the student. If the behavior continues the bus driver, transportation supervisor or elementary principal will issue an incident report. This report will be given to the elementary principal who will notify the parents. Additional consequences may be given at this time.

2. **SECOND VIOLATION** ... the bus driver, transportation supervisor or elementary principal will issue an incident report. This report will be given to the elementary principal who will notify the parents. Additional consequences may be given at this time.

3. **THIRD VIOLATION** ... the bus driver or transportation supervisor will issue an incident report. This report will be given to the elementary principal who will notify the parents. Privileges of riding the bus may be suspended for two weeks (10 school days).

4. **FOURTH VIOLATION** ... the bus driver, transportation supervisor or elementary principal will issue an incident report. This report will be given to the elementary principal who will notify the parents. Privileges of riding the bus may be suspended for the rest of the school year.

45 Day Bus Policy: A student who has a written bus VIOLATION record can remove one recorded VIOLATION for every forty-five (45) consecutive school days that he/she rides the bus without receiving another written VIOLATION.

Administration Exception: Riding the bus is a privilege and NOT a guaranteed right provided by the District. The Administration reserves the right to circumvent procedure (i.e. even on the first or second violation) and suspend any student from the bus whose behavior breaks any suspendable school policy.

BUS PERMISSION FOR FRIENDS & CHANGES

Students may NOT ride another bus without first the parent's permission (note or phone call), and permission from the office.

Please notify the Bus Transportation Supervisor and your child's teachers when several students (3 or more) will be riding the bus home with your child. Every school bus has a 53 passenger legal limit overload capacity.

New bus schedules will be sent home as changes are made during the year. Again your cooperation with our school bus operation is appreciated.

BUS & EARLY DISMISSAL ANNOUNCEMENTS:

When school is **CLOSED** because of weather conditions, announcements will be broadcast over several radio and television stations. KWBE (Beatrice Radio Station 1450 AM) usually can be relied upon to make the earliest closing announcement.

During storms, **PLEASE** keep the school phone open for emergency calls only and listen to your radio for early dismissal! A decision will be announced as soon as possible when storms hit.

We will do our best to inform you of an EARLY DISMISSAL. We try to call Kindergarten parents if the student doesn't have an older brother or sister riding the bus.

COMMUNICATION

Frequently, your children will bring home notes or bulletins from school. It is "NECESSARY" that parents and guardians read these notes and bulletins to stay informed about school events. Interest in reading the notes that come home will encourage student to continue to bring them home.

DAILY SCHOOL HOURS

School begins at 8:15 a.m.

The morning tardy bell rings at 8:18 a.m. Students arriving at school either by bus or with parents are to go directly to the elementary "GYM" unless they need to leave lunch money or a note at the office.

It is important that students not be brought to school prior to 8:00 a.m. without special permission from a teacher or administrator. Students in grades K-4 will be dismissed at 3:32 p.m. Grades 5-6 will be dismissed at 3:35 p.m. This allows the elementary students a few extra minutes to clear the building and board the buses before the High School is dismissed.

DRESS, ATTIRE & GROOMING POLICIES

The Board of Education and Administration believes that appropriate dress and appearance is the responsibility of the student and his/her parents. However, the Board of Education, Administration and faculty are responsible for determining if extreme forms of dress or poor grooming are an interference and disruption to the classroom and therefore impeding the educational progress of students. The Principal will contact the parents if such wearing apparel or grooming is determined to be disruptive or represents a health hazard.

COATS or JACKETS will be worn outside to recess if the outside temperature is 60 degrees or less.

SLEEVED tops, shirts, blouses, etc., will be worn at all times at school, and home/away school events.

HATS will not be permitted during the school day or at home or away INDOOR school activities without administrative approval, and are considered to be ill-mannered and disruptive influence.

SUNGLASSES will not be permitted during the school day or at home or away INDOOR school activities without administrative approval

SHOES with wheels are not to be worn on school property

OBJECTIONABLE PICTURES or SLOGANS on any clothing which displays (i.e. gang-related, tobacco-related, alcohol-related, profane, discriminatory, and derogatory toward other students or programs, sexual or suggestive in nature) will not be permitted.

P.E., FIELD TRIPS, etc., that require special clothing attire must receive permission from their teacher or administration to wear such garments.

SHORTS will loosely cover the entire buttock region and several inches of the hamstring region (i.e. mid-thigh). Shorts will be made of such material that undergarments cannot be seen through the shorts.

JEANS/SLACKS/PANTS cannot be worn with obvious holes above the knee.

BARE MIDRIFFS are NOT acceptable at school or at home/away school activities.

BODY-PIERCING JEWELRY is inappropriate for students to wear at school or school activities other than jewelry for pierced ears. The school has found the presence of body-piercing jewelry to be distracting to students, disruptive to the educational environment and poses a health risk and a continuing danger to students. Students shall not be permitted to wear body-piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear. A student who wears such jewelry at school or at a school function shall be considered insubordinate and will be dealt with by administration accordingly. This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or clasping. However, if the presence of jewelry on the ear poses a distraction or health risk for whatever reason, the student will be required to remove the jewelry while at school.

EMERGENCY DRILLS

TORNADO DRILL

3 SHORT DISMISSAL BELLS ... PAUSE ... 3 SHORT DISMISSAL BELLS ... PAUSE ... REPEAT

1. Students should be reminded that this drill is “**LIFE & DEATH**” serious!
2. Remain calm & **WALK!**
3. Keep **QUIET** so you can hear instructions!
4. Grade 6 is to keep to the **MIDDLE** of the hallway (6th grade must be prompt and fast to avoid a bottle-neck at the hallway intersection).
5. Grades 3 - 5 are to keep to the **RIGHT** of the hallway (5th grade must be prompt and fast to avoid a bottle-neck at the hallway intersection.).
6. Grades K - 2 are to keep to the **MIDDLE** of the hallway
7. Grade 6 enter **BOYS & GIRLS RESTROOMS** by Music Room.
8. Grades K - 2 walk on **WHITE** line in multi-purpose room and enter **EAST dressing room.**
9. Grades 3 - 5 walk on **RED** line and enter **WEST dressing room.**
10. Upon demand, everyone should be ready to assume the “**TUCK & DUCK**” position

FIRE DRILL: The Elementary Building will be vacated in a systematic and orderly manner.

Nurse/Lounge	Leave building via FRONT ENTRANCE door.
Secretary/Principal	Leave building via FRONT ENTRANCE door.
Library/Counselor/Title	Leave building via FRONT ENTRANCE door.
Kindergarten	Leave building via EXIT door in the Kindergarten Room.
1st Grade	Leave building out EAST hallway, out via FRONT ENTRANCE door.
2nd Grade	Leave building via EAST EXIT door.
3rd Grade Riesen	Leave building via EAST EXIT door.
4th Grade	Leave building out WEST hallway, via NORTH EXIT door.
Meints/Stokebrand	Leave building out WEST hallway, via NORTH EXIT door.
5th Grade	Leave building out playground/gym hallway, out SOUTHWEST EXIT
6th Grade	Leave building out MAIN hallway, via Superintendent EAST ENTRANCE.
Elem. Music Room	Leave building via room EXIT.
Elementary Gym	Leave building via gym EXITS.

FIELD TRIPS

Well planned field trips are considered worthwhile educational experiences and can contribute a great deal to the overall school program. All field trips will be supervised by the child’s classroom teacher. Information regarding the field trips will be sent home prior to the excursion.

GENERAL DISCIPLINE

Elementary Teachers or Paraeducators (Aides) may choose to discipline students for infractions of the preceding general school rules by using one or a combination of the following procedures:

Sending home notes and using a home to school notebook.

Calling parents (having Parent-Teacher Conference).

Removal from the classroom to another designated area.

Removal to the Time-Out Room.

Taking away recess.

Sending student(s) to the Principal’s Office.

After School Detention (i.e. staying AFTER or or coming in BEFORE school).

Saturday School: Reporting to school on Saturday @ 7:00 a.m.

GENERAL STUDENT EXPECTATIONS

1. The student shall be expected to:
 - a. Accept the leadership and authority of teachers, principal and all staff members.
 - b. Refrain from damaging, defacing or destroying school and personal property.
 - c. Practice good citizenship.
 - d. Complete the assigned work.
 - e. Be regular and punctual in attendance.
 - f. Practice habits of good health/cleanliness.
 - g. Be honest and courteous.
 - h. Use acceptable language, not profanity or obscenities.
 - i. Walk, not run in hallways.
 - j. Remain on the school premises until dismissed or given permission to leave.
 - k. Refrain from pushing in the lunch line.
 - l. Refrain from throwing food or other objects.
 - m. Assist in keeping the grounds and facilities free of paper and debris.
 - n. Walk on the sidewalks.
 - o. Refrain from throwing snowballs at school.
 - p. Use drinking fountains and restroom facilities as they are intended.
 - q. Use play equipment carefully, keeping in mind the safety of all persons in the area.
 - r. Refrain from throwing objects which may injure another person.
 - s. All students are required to have a pair of Gym Shoes or its equivalent for play in the multi-purpose room. Street shoes, boots, etc. or stocking feet are not permitted for play in the multi-purpose room.
 - t. NOT PLAY on the steps to the Wrestling Deck at any time during recess or noon play.
 - u. NOT LEAVE the general play area on the playground without specific permission from the playground supervisor.

Any **TEACHER** or **ELEMENTARY STAFF-MEMBER** (para/aide) has the authority and the responsibility (even though he/she may not have the student in class) to **WARN** and **CORRECT** students for misconduct anywhere in the building, on school grounds or at school sponsored functions home or away. Students are expected to **SHOW RESPECT** for and to **COOPERATE** with instructors or paraprofessionals in all situations.

GIFTS & PARTY INVITATIONS

Christmas or birthday gifts, etc. will NOT be exchanged at school. Personal gifts, flowers, balloons, etc. are NOT to be delivered to students at school. Giving gifts by children to school personnel is not encouraged. **Party invitations are NOT to be handed out at school or on the bus, unless the entire class is invited.**

HOMEWORK POLICY

It is important to provide a quiet, regular study time at home to help your child develop good study habits. We appreciate any help and encouragement parents/guardians may give their child, but please remember, the child will benefit more from doing their "OWN" homework.

Students are allowed one (1) day to turn in late or missing assignments, which will be graded to a maximum grade of 70%. Upon the second day the assignment is late or missing, the teacher may give a grade of zero (0%).

In the event that a student does not complete homework assignments consistently and on time, or, that the student leaves the assignment/work at home repeatedly, the following procedure will be followed by the student's classroom teacher:

HOMEWORK POLICY Cont.

The teacher will "FIRST" contact the student's parents/guardians by phone, notes home, or parent-teacher conference to discuss the concerns about their child's repeatedly late work.

The student may be kept "after school" (**DETENTION**) by his/her classroom teacher up to an hour maximum per day (4:30 p.m.) as many days as needed until the assigned work is completed.

If the student rides the bus, arrangements will be made for that student to stay after school the following school day. However, if the parents are contacted by phone, etc., and transportation arrangements are made, the student may be kept after school on that day.

If the problem continues, arrangements will be made for the student to attend "**SATURDAY SCHOOL**" to makeup missing or late work.

It is the **PARENT'S RESPONSIBILITY** to make arrangements to provide transportation to and from school for bus students who are kept after school or given a Saturday School for the above reasons.

INCLEMENT WEATHER - SCHOOL CLOSING

When it becomes necessary to close school due to inclement weather or other emergency conditions, notices will be given on KOLN-KGIN TV - CHANNEL 10-11 and radio stations, KWBE - Beatrice, and KGMT/KUTT - Fairbury. Please do NOT call the school or school personnel when there is a possibility of school closing, listen for the announcement. School will be in session if there is no closing announcement made.

If severe weather develops during the school day, parents/guardians may pick their children up from school, providing a written or verbal notification has been given to the school office or teacher prior to their child leaving for the day. We would rather not have parents come after their children in a car. We will get your children home safely in our buses.

As a parent, if you question the advisability of your children attending school because of the stormy weather in your area, keep your children home. Be sure to call your bus driver if you are keeping your children home.

INSURANCE (SCHOOL)

Two types of accident insurance are available for children and application forms are sent home at the beginning of the school year. A 24 hour plan and a school time accident plan. The district does not carry accident insurance on children.

LIBRARY MEDIA CENTER RULES AND POLICIES

The library media center is an educational space for everyone. Visiting the media center is a privilege.

- Be respectful of all library media users and staff
- Maintain a studious atmosphere.
- Use of computers for academic purposes.
- Follow the rules in the student handbook.
- Read! Research! Learn something New!

Materials

- Check out all materials that leave the media center. Students may check out two books or one book and one magazine, unless special arrangements are made with the library media staff. Check out lengths are:
 - Books-2 weeks (or other arrangements made with the staff)
 - Reference Books-Overnight
 - Magazines-2 weeks
- Return materials in good condition. Damaged or lost items will be charged at replacement cost. If a lost item is found and returned, money will be refunded.
- Overdues will be published weekly and distributed through classrooms.
 - If a student has overdue materials, or has lost unpaid materials, the student may not check out anything unless the fines are paid and materials returned.
- Books may be renewed as needed if no one has requested the item.
- Teachers wanting a student to use the library media center when it is not their regularly scheduled time may send the student with a pass. The student will give the pass to the library media staff and pick up the pass when leaving.
- Students may not use the library media center without an adult present.

Computer Lab

- Teachers wanting a student to use the computer lab when it is not their regularly scheduled time, may send the student with a pass. The student will give the pass to the library media staff and pick up the pass when leaving.
- Students may not use the computer lab without an adult present.
- Food or drinks are not allowed in the computer lab.
- Follow the guidelines of the Computer Network Policy.

Consequences

- A student who is disruptive or does not follow the rules will be asked to leave the media center. A student, who does not do so peacefully, will lose library media privileges as determined by the library media staff.

LOST & FOUND

Everything that your child brings to school should be labeled with their NAME.

All items found in the building are turned into the elementary office. Students missing any items should check first with the school secretary. An effort is made to find the owner of the found article. Items left at school at the end of the school year are donated to the Salvation Army or similar organization.

LUNCH & BREAKFAST PROCEDURES

Tri County offers a Hot Lunch and a Breakfast program for the student and staff. The cost per meal for students in Kindergarten through Grades 6 is \$2.25. Hot Lunch includes a soup and salad bar as an option. If students desire they may bring a sack lunch from home. Students may purchase a carton of milk for \$.30 to drink with their sack lunch. Seconds may be purchased for cash if they want to do so. Lunch money may be brought to the secretary's desk each morning.

Breakfast is available for K-6 students for \$1.50 when the students arrive at school. It is served in the cafeteria. Students who are eligible for free and reduced lunches may also participate at a reduced price or free if they qualify.

Tri County will only allow a maximum \$10.00 negative balance per child account. When a student account has reached the \$10.00 negative balance they will not be served a hot lunch but will be served a peanut butter & jelly sandwich. Statements will be sent home weekly statements once they have reached a \$10.00 positive balance. A phone call will be made to the parent/guardian when they reach the \$10.00 negative balance.

Tri County School uses the "offer versus serve" option. With this plan, students are served 5 components of a meal, including several choices; but the student may choose to take 3, 4 or 5 of the items.

MUSIC (Instrumental & Vocal)

Music classes are provided for Grades K-6. The 5th and 6th Graders who are interested may participate in Elementary Band provided by the High School band instructor.

NEW STUDENTS

When enrolling at Tri County Schools, students' parents or guardians will be required to present to school officials a certified copy of a **BIRTH CERTIFICATE** to be placed in the student's permanent file. This certified copy of the **BIRTH CERTIFICATE** shall be on file within thirty (30) days of the enrollment date.

Upon failure of the person to comply with this requirement the school officials will notify the proper County Sheriffs Office of this non-compliance.

A "NEW" student in our school system will be placed by the Superintendent and/or Elementary Principal in the grade in which that pupil was classified in his/her previous school. However, after an appropriate period of time, the Superintendent and/or Elementary Principal retain the right to reassign a student to a grade level, class, or teacher most appropriate for the academic, social, and emotional development.

Grade placement of students transferring from an approved or non-approved school (home-schooled) shall be the responsibility of the Superintendent, Elementary Principal, or Board of Education in instances where procedural due process is present. The following criteria: (1) Formal testing/achievement test scores/grades; (2) Student's chronological age/emotional and physical maturity of the student, and (3) Student Assistance Team recommendation.

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act (“FERPA”) provides parents and guardians certain rights with respect to their students’ education records. These rights include the right to inspect and review the student’s education records within 45 days of the day 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 you believe one of your students’ records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

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.

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program which lists the names of team members and their heights and/or weights and an academic program which lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district’s web site. Directory information includes the following information about a student:

- | | |
|--|--|
| 1. Name | 2. Major field of study |
| 3. Address | 4. Telephone number |
| 5. Date and place of birth | 6. Participation in activities and sports. |
| 7. Dates of attendance | 8. Degrees and awards received |
| 8. The image or likeness of the student in pictures, videotape, film or other medium | 10. Weight and height of members of athletic teams |
| 11. Certain class work intended for publication on the internet | 12. Most recent previous school attended |

Directory information about your student(s) can 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 photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with 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 consent.

Parents have two options:

If you DO NOT OBJECT to the disclosure of directory information about your student, you do not need to do anything.

If you OBJECT to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than September 1, 2005.

Non-directory Information. Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district’s education record 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 your written instructions.

Internal Use of Information. Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

Complaints. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

NONDISCRIMINATION STATEMENT

Tri County Schools does not discriminate on the basis of sex, race, national origin, marital status, age, or handicapping admission or access to, or treatment of, or employment in, its programs and activities. It is the intent of Tri County Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been showed by the Tri County Schools. These procedures can be obtained by contacting Building Principal or Mr. Alan Ehlers, Superintendent. Inquiries concerning the application of the Tri County Schools' policy of nondiscrimination should be directed to the Superintendent's office, 72520 Hwy 103, Dewitt, NE 68341

PARENT TEACHER ORGANIZATION (PTO)

A Parent Teacher Organization is active in the Tri County Elementary School. Parents/guardians/patrons are encouraged to join this organization. Notices of meeting times and dates will be sent home as they are scheduled. PTO President:Janet Gerritse (656-2025)

PHYSICAL EDUCATION (K-6 P.E.)

Physical Education (P.E.) Classes are provided to grades K-6 five days per week.

REPORTS TO PARENTS

The school year is divided into four reporting periods. Parents/guardians will receive a Student Report Form after the completion of each grading period. Parent-Teacher Conferences will be scheduled after the completion of the first and third quarters of school. Parents and teachers should feel free to schedule additional conferences as desired.

SEARCH AND SEIZURE

All students are responsible for obeying state laws, policies of the Board of education and rules of the school. No student should bring anything to school which is prohibited by statute, policy or school rules. Administrators have the authority to search school property, student property and students themselves when there is reason to believe a student has violated a statute, policy or rule.

Lockers and desks are property of the school district and are made available to student for their convenience. Each student who has an assigned locker is responsible for the contents and security of his or her locker. Lockers should be kept locked at all times when they are not open for use. Each student is responsible for locking his or her locker after use and no student should permit access, reveal the combination or lend a key to anyone else.

Administrators have the authority to search any or all lockers and desks at any time.

SEXUAL HARASSMENT POLICY

Sexual Harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observation of educators, or any other credible evidence.

STAFF QUALIFICATIONS

Parents have the right to get information about professional qualifications of their child's classroom teacher(s). Upon request, Tri County Schools will give the parents the following information about their classroom teacher(s)

1. Whether the teacher 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 certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degrees.

The district will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

STUDENT FEES

The Tri County Board of Education adopts the following Student Fees Policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

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.

STUDENT FEES Cont.

A. 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.

B. Listing of Fees Charged by this District.

1. Guidelines for 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 will prepare a list of personal and consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks, that the students are requested, but not required to bring to class. The district will provide students with any personal or consumable items for participation in courses and activities, which they do not supply themselves. 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 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 \$1,200
- Art Classes \$20.00

5. Extracurricular Activities.

The 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

STUDENT FEES Cont.

guidelines detailing 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 \$20.00

Covers admission to all extracurricular events

- Student participation fee \$30.00

Required of all students who participate in athletics and/or other extracurricular activities

- Future Business Leaders of America \$10.00
- National Honor Society \$5.00
- Football Students must provide their own football shoes, undergarments, and mouth guards.
- 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 Students must purchase their own jackets and pay dues of \$25.00.

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district’s 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 choose 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. Copies of Student Files or Records.

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students 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 \$.25 per page for reproduction of student records.

8. Participation in Summer School.

The district will charge reasonable fees for participation in summer school. (Driver’s Education)

The **MAXIMUM** dollar amount charged by the district for summer school shall be \$225.00.

9. 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.

STUDENT FEES Cont.

10. 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 and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group.

C. 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. Actual participation in the free or reduced-price lunch program is not required 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.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, 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 clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all moneys collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Moneys in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

CERTIFICATION

On the 14th day of August, 2006, the Board of Education of Tri County Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2005-2006 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

Superintendent of Schools or Other
Authorized School Representative

Date of Adoption: July 14, 2003
Revised August 8, 2005

Student Fee Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

Part 2: Specific fee(s) for which you are requesting a waiver:

Part 3: Eligibility. Select ONE of the following:

a. ___ Check here if your child is eligible for fee waivers because he or she is a foster child.

Please attach official documentation from the agency sponsoring the child.

b. ___ Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
- A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

c. ___ Check here if you are claiming your child is eligible because your household income is less than 180% of poverty level, please check here.

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state employment security office, check stub, or letter from Workers’ Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4. Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child’s eligibility for fee waivers to school personnel as necessary to affect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

Sign here: _____

Date: _____

STUDENT SUSPENSION, EXPULSION, EMERGENCY EXCLUSION

Purpose:

The purpose of the Student Discipline Act shall be to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective assembly protected under the Constitution of the State of Nebraska and of the United States and in recognition of the right of every student to public education prior to being subject to emergency exclusion, short or long term suspensions, expulsions, or mandatory reassignments.

Rules and Standards:

1. The school board or board of education shall establish and promulgate rules and standards concerning student conduct which are reasonably necessary to carry out or to prevent interference with carrying out any educational function, if such rules and standards are clear and definite so as to provide clear notice to the student and his or her parent or guardian as to the conduct prescribed, prohibited, or required thereunder. Notwithstanding any other provisions contained in the Student Discipline Act, the school board or board of education may, by rule, specify a particular action as a sanction for a particular conduct. Any such rule shall be binding on all students, school officials, board members, and hearing examiners., Expulsion may be specified as a sanction for particular conduct only if the school board or board of education finds that the type of conduct for which expulsion is specified has the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or any other person or to otherwise seriously interfere with the educational process.
2. All rules and standards established by school officials, other than the board, applicable to students shall not conflict with rules and standards adopted by the board. The board may change any rule or standard in accordance with policies which it may from time to time adopt.
3. Rules or standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school building during the school year. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to each student and his or her parent or guardian.

Definitions:

For purposes of the Student Discipline Act, unless the context otherwise requires:

1. **Long-term Suspension** - shall mean the exclusion of a student from attendance in all schools within the system for a period exceeding five school days but less than twenty school days;
2. **Expulsion** - shall mean exclusion from attendance in all schools within the system up to the remainder of the semester unless the expulsion occurs in the last ten school days prior to the end of the semester in which case the expulsion may be extended through the entire next semester;

3. **Mandatory Reassignment** - shall mean the involuntary transfer of a student to another school in connection with any disciplinary action;
4. **Emergency Exclusion** - shall mean immediate exclusion if the student has a dangerous disease, or his or her conduct presents a threat to the physical safety of the school community, or behaviorally is very disruptive.

Notice:

Any statement, notice, recommendation, determination, or similar action specified in the student Discipline Act 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.

School Personnel Authorized Actions:

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, 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 to such counseling or evaluation.

Emergency Exclusion:

The school board or board of education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any pupil from school for conduct prohibited by the board's rules or standards established pursuant to the Student Discipline Act of 1994 if such emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment complies with the procedures required by the act.

Emergency Exclusion Procedure:

1. Any student may be excluded from school longer than five days in the following circumstances:
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
2. Any emergency exclusion shall be based upon a clear factual situation warranting such.
3. If the superintendent or his/her designee determines that such emergency exclusion shall extend beyond five days, the school board shall adopt a procedure for a hearing to be held and a final determination made within ten school days after the initial date of exclusion.

Short-Term Suspension Procedure:

1. The principal may deny any student the right to attend school or to take part in any school function for a period of up to five school days on the following grounds:
 - a. Conduct constituting grounds for expulsion as set out in the Student Discipline Act; or
 - b. Any other violation of rules and standards of behavior adopted under the act.
2. Such short-term suspension shall be made only after the principal has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
3. Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him or her, an explanation of the evidence the authorities have, and an opportunity to present his or her version.
4. Within 24 hours or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student and his or her parent or guardian describing the student's conduct, misconducts, or violation of the rule or standard and the reasons for the action taken. The

principal shall make a reasonable effort to hold a conference with the parent or guardian before or at the time the student returns to school.

5. Any student who is suspended pursuant to this section may be given an opportunity to complete any classwork, including but not limited to, examinations missed during the period of suspension.

Suspension, Expulsion, or Mandatory Reassignment Criteria:

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds or during an educational function or school sanctioned event off school grounds.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
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 is 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;
6. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, inhalants or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in sections 28-401 of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or an inhalant.
7. Public indecency
8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of 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 an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree;
9. Insubordination: Willfully disobeying any reasonable written or oral request of a school staff member, or voicing of disrespect to those in authority.
10. Abusive Language: The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.
11. Inappropriate Dress; Dressing in a manner that is dangerous to the student's health or safety of others, or which is distracting or indecent to the extent that it interferes with the educational process.
12. Bus Rules: Willfully violating the behavioral expectations for those students riding in school vehicles.
13. Bullying: Engaging in any form of bullying behavior while on the school grounds, in school vehicles, and at activities sponsored by the school district. "Bullying behavior" is defined as an overt act by a student with the intent or effect of ridiculing, humiliating, or intimidating another student.
14. 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
15. A repeated violation of any rules and standards in such violations constitute a substantial interference with school purposes.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.

Long-Term Suspension, Expulsion, or Mandatory Reassignment Procedures:

If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed:

1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send written

Long-Term Suspension, Expulsion, or Mandatory Reassignment Procedures: Cont.

notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act;

2. Such written 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 shall have 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 shall have the right (1) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (2) 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 of 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 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.

Nothing in the Student Discipline Act shall preclude the student or the student's parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

Long-Term Suspension, Expulsion, or Mandatory Reassignment Hearing:

1. If a hearing is requested within five school days after receipt of the notice, the superintendent shall appoint a hearing examiner who shall, within two school days after being appointed, give written notice to the principal, the student, and the student's parent, or guardian of the time and place for the hearing.

2. The hearing examiner shall be any person designated by the school district's superintendent, board of education, or counsel, if such person (a) has not brought the charges against the student, (b) shall not be a witness at the hearing, and (c) has no involvement in the charge.

3. The hearing shall be scheduled within a period of five school days after it is requested, but such time may be changed by the hearing examiner for good cause. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

4. The principal or legal counsel for the school, the student, and the student's parent or guardian, or representative, shall have the right to examine the records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education at a reasonable time prior to the hearing.

5. **Hearing: Examiner Duties** - In addition to the other duties provided by the Student Discipline Act, it shall be the duty of the hearing examiner to remain impartial throughout all deliberations. The hearing examiner shall be available, prior to any hearing held pursuant to the act, to answer any questions the principal, the student, or the student's parent or guardian may have regarding the nature and conduct of the hearing.

Long-Term Suspension, Expulsion, or Mandatory Reassignment Hearing: Cont.

6. Hearing: Not Requested - If hearing is not requested by the student or the student's parent or guardian within five school days following receipt of the written notice, the punishment recommended in the charge by the principal or his or her designee shall automatically go into effect upon the fifth school day following receipt of the written notice by the student or his or her parent or guardian.

7. Hearing: Requested Within Thirty Days - If a hearing is requested more than five school days but not more than thirty calendar days following the actual receipt of written notice, the hearing shall be held but the imposed punishment shall continue in effect pending final determination.

8. Hearing: By Whom Attended: Witnesses - Any hearing conducted pursuant to the Student Discipline Act shall be attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, school representative, and counsel for the school's board of education, if the hearing examiner or the superintendent deems it advisable. Witnesses shall be present only when they are giving information at the hearing. The student may be excluded at the discretion of the hearing examiner at times when the student's psychological evaluation or emotional problems are being discussed. The student's representative may be an attorney. The hearing examiner may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing.

9. Hearing: Legal Counsel: Powers and Duties - The school board, acting through the superintendent, may cause legal counsel to be present either for the purpose of acting as the designee of the principal or for the purpose of advising the hearing examiner in the conduct of the hearing. Any legal counsel who acts as the designee of the principal in presenting the school's case against the student shall not advise the hearing examiner on the conduct of the hearing or later advise administrators or school board members on the conduct of any appeal, but legal counsel may give advice on technical and procedural aspects of the school's presentation and may advise the hearing examiner and the school board as long as the legal counsel does not act as the principal's designee in presenting the school's case.

10. Hearing: Student Testimony - At a hearing, the student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and, in such case, shall not be threatened with punishment nor be later punished for refusal to testify.

11. Hearing: Evidence on Student's Conduct and Records - At a hearing, the principal shall present to the hearing examiner statements, in affidavit form, of any person having information about the student's conduct and the student's records but not unless such statements and records have been made available to the student or the student's parent, guardian, or representative prior to the hearing. The information contained in such records shall be explained or interpreted, prior to or at the hearing, to the student, parent or guardian, or representative, upon request, by appropriate school personnel.

12. Hearing: Witnesses, Testimony, Cross-Examination - The student, the student's parent, guardian, or representative, the principal, or the hearing examiner may ask witnesses to testify at the hearing. Such testimony shall be under oath, and the hearing examiner shall be authorized to administer the oath. The hearing examiner shall make reasonable effort to assist the student or the student's parent, guardian, or representative in obtaining the attendance of witnesses.

13. Hearing: Witnesses, Immunity - Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

14. Hearing: Recorded, How Paid - The proceedings of the hearing shall be recorded at the expense of the school district.

15. Hearing: Witnesses; Immunity:

a. When more than one student is charged with violating the same rule and having acted in concert, and when the facts are substantially the same for all such students, a single hearing may be conducted for such students as a group if the hearing examiner believes that a single hearing is not likely to result in confusion and that no student shall have his or her interests substantially prejudiced by as single hearing.

b. If during the conduct of the hearing the hearing examiner finds that a student's interests will be substantially prejudiced by a group hearing or that the hearing is resulting in confusion, the hearing examiner may order a separate hearing for any student.

16. Hearing Examiner: Report; Contests; Review; Final Disposition; How Determined:

a. After a hearing, a report shall be made by the hearing examiner of his or her findings and a recommendation of the action to be taken, which report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation

Long-Term Suspension, Expulsion, or Mandatory Reassignment Hearing: Cont.

may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

b. A review shall be made of the hearing examiner's report by the superintendent, who may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than that recommended by the hearing examiner.

c. The findings and recommendations of the hearing examiner, the determination by the superintendent, and any determination on appeal to the governing body, shall be made solely on the basis of the evidence presented at the hearing or, in addition, on any evidence presented on appeal.

17. Hearing: Final Disposition; Written Notice; Effect:

a. Written notice of the findings and recommendations of the hearing examiner and the determination of the superintendent shall be made by certified or registered mail or by personal delivery to the student or the student's parent or guardian. Upon receipt of such written notice by the student, parent, or guardian, the determination of the superintendent shall take immediate effect.

b. The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred: (1) 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

(2) 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. Such action may be modified or terminated by the school district at any time during the expulsion period.

c. The expulsion of a student for (1) the knowing and intention use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student or (2) the knowing and intentional possession, use or transmission of a firearm or other dangerous weapon shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

d. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner 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 examiner 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.

18. Case Record: The record in a case under the Student Discipline Act shall consist of the charge, the notice, the evidence presented, the hearing examiner's findings and recommendations, and the action of the superintendent. With respect to any appeal to a court or any subsequent appeal, the record shall consist, in addition, of any additional evidence taken and any additional action taken in the case.

19. Hearing: Appeal to School Board or Board of Education; Procedure:

a. The student or the student's parent or guardian may, within seven school days following receipt of the written notice of the determination of the superintendent, appeal the superintendent's determination to the school board or board of education by a written request which shall be filed with the secretary of the board or with the superintendent.

b. A hearing shall be held before the school board or the board of education within a period of ten school days after it is requested, and such time for a hearing may be changed by mutual agreement of the student and superintendent, except that the hearing may be held before a committee of the school board or board of education of not less than three members. Such appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness and such new evidence shall be recorded.

20. Hearing: Appeal; School Board or Board of Education; Powers and Duties:

a. After examining the record and taking new evidence, if any, the school board or board of education or the designated committee thereof may withdraw to deliberate privately upon such record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal

Long-Term Suspension, Expulsion, or Mandatory Reassignment Hearing: Cont.

proceeding but may be held in the presence of legal counsel who has not previously as the designee of the principal in presenting the school's case before the hearing examiner.

b. If any questions arise during such deliberation which require additional evidence, the deliberating body may reopen the hearing to receive such evidence, subject to the right of all parties to be present.

c. The board may alter the superintendent's disposition of the case if it finds the decision to be too severe but may not impose a more severe sanction.

21. Hearing: Appeal; Board; Final Action - The final action of the board shall be evidenced by personally delivering or mailing by certified mail a copy of the board's decision to the student and his or her parent or guardian.

22. Final Decision: Judicial Review; Appeal to District Court - Any person aggrieved by a final decision in a contested case under the Student Discipline Act, whether such decision is affirmative or negative in form, shall be entitled to judicial review.

NOTE: Nothing in the act shall be deemed to prevent resorting to other means of review, redress, or relief provided by law.

Judicial Review Procedure:

1. Proceedings for review shall be instituted by filing a petition in the district court of the county where the action is taken within thirty days after the service of the final decision by the school board or board of education.

2. All parties of record shall be made parties to the proceedings for review. The court, in its discretion, may permit other interested persons to intervene.

3. Summons shall be served as in other actions, except that a copy of the petition shall be served upon the board together with the summons. Service of summons upon a duly elected officer of the board or the appointed secretary of the board shall constitute service on the board.

4. The filing of the petition or the service of the summons upon the board shall not stay enforcement of a decision, but the board may stay enforcement, or the court may order a stay after notice to such board of application therefore and upon such terms as it deems proper.

5. The court may require the party requesting such stay to give bond in such amount and condition as the court may direct but only in cases involving injury or damage to person or property.

6. Judicial Review: Transcript of Record and Proceedings - Within fifteen days after service of the petition or within such further time as the court for good cause shown may allow, the school board or board of education shall prepare and transmit to the court a certified transcript of the record, which shall include the rules and regulations of the school board relied upon by the school district in its determination to suspend, reassign, or expel the student and the proceedings conducted before it, including the final decision sought to be reversed, vacated, or modified. The school board need not file any responsive pleading.

7. Judicial Review: Conducted Without a Jury:

a. The review shall be conducted by the court without a jury on the record.

b. The court may affirm the decision of the school board or board, remand the case for further proceedings, or reverse or modify the decision if the substantial rights of the petitioner may have been prejudiced because the board's decision is:

(i) In violation of constitutional provisions;

(ii) In excess of the statutory authority or jurisdiction of the board;

(iii) Made upon unlawful procedure;

(iv) Affected by other error of law;

(v) Unsupported by competent material, and substantial evidence in view of the entire record as made on review, or

(vi) Arbitrary or capricious.

TELEPHONE USE

Students are permitted to call home regarding school matters, preferably emergencies only, after receiving permission from their teacher. **Students should make arrangements for participating in after-school activities such as going home with a friend, scouts, choir, etc. before leaving for school in the morning.**

CELL PHONES and ELECTRONIC COMMUNICATION DEVICES

Elementary students are strongly advised not to bring cell phones to school. Students may not use or have cell phones in possession during the academic school day or until students are dismissed from school. Students may not use cell phones in locker rooms, classrooms or restrooms. Cell phones that are brought to school are to be shut off and kept in lockers or back packs until the end of the academic school day. Cell phones that are confiscated by staff will be given to the elementary principal office and will only be returned to parents or legal guardians. A second cell phone confiscation may result in but is not limited to recess privileges being taken away.

TOYS

Game-Boys (hand-held computer games), Pokemon cards, toys, comics, bubble-gum cards, toy guns, water guns, balls, dolls, yo-yos, etc., or any other items which may constitute a nuisance in school or on the bus shall NOT be brought to school unless permission to do so is given by a teacher or the principal (example: a toy is to be used for a "Show-N-Tell" assignment). Students shall be personally responsible for the security of any items brought to school. The district is not responsible for theft, loss or damage of these items.

Failure to comply with this rule may result in the toy being confiscated and returned at the end of the school year.

USE OF SCHOOL FACILITIES

Permission for the use of school facilities and equipment must be obtained from the Superintendent's Office. The school's daily educational and athletic programs shall always have priority in terms of granting permission for use.

WITHDRAWAL PROCEDURES

The school administration should be notified as soon as possible if a child is leaving Tri County Schools. A parent/guardian will be asked to sign a release of information form, so the child's permanent records may be sent to the new school upon receiving a request from the new school.

GENERAL STUDENT CONDUCT POLICIES

ALCOHOLIC BEVERAGE POLICY

The use, consumption, or possession of alcoholic beverages in any form shall not be permitted on any school sponsored trip, at any school sponsored activity whether home or away or at any time when students are under the supervision of the school. Students who choose to participate in activities will also be subject to any additional regulations prohibiting the use, consumption or possession of alcoholic beverages included in the activities regulations. Students shall not be permitted to attend school or school sponsored events when there is evidence of their having used, consumed, or being under the influence of alcoholic beverages. Evidence of being under the influence shall be deemed sufficient when the student exhibits an unusual or erratic behavior, slurred speech, or the odor of alcoholic beverages.

DISCIPLINARY ACTION:

First Offense: The student may be suspended from school for a period of three (3) days.

Second Offense: The student may be suspended for a minimum of ten (10) days and recommendation made to the Superintendent of School for expulsion.

Any student suspended or expelled for the first, or second offense in violation of the alcoholic beverage policy shall not be readmitted to school without first appearing for a conference with their parents and/or guardian at a meeting with the school principal. If the suspension is an in-school suspension, the parental conference may be waived.

DRUG POLICY

Because it is disruptive to the educational process, it is illegal for use or possession of marijuana or any illegal drugs in any quantity whatsoever or in any form and it is further illegal to possess any type of illegal drug paraphernalia. Any student using or possessing marijuana or any illegal drugs in any quantity or in any form will not be permitted inside any school building or in any school operated or sponsored vehicle. The use or possession of marijuana or any illegal drugs in any quantity in any form whatsoever shall also be prohibited on any school sponsored trip, at any school sponsored activity whether home or away or at any time when students are under the supervision of the school. Students who choose to participate in athletics will also be subject to any additional regulations, prohibiting the use or possession of marijuana or any illegal drugs included in the activities regulations.

Students shall not be permitted to attend school or school sponsored events when there is evidence of their having used or being under the influence of marijuana or illegal drugs. Evidence of being under the influence shall be deemed sufficient when the students exhibits and unusual or erratic behavior.

DISCIPLINARY ACTION:

First Offense: The student may be suspended from school for a period of three (3) days.

Second Offense: The student may be suspended for a minimum of ten (10) days and recommendation made to the superintendent of School for expulsion.

Any student suspended or expelled for the first, second and repeated offense in violation of the drug policy shall not be readmitted to school without first appearing for a conference with their parents and/or guardian at a meeting with the school principal. If the suspension is an in-school suspension, the parental conference may be waived. Provided, however, that the possession and use of drugs prescribed by a licensed physician shall not be deemed a violation of this policy. The student, student's parents and/or guardian shall exhibit to the Principal within twenty-four (24) hours upon demand, proof of such prescription.

TOBACCO POLICY

Because it is disruptive to the educational process and creates a safety hazard, the use or possession of tobacco by smoking or otherwise is prohibited. No students using or possessing tobacco at the time will be permitted on the school grounds, inside any school building, or in any school operated or sponsored vehicle.

The use or possession of tobacco by students shall be prohibited on any school sponsored trips, at any school sponsored activity whether home or away, or at any time when students are under the supervision of the school. Students who choose to participate in activities will also be subject to any additional regulations included in the activities regulation.

DISCIPLINARY ACTION:

First Offense: The student may be suspended from school for a period of three (3) days.

Second Offense: The students may be suspended for a minimum of (10) days and recommendation made to the Superintendent of Schools for expulsion.

Any student suspended or expelled for the first or second offense in violation of the tobacco policy shall not be readmitted to school without first appearing for a conference with their parents and/or guardian at a meeting with the school principal. If the suspension is an in-school suspension, the parental conference may be waived.

FIREARMS & WEAPONS POLICY

Firearms: No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds except as permitted by this policy.

Definition of Firearm: The term firearm is defined as any object which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

Weapons: Students and visitors under the age of 18 may not knowingly possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

Definition of Weapon: The term weapon is defined as a firearm or any object of material that is ordinarily or generally considered a weapon.

Exceptions regarding Firearms. This prohibition does not apply to (1) the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers Training corps or peace officers or other duly authorized law enforcement officers when on duty or training, (2) firearms which may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor, or (3) firearms contained within a private vehicle **operated by a non student adult** which are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle.

Definition of Encased. The term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for students: The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows.

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and

FIREARMS & WEAPONS POLICY Cont.

2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences: Federal law requires that a student who brings a firearm onto school grounds be expelled from school for a year. State law and this policy provide that any student who violates this policy may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned.

Confiscation of Firearms: Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm which is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools.

BODILY FLUIDS & WASTE POLICY

In the event that a student accidentally soils or wets himself/herself, due to illness or other factors, school personnel will assist the student in cleaning him/her up. If spare clothing is available, it will be provided to the student. All clothing borrowed by the student, must LAUNDERED and RETURNED to the school within seventy-two (72) hours.

In the event a student, CONTINUES to either urinate or have bowel movements in their clothing at school, on a continual basis, the parents or guardians will be contacted immediately. (It is school policy that all students be toilet trained upon entrance into Kindergarten.) Parents will then be required to take their child home and clean him/her up. The child may return to school after he/she has been properly bathed and clean clothes have been provided.

If the parent refuses or neglects to properly cleanup their child, the Department of Health and Human Services will be contacted.

SATURDAY SCHOOL RULES & REGULATIONS

Any student not responding to discipline responsibilities or exhibiting inappropriate behaviors that require intermediary discipline will be assigned Saturday School by the Principal or his designee. Students must attend Saturday School on the assigned day and time and be on-task the entire session. Students failing to attend or conduct themselves appropriately when attending Saturday School may be assigned two consecutive Saturday Schools, or SUSPENDED from school the following day that school is in session and also be rescheduled to the next day that Saturday School is in session. Other criteria used in Saturday School will include:

Students must report at 7:00 a.m. The doors to the school will be locked at approximately 7:10 a.m.

The minimum amount of time that any student will attend Saturday School is two (2) hours.

Students must be "ON-TASK" the entire time with absolutely NO talking.

NO excuses for NOT attending Saturday School will be allowed. Each student will have had multiple chances to serve their assigned disciplinary action (time-out, detention, etc.) by this point in time. Only documented, unforeseen, extenuating circumstances approved by the administration will be considered. Examples might include: Death in the family; or a Medical doctor documented illness.

GRADING

GRADE CLASSIFICATION & PROMOTION PRINCIPLES

The promotion of a pupil from one elementary grade to the next higher grade will generally be based upon the achievement of the pupil - that is upon the pupil's grades. Factors other than grade averages may be considered in the case of a pupil whose achievement level is not satisfactory. In each instance when a teacher questions the advisability of promoting a pupil, the matter will be referred to the Elementary Principal, and if deemed necessary, the Superintendent, will confer and consider all the factors concerning the pupil before the question of promotion or retention of the pupil is decided.

The Elementary Principal and/or Classroom Teacher shall be responsible for notifying parents of children in jeopardy of being retained. This shall be done as early as possible.

A "NEW" student in our school system will be placed by the Superintendent and/or Elementary Principal in the grade in which that pupil was classified in his/her previous school. However, after an appropriate period of time, the Superintendent and/or Elementary Principal retain the right to reassign a student to a grade level, class, or teacher most appropriate for the academic, social, and emotional development.

Grade placement of students transferring from an approved or non-approved school (home-schooled) shall be the responsibility of the Superintendent, Elementary Principal, or Board of Education in instances where procedural due process is present. The following criteria shall also be used in making this determination: (1) Formal testing/achievement test scores/grades; (2) Student's chronological age/emotional and physical maturity of the student; and (3) Student Assistant Team recommendation.

GRADING

<u>Letter Grade</u>	<u>Number Grade</u>
A+	100
A	99 - 94
A-	93
B+	92
B	91 - 87
B-	86
C+	85
C	84 - 79
C-	78
D+	77
D	76 - 71
D-	70
F	below 70
I	Incomplete

EFFORT: O - Above Average
 S - Average
 U - Below Average

DEFINITIONS: EFFORT - Attitude and exertion towards work.

ACHIEVEMENT - Quality of work based on grade level. (Reading based on ability.)

K-5, P.E., MUSIC, HEALTH, WRITING, ART & BAND will use:

O - Excellent

S - Satisfactory

U - Needs to improve.

K-6 Science & Social Studies will use letter grade.

6th Grade Health will use letter grades.

HEALTH POLICIES

HEAD LICE (Pediculosis)

Exclusion: Students with head lice are excluded from school until treated and **NIT FREE**. Students will be readmitted to school as soon as he/she is inspected by school personnel and found to be **NIT FREE**.

The school nurse/building principal/principal designate must make certain the parent/guardian understands proper treatment for the affected child and control measures necessary to curb an outbreak in the home/school. Treatment and prevention counseling includes written instructions given to parent/guardian by the school.

Evidence of treatment includes:

No visible signs of lice or nits. (NIT FREE)

Clean hair and scalp.

The louse shampoo label returned to school after treatment or a note from the physician stating the treatment used.

A verified repeat treatment is needed 7-10 days following the initial treatment. A note to the School Nurse/building Principal/principal designee signed by the parent/guardian verifying this treatment must be sent to school within the 7-10 day time period.

It is **HIGHLY RECOMMENDED** that students not be placed on school transportation until proper inspection has been made by the school nurse/building principal/principal designee and the student is found to be **NIT FREE**. The parent/guardian should bring the student to school or make other arrangements to have the student return to school after treatment.

Readmission: Readmission to school is dependent upon completion and verification of treatment with an FDA approved pediculicide and inspection by the school nurse/principal/principal designee to determine if student is **NIT FREE**. Over the counter preparations from the following list may be used or parents may consult their physician for the preferred treatment.

Non-prescription Lice Treatment Products: A-200; R & C; RID; Triple X; NIX; and NIX Cream Rinse.

Head Lice/Nits (pediculosis) Screening: When lice or nits are found, on consultation with the Principal, the School Nurse/Principal's designee may deem it advisable to send parental notification and advisement letters home and screen all students in close proximity to the affected students.

Nebraska Department of Health & Human Services: If a family/student has three (3) lice infestations within a nine (9) week period, a report to the Nebraska Department of Health & Services will be made to assist the family in evaluating proper home procedures for treatment of lice.

HEALTH SCREENINGS

A physical screening is made of every student in Grades K-6 and Preschool students during the school year by a registered nurse. Parents/guardians will be informed in writing of any deficiency or unusual symptoms found and are urged to seek further medical help, when necessary. These routine school screenings are **NOT** intended to take the place of regular medical and dental check-ups. Parents/guardians are requested to inform the school in writing of any **UNUSUAL HEALTH** conditions or changes in the student's general health or physical limitations. This will enable school personnel to be better prepared to handle situations that arise.

Accidents at school: In case of an accident at school, emergency First Aid will be administered and parents/guardians will be notified. If the school is unable to contact them, emergency numbers provided by parents/guardians will be used. It is essential therefore that the school office be kept updated with this type of information. At the beginning of each school year, update information forms are sent home with each student to be completed and returned for the files.

Exclusion from school: Children who become ill, or who have symptoms of illness at school, will be sent home. After parents/guardians are notified of their child's illness at school, they are requested to make arrangements to have their child picked up from school. Emergency numbers will be used if the parent/guardian cannot be reached.

Reasons for children to be excluded from school:

- a. Communicable diseases such as: Measles, Chicken Pox, Mumps, Pink Eye, etc.
- b. Skin eruptions or suspicious rash.
- c. Vomiting.
- d. Abnormal temperature.

A child suffering from a skin disease, or who has been absent from school because of an infectious or contagious disease, may be required to present a written statement from a doctor upon returning to school.

MEDICATIONS:

The Medication Act restricts school employees from giving medication without proper instruction, therefore Tri County Schools will NO longer give over-the-counter medication to students. This includes Tylenol, non-aspirins, cold medications, cough syrups or drops, etc.

Prescription MEDICATIONS will be given if the following very strict requirements are followed:

- a. **AS LONG AS THE MEDICATION COMES IN A CONTAINER;**
- b. **CHILD'S NAME CLEARLY MARKED;**
- c. **MEDICATION'S NAME CLEARLY MARKED;**
- d. **DOSAGE CLEARLY MARKED;**
- e. **NOTE FROM THE PARENT WHEN TO GIVE THE MEDICATION.**

Students who receive daily medication must have a yearly update from their physician with the instructions given to the school. Analgesics (Tylenol, Advil, non-aspirin, etc.), when ordered by a physician due to an injury, surgery, orthodontics, migraine headaches, etc., may be given at school if the doctor's instructions accompany the medication sent by the parent to school.

Physicals, Immunizations & Birth Certificates: Physical examinations and Birth Certificates are required for all students entering Kindergarten and new students from out of state.

IMMUNIZATION STANDARDS

Section 007 of State of Nebraska Immunization Standards: The Board of Education requires each student to be protected by immunization against the following diseases, unless otherwise exempted from this requirement under the provisions of Section 009 of these regulations:

Measles	Diphtheria
Mumps	Tetanus
Rubella	Pertussis
Polio	Haemophilus Influenzae type b (Hib)
Hepatitis B,	Varicella (Chicken Pox)

Sec. 007.01: For the purposes of complying with the requirement of immunization against the diseases listed above:

Sec. 007.01A: Students 2-5 years of age enrolled in a school-based program not licensed as a child care provider are considered to be immunized if they have received:

- 3 doses of hepatitis B vaccine,
- 4 doses of DTaP, DTP, or DT , vaccine,
- 3 doses of polio vaccine
- 1 dose of MMR vaccine given no earlier than 4 days before the first birthday
- 3 dose of hib vaccine or 1 dose of hib vaccine given at or after 15 months of age, and
- 1 dose of varicella vaccine (Chicken Pox)

Sec.007.01B: Students enrolling for the first time (kindergarten, enrolling in 7th grade, and all transfer students from outside the state regardless of the grade they are entering are considered to be immunized if they have received:

- 3 doses DTaP, DT, or Td vaccine with at least 1 dose given no earlier than 4 days before 4 years of age
- 3 doses of polio vaccine
- 2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and 2 doses separated by at least 28 days.
- 3 doses of hepatitis B vaccine,
- The number of varicella (Chicken Pox) is dependent on the age of the child-1 dose of varicella (Chicken Pox) vaccine before the 13th birthday; or 2 doses of varicella (Chicken Pox) vaccine administered at least 28 days apart if the first dose was given on or after the 13th birthday.

Varicella immunization is phased in beginning with the 2004-2005 school year. Varicella will be included as a required vaccine in each subsequent grade as the child progresses from kindergarten (1st Grade) or 7th grade through the remaining grades.

Sec. 007.01C: All other students are considered immunized if they have received:

- 3 doses of Dtap, DTP, DT, or Td vaccine,
- 3 doses Polio vaccine,
- 2 doses of MMR Rubella vaccine given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days

Sec.008.01: For purposes of compliance with the immunization requirement, the board of education or other governing authority, must require the presentation of an immunization history containing the name of the vaccine, the month and year of administration (the month, day, and year for MMR vaccine and varicella (Chicken Pox) vaccine), the name of the health practitioner, the agency where the immunization was obtained, and the signature of the physician, parent, guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines.

Sec.008.04: A documented history of varicella (Chicken Pox) disease from a parent or health care provider with the year of infection constitutes evidence of immunity to varicella (Chicken Pox). The documentation must include one of the following:

IMMUNIZATION STANDARDS Cont.

1. Signature of the parent or legal guardian and the date (year) of the child's varicella (Chicken Pox) illness, or
2. Signature of a health care provider and the date (year) of the child's varicella (Chicken Pox) illness, or
3. Laboratory evidence of a child's varicella immunity.

Beginning July 1, 2005 all students grades K-12 will be required to present evidence of 3 doses of hepatitis B vaccine.

Sec. 009: Medical & Religious Exemption and Provisional Enrollment: Each student shall be protected against the diseases listed using the standards described in Section 007 and submit evidence of immunization. Any student who does not comply with these requirements shall not be permitted to continue in school, except as provided in Sections 009.01 through 009.03.

Sec. 009.01: Immunization shall not be required for a student's enrollment in any school in this state if he or she submits to the admitting official either of the following:

Sec. 009.01A: A statement signed by a physician, physician assistant, or nurse practitioner stating that, in the health care provider's opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household; or

Sec. 009.01B: A notarized affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal religious beliefs of the student.

Sec. 009.02: A student may be provisionally enrolled in a school in Nebraska if he or she has begun the immunizations against the specified diseases prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible.

Sec. 009.03: A student may also be provisionally enrolled in a school in Nebraska if he or she is the child or legal ward of an officer or enlisted person, or the child or legal ward of the spouse of such officer or enlisted person on active duty in any branch of the military services of the United States, and said student is enrolling in a Nebraska school following residence in another state or in a foreign country.

Sec. 010: Time of Compliance: Each student must present documentation as outlined prior to enrollment.

PARENTAL INVOLVEMENT POLICY

PARENT INVOLVEMENT POLICY:

Tri County Schools, District #300, after having conducted a public hearing concerning parental involvement and participation in the School District herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school that they may request.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the Superintendent may deem appropriate.

The Superintendent shall cause to be prepared a complaint form which may be used by a parent to express obligations to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

PARENT INVOLVEMENT POLICY: Cont.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance as such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the District to encourage communications from parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable.

The Superintendent shall make a provision on the complaint form referred to above for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian as set forth in 79-4,157, the Federal Education Right to Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is further the policy of the District to notify parent(s) of any student who may be subjected to a standardized norm referenced criterion test or standard test such as but not limited to the Iowa Test of Basic Skills, or the California Achievement Test. It shall be the District's responsibility to notify the parent when reasonable to do so, where a sample of such test might be reviewed and the date upon which such test shall be administered. Testing by the District involving experimental evaluation methodologies, experimental testing instrumentals, and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, shall be communicated to the parent and a copy of the testing instrument will be available for viewing in the administrative office. A parent may upon completion of the proper form sign their student(s) out of such testing.

Prior to any school sponsored survey, not required by Nebraska Statutes or regulations, being administered to the students of the District, it shall be the duty of the Superintendent to notify the parent(s) of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered and the purpose and use of the survey. Completion of the proper form sign their student(s) out of such testing.

It shall be the policy of the District to leave substantive decision making processes to the professional staff, administration, and board of education, subject to an effort to receive information from parents as to any concern, objections, or other information such parents would wish to provide to the District concerning parental access, involvement, and participation in activities of the school as it relates to the students of the District.

PARENTAL COMPLAINT FORM

DATE: _____

Parent's Name _____

Student(s) Name _____

Class or activity you have concerns with:

COMPLAINT: (This must be completed with specific reference to a particular test, methodology, or instrument. Failure to do so will result in a rejection of the complete complaint form.)

Parental proposal solutions for the above objection.

Signed: _____

Date: _____

PARENTAL REQUEST FORM

(Viewing copies of textbooks, test, curriculum materials and/or testing instruments.)

I, _____ as parent or legal
guarding of _____, do hereby request
(students name)

the opportunity to view the following information as outlined in the Tri County Schools Parental
Rights and Involvement Policy.

Signed _____ Date _____

PARENTAL REQUEST FORM

(Request to attend or monitor a class, assembly or counseling session.)

If this is a request for attendance at or monitoring a class, assembly, or counseling session,
please list the name of the activity and the date you wish to do so.

ACTIVITY: _____

DATE: _____

RESPONSIBILITY & REGULATIONS

BOOKS, SUPPLIES & FEES

Most items that children will need for their school activities are provided by the school district. Parents/guardians are asked to furnish certain consumable items that their child will need such as pencils, erasers, crayons, glue and a box of Kleenex per semester. At the discretion of their teacher, they may be asked to provide rulers, scissors, colored pencils, or other items, and a note will be sent home to this effect. If a teacher desires to use the **WEEKLY READER** or **SCHOLASTIC STUDENT NEWSPAPER** in their classroom, the parent/guardian will be asked for a donation to cover the cost. All students will be asked to have an **EXTRA PAIR** of **GYM SHOES** or its equivalent for P.E. and play in the multi-purpose room. We ask that all gym shoes be new or not have been worn outside. All items should be marked with the student's NAME!

CHILD ABUSE & NEGLECT

ALL STAFF members are REQUIRED by LAW to REPORT any "SUSPECTED" case of CHILD ABUSE or NEGLECT to the appropriate law enforcement agencies!

SCHOOL PICTURES & YEARBOOKS

Tri County Schools contract annually to have pictures of school children taken early in the school year. Information regarding prices, times and days are distributed by notes from the school. In the spring a yearbook is compiled with pictures of all elementary students and faculty and activities throughout the year. This is made available to students at a minimal cost.

STUDENT AND PARENT RIGHTS

SECTION 504 DISABILITY ACT

Section 504 of the Rehabilitation Act of 1973 is a Federal Civil Rights Rehabilitation Act which prohibits discrimination against person with a disability in any program receiving Federal financial assistance. The 504 Act defines a person with a disability as anyone who:

Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);

Has a record of such impairment; or

Is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Tri County Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of school.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Private Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: (1) inspect and review his/her child's educational records; (2) made copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refuses to make the amendment.

Tri County Public School's Section 504 contacts for the elementary are the Elementary Principal, or Nancy Meints, Section 504, Dart D, Coordinator.

SPECIAL PROGRAMS

ACHIEVEMENT TESTS

The California Achievement Test (CAT) will be given in 2nd, 3rd, 4th, 5th, & 6th Grades in late March or early April of each school year. Results will be mailed to parents or special conferences will be called when necessary.

COMMUNITY COUNSELOR (K-6)

The mission of the Counseling Program is to facilitate personal, social, academic, and career growth of students in all grades and their families by collaborating with educators, the community, families, and the students themselves in order to build a healthy, productive, meaningful, safe learning environment. The counseling program at Tri County is designed to be preventative and developmental. It provides a safe and caring environment where students and families can look to for support, promotes a healthy and supportive school culture and allows students, families, and school staff to work together. It also teaches life skills and promotes community involvement in the lives of children.

In addition to seeing students individually and in classroom settings, small groups are also facilitated to address various issues such as communicating effectively, conflict resolution, making good decisions and building self esteem among various other issues. This program also provides a wider range of services to include families and links families to outside resources.

GUIDANCE COUNSELOR (K-6)

A full time guidance counselor is available to students. Guidance is fundamentally concerned with increasing each student's personal development. The role of the counselor is to assist students with their needs, whether they be personal concerns, decision-making skills, relationships with others, educational development, or career awareness.

KINDERGARTEN ADMISSION & REQUEST FOR TESTING

Children five years of age as of October 15th may enter Kindergarten at the beginning of the school year. A Kindergarten Roundup will be held in the spring for registration and orientation. Children who become five by January 1st may be tested by a licensed psychologist to determine their readiness to enter Kindergarten. These tests must be taken between May 1st and August 31st. Parents/guardians will be assessed a fee for the psychologist's service.

TITLE 1 READING & MATH

Title 1 Reading and Math will be taught in Grades K-3. This program is designed for students who need skill reinforcement/reteaching of skills already taught in the classroom. **Special qualifying criteria is needed to participate in this program.**

Parent Involvement in Title 1 Project: It is school policy to involve the parents of students participating in Title I programs. Annually the parents of all eligible children are invited to a meeting to discuss the program and activities provided with Title I funds. At such a meeting school officials shall:

Inform parents of their rights to consult in the plan, design and implementation of the school's Title 1 Project.

Solicit parental input.

Give parents an opportunity to establish mechanisms for maintaining ongoing communication among parent, teachers, and school officials.

Provide reasonable support for other activities that parents may request.

Provide responses to parent input within a reasonable period of time.

The Title I Project will be planned, designed and implemented in consultation with parents and the teacher of the children being served.

TITLE 1 READING & MATH Cont.

The parents and school officials will jointly agree on methods for school officials to consult with parents on aspects of Title I planning, design and implementation, including all phases of:

The needs assessment
Determination of program goals and objectives
Determination of educational strategies
Implementation of projects
Development of program applications
Program Evaluations

SPEECH & LANGUAGE IMPAIRED PROGRAM

The areas of instruction in the Speech and Language impaired program involve speech acquisition, language acquisition, and services for the hearing impaired. The speech acquisition program includes intervention for disorders of articulation, fluency and voice. Language acquisition programs involve intervention for language development in Kindergarten and 1st Grade, language disorders and remedial instruction of the basic language arts curriculum. In addition to service for school age students, a preschool speech/language/hearing program is provided for preschool children who qualify.

VISITOR REGULATIONS

VISITOR POLICY

Parents/guardians are encouraged and invited to visit their child's room during school hours. A good time to visit is to have lunch with your child. **PLEASE, school visits should NOT be made during the first three (3) weeks or during the last two (2) weeks of the school year.** Out of courtesy, please give the teachers as much advanced notice as possible of your visit to the classroom.

The following are reminders and guidelines for "ALL" visitors, and please understand that these guidelines are to insure the SAFETY and PROTECTION of all Tri County Elementary Students:

1. All parents, guardians, and patrons are REQUIRED to "sign in" and pick up a "Visitors Tag" at the Elementary Secretary's front desk, visibly displaying the "Visitors Tag" at all times while in the building, and upon leaving school to "sign out" and return the "Visitors Tag" to the Elementary Secretary.
2. Teachers are now required by school policy to ask visitors, who are not displaying the school's "Visitors Tag", to leave their classroom and report to the office.
3. All doors will be locked at 8:15 a.m. and entrance to the Elementary can be attained via the front door located on the north side of the circle drive.
4. Please wait to be announced by the Elementary Secretary before moving to the classroom (this is to insure you will not interrupt testing, etc.)
5. Please wait until the third week of school before visiting, and remember that start-of-the-day, end-of-the-day, holidays and the end-of-the-year are very hectic times.
6. Several 20-30 minute visits are better than staying too long at any time, and come at the time of day when the work you want to see is to be in progress.
7. Visitations during formal testing sessions is discouraged. Rooms will be labeled.
8. On special event days, like Senior Citizens Day, above reminder #1 does not apply.

NON-STUDENT VISITOR POLICY

Due to problems which may occur when non-students visit, Tri County Elementary will be following the procedure outlined below:

1. Student visitors may visit classes with prior approval by the Elementary Principal.
2. The student visitor must be enrolled in another school district.
3. The student visitor's school district must NOT be in session on the visiting day.
4. The student visitor and hosting student must check into the office (checking in with the principal), so contact with the visitor's school can be made.
5. Any problems that the visiting student causes will result in the Tri County student not being allowed to have any future student visitors to school.