

Dear Parents,

This handbook is prepared to guide you through the procedures, programs, and practices of the elementary schools of the Lakeview Community Schools. Please carefully read this information and keep it for future use.

Parents are an important part of the education process. Your children will experience more success in school if you are involved. Please feel welcome to visit your child's classrooms. You are also encouraged to communicate with school officials concerning your child's educational experience.

Your child's educational program can be modified if needed to meet individual children's needs. If you have questions about your child's program, please bring these concerns to school officials.

The employees of your schools wish that your child will have the most effective and positive school experience possible. With that in mind, we welcome you to another school year and hope to visit with you soon.

Sincerely,

Lakeview Community Schools  
Elementary School Staff

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**PLATTE CENTER ELEMENTARY**  
Box 109, PLATTE CENTER, NE 68653  
(402) 246-3465

**SHELL CREEK ELEMENTARY SCHOOL**  
16786 280th St., COLUMBUS, NE 68601  
(402) 564-8008

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### STATEMENT OF NON-DISCRIMINATION

**The Lakeview Community School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of non-discrimination.**

**Superintendent Russ Freeman  
Lakeview Community Schools  
3744 83<sup>rd</sup> Street  
Columbus, NE 68601  
402-564-8518  
rfreeman@esu7.org**



# Lakeview Community Schools 2015-2016 Calendar

## August 2015

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

## August

- 3 7th Grade Orientation
- 4 9th Grade Orientation
- 6 New Teacher Orientation
- 13,14 & 17 Pre Service Days
- 4 18 1st Day Orientation
- 5 18 K-6 Dismissal at 11:25
- 1 18 7-8 Dismissal at 11:40
- 18 9-12 (12:00-3:30)

## January 2016

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

## January

- 1 News Year Day
- 4 Winter Break (No School)
- 3 5 Mtg. 8-10/Work Day
- 5 6 Start of 3rd Quarter
- 5 13 **Early Dismissal/Collaboration Day**
- 5

## September 2015

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

## September

- 7 Labor Day
- 4
- 4 16 **Early Dismissal/Collaboration Day**
- 5
- 5 30 **K-6 P/T Conferences** 4:00-8:00
- 3 30 **7-12 P/T Conferences** 5:00-9:00

## February 2016

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

## February

- 5 1 P/T Conferences
- 5 1 K-6 (4:00-7:00), 7-12 (5:00-8:00)
- 3 5 Dismiss at 12:00
- 5 10 **Early Dismissal/Collaboration Day**
- 18-19 Mid-Winter Break (No School)
- 29 **PD/No School**

## October 2015

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

## October

- 1 K-12 Dismiss at 11:30
- 1 1 K-12 P/T Conferences 1:00-7:00
- 5 2 Vacation (No School)
- 5 2 Teacher Comp. Day
- 4 14 **Early Dismissal/Collaboration Day**
- 5 16 End of 1st Quarter - 42 Days
- 19 Mtg. 8-10/Work Day
- 20 Start of 2nd Quarter

## March 2016

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

## March

- 4 10 End of 3rd Quarter - 44 Days
- 4 11 Mtg. 8-10/Work Day
- 5 16 **Early Dismissal/Collaboration Day**
- 4 25 Vacation-Spring Break (No School)
- 3 27 Easter
- 28 Vacation-Spring Break (No School)

## November 2015

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

## November

- 4 2 **PD/No School**
- 5 11 **Early Dismissal/Collaboration Day**
- 5 25 Dismissal at 2:00
- 3 26 Thanksgiving (No School)
- 1 27 Vacation (No School)

## April 2016

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

## April

- 1
- 5
- 5 13 **Early Dismissal/Collaboration Day**
- 5
- 5 29 **7-12 12:00 p.m. Dismissal**

## December 2015

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

## December

- 22 End of 2nd Qtr. 43 Days
- 4 9 **Early Dismissal/Collaboration Day**
- 5 22 **Dismissal at 2:00**
- 5 22 End of 1st Semester (85 Days)
- 2 23-31 Winter Break (No School)

## May 2016

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

## May

- 4 **Early Dismissal/Collaboration Day**
- 5 12 Seniors Last Day!
- 5 17 K-8 Last Day of Classes
- 3 18 End of 4th Quarter - 46 Days
- 19 In-Service/Work Day
- 20 Vacation Day
- 23-24 Curriculum Days!
- 30 **Memorial Day!**
- 20, 25-2 Teacher Make Up Inservice-Work Days

**Key:**

- Early Dismissal PC 1:00 SC 12:45 LV 1:00**
- Professional Development/No School for Students**
- Half-day of school for students**
- No School**
- Holiday**
- Start/Stop**

Qtr.	K-6 Days	7 & 8 Days	9-12 Days
1	42.0	42.0	42.0
2	43.0	43.0	43.0
	85.0	85.0	85.0
3	44.0	44.0	44.0
4	45.0	45.0	46.0
	89.0	89.0	90.0

174.0 Student Days, Grades K-5  
 174.0 Student Days, Grades 7-8  
 175.0 Student Days, Grades 9-12  
 187.0 Teacher Days\*  
 \*May 23 & 24 are built in snow days!

*Home of the Vikings*



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 3744 83rd Street  
 Columbus, NE  
 Phone: 402-963-2345



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# PLATTE CENTER ELEMENTARY

Box 109, PLATTE CENTER, NE 68653

(402) 246-3465

Quentin Witt ..... Principal  
Jody Jarecki ..... Kindergarten  
Michkayla Dlouhy ..... Grade 1  
Deb Bryan ..... Grade 2  
Billie Jo Wemhoff ..... Grade 3  
Ryan Specht ..... Grade 4  
JoAnn Cremers ..... Grade 5  
Kim Schmidt ..... Grade 6  
Shannon Honold ..... Counselor  
Annette Barcel ..... Title I/ESL  
Sylvia Walters ..... SPED  
Jill Goedeken ..... Music  
Wade Howles ..... Band  
Chris Thoms ..... Physical Education/Health

## Non-Certified Staff

Sheri Schure ..... Computers  
CeCe Dohmen ..... Special Ed Aide  
Sarah Borgman ..... Special Ed Aide  
Kathy Luebker ..... Teacher's Aide  
Mary Classen ..... Special Ed Aide  
Kim Ruger ..... Special Ed Aide  
Sheri Wessel ..... Teacher's Aide/Library Aide  
Chris Greisen ..... Secretary  
Steve Boyd ..... Custodian  
Helen Jazwick ..... Custodian  
Lori Hartl ..... Custodian  
Guadalupe Nieto ..... Parent Liaison

# SHELL CREEK ELEMENTARY SCHOOL

16786 280th Street, COLUMBUS, NE 68601

Telephone (402) 564-8008 \* Fax (402) 563-4552

Daryl Schrunk .....	Principal
Miriam Flodman .....	Kindergarten
Jenny Meyer .....	Kindergarten
Lisa Paben .....	Grade 1
Erica Zywiec .....	Grade 1
Jennifer Osten .....	Grade 2
April Wachal .....	Grade 2
Kelly Frenzen .....	Grade 3
Liz Young .....	Grade 3
Leile Anderson .....	Grade 4
Cindy Wurtz .....	Grade 4
Michala Wurdeman .....	Grade 5
Alicia Blumenthal .....	Grade 5
LeAnn Kjergaard .....	Grade 6
Don Bentz .....	Grade 6
Shannon Honold .....	Counselor
Kathy Brunt .....	Title I/ESL
Carol Downs .....	SPED
Brittany Niedbalski .....	SPED
Amy Green .....	SPED
Jill Goedeken .....	Music
Wade Howles .....	Band
Chris Thoms .....	Physical Education/Health

## Non-Certified Staff

Robin Bignell .....	SPED Aide
Ann Hart .....	SPED Aide
Hortencia Sanchez .....	SPED Aide
Geri Wemhoff .....	SPED Aide
Joan Wemhoff .....	SPED/Teacher's Aide
Jill Sempek .....	Librarian/Lunch
Michelle Lutt .....	Secretary
Stephen Boyd .....	Custodian
Glen Skiles .....	Custodian
Dave and Kris Badura .....	Custodians



# **MISSION STATEMENT**

The mission of Lakeview Community Schools is to provide a strong academic foundation and opportunities for all students to become productive members of society.

## **Intent of Handbook**

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

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

**Shell Creek & Platte Center Elementary Schools**  
**Lakeview Community Schools**

**Parent or Caring Adult/Student/Teacher Compact**

**Year: 2015-2016**

\*As the **Parent/Caring Adult**, I/we understand that my/our participation in my child's education will help his/her achievement and attitude. I/We agree to carry out the following responsibilities:

- have my child/student at school regularly and on time
- provide homework assistance and check that homework is completed
- respect/support my child, the teachers, and the school through open communication
- encourage my child to use reading and math skills as part of his/her daily life

\*As the **Student**, I know that my education is important to me. It will help me become a better person. I agree to do the following:

- attend school regularly and be prepared to learn
- respect and show pride for self, school, and others
- accept responsibility for my own behavior
- use math skills and read daily for pleasure or information

\*As **Educators**, we understand the importance of the school experience and our roles. We agree to carry out the following responsibilities:

- believe each student can learn and help them reach their full potential
- maintain open lines of communication between school and families and encourage parents to review the curriculum
- provide a safe and stimulating environment conducive to learning
- motivate children to practice and use their reading and math skills

(Revised for fall 2015 – Title I)

# **GUIDELINES AND/OR RULES AND REGULATIONS FOR STUDENTS**

## **ACADEMIC RESPONSIBILITY**

Students are obligated to complete on time, all school work assigned to them by their teachers. Students are also responsible for bringing materials, such as pencil, paper, textbooks, and homework to class regularly. Any student who fails to show a sincere and regular effort to complete their assigned school work may be disciplined for being academically irresponsible.

## **ALCOHOL AND DRUG POLICY**

The possession and use of illicit drugs and alcohol is unlawful, harmful and wrong. Therefore, mandatory disciplinary sanctions (consistent with Local, State, and Federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct.

Any student possessing, distributing, or under the influence of illicit drugs or alcohol on school grounds or while attending any school activity as a participant or spectator, shall be subject to the following:

1. First Offense: Mandatory suspension until the student's parent/guardian comes to the school for a conference between the student, parent, and Principal. At this conference, details of the infraction will be discussed, information about drug and alcohol counseling and rehabilitation will be made available, and expectations for the student's future will be outlined.
2. Second Offense: Mandatory suspension until the student has enrolled in a drug and alcohol rehabilitation program. Conference with student, student's parent/guardian, and Principal prior to school re-entry.
3. Third Offense: Recommendation for expulsion from school.

Students are not to consume, possess, sell, or distribute any drug (including tobacco), narcotic, alcohol, or substance purported to be a drug, narcotic, or alcohol, at school, on school grounds, or at school-sponsored events. This rule does not prohibit possession or consumption by a student of a substance that has been prescribed to him/her by a person licensed to prescribe.

Students are prohibited from consuming any drug, narcotic, controlled substance, alcohol, or substance purported to be a drug, narcotic, alcohol, or controlled substance in any quantity immediately prior to coming on school grounds or to a school-sponsored event.

Following is Board Policy Relative to Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities:

It shall be the policy of Lakeview Community Schools, in addition to standards of student conduct elsewhere adopted by Board of Education policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include

such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on school premises, or at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described, shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, or referral to appropriate authorities for criminal prosecution.

In order for Lakeview Community Schools to operate at its best, it is important that everyone help create an atmosphere that is conducive to learning. Nonproductive and negative conduct or behavior by students will not be tolerated. Our goal for education is that all students have an equal opportunity to a basic education. No student has the right to deprive or interfere with any other student's right to that education.

Parents and students will be made aware of procedures if and when it becomes necessary. Any action taken against a student will comply with existing state and School Board of Education policies and shall afford the student due process.

### **ATTENDANCE**

It is important that students arrive to school on time. Students arriving late interrupt their classes. All classes will begin at 8:05 a.m. At 7:50 a.m., students will be allowed to go to their rooms. Students needing to go to their classrooms before 7:50 a.m. should make arrangements with their teacher. Parents needing to drop off students before 7:50 a.m. should contact the school for information. School will be dismissed at 3:20 p.m. and parents are to pick up students at this time. There is no outside supervision before school. After school supervision will be from 3:20 - 3:30 p.m., but parents are encouraged to be prompt in picking up students at 3:20 p.m. If students are still on site at 4:00 p.m., the County Sheriff or Department of Health & Human Services may be contacted.

Punctuality to school is closely associated with promptness to work later in life. A student that is tardy to school, meaning that the student arrived at school or his/her classroom after the first period class started at 8:05 a.m., will go to the office to get a tardy pass. After the fifth tardy during the year, parents will be notified, and if the tardies persist beyond ten, other actions or consequences will be applied.

## ATTENDANCE AND ABSENCE/TARDY PROCEDURE

### Excessive Absenteeism Policy

**Level 1-** When a student reaches 5-7 absences during any semester, a letter and copy of the student's attendance record will be mailed home to notify parents of the student absences. Law enforcement may be notified for students under age 18 per the Nebraska compulsory education statute. Nebraska Statute 79-201-211 states that parents/guardians of students under the age of eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility.

**Level 2-** When a student reaches 8-11 absences during any semester a conference is requested with the parents. During the conference ways to solve the attendance problems will be discussed. Curriculum changes and disciplinary actions are explored and an effort is made by the district to compel student attendance. As per Nebraska Statute 79-209-the school has the right to compel student attendance.

**Level 3-** Once a student reaches 15-18 absences, a second letter is sent to parents notifying them of the district's intent to involve the county attorney if 21 absences are reached. Administration may review options for curriculum changes and disciplinary action and an attempt to remediate the problem will be communicated. When 21 absences occur, the county attorney is notified and possible legal actions will be made.

### Excessive Tardy Policy

**Level 1-** When a student reaches 5 times tardy, the student will receive a letter from the school summarizing the tardy policy and tardiness data for the student.

**Level 2-** When a student reaches 6-10 times tardy, the student will receive a letter from the school summarizing the attendance policy and tardiness data for the student. At this level a parent conference will be held. During the conference ways to solve the attendance problems will be discussed. Curriculum changes and disciplinary actions will be explored and an effort will be made by the district to compel student attendance

**Level 3-** When a student reaches 11 or more times tardy, the student will receive a letter from the school summarizing the attendance policy and tardiness data for the student. A meeting with the parents will be arranged to develop a plan for eliminating the tardiness issue the student is experiencing. When the combination of days tardy and absent by a student totals over 20, the Platte County Attorney and/or Sherriff's Department may be notified.

## BICYCLES

Bicycle racks are provided at each school. Bicycles should be parked in the racks as soon as students arrive at school. Parents should teach and encourage students riding bicycles to comply with traffic and safety rules and laws.

The school is not responsible for damage or theft of bicycles or bicycle parts. It is recommended that a sturdy lock be used with bicycles to prohibit their being taken.

Repeated rule violations with bicycles may cause school officials to request that parents not allow their child to ride a bicycle to school.

Skateboards, scooters, and in-line skates are not to be brought to school.

### **BIRTH CERTIFICATES**

Upon enrollment of a student in school, parents/guardians must provide a certified copy of the student's birth certificate within 30 days.

### **BULLYING**

Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. When the school administration determines that an incidence of bullying has occurred, they will deal with it swiftly and severely within the behavior rules governing students' treatment of other students.

The following are suggested steps for students to use to handle a bullying situation:

1. Ask the person to stop the perceived bullying behavior and walk in the direction of the nearest adult.
2. If the problem behavior persists, report it to school officials.
3. If the problem behavior persists, report it to the building Principal.

### **BUSSING**

For the safety and convenience of everyone, good behavior must be observed on all buses. Directions may be given by the driver or other school personnel, so there can be no unnecessary noise. Buses are as much school property as textbooks, and therefore should not be defaced or damaged in any way. The following rules are expected to be followed on school buses and vehicles:

1. Always remain seated while the bus is in motion.
2. Follow all directives given by the bus driver and school personnel.
3. Conduct on the bus is the same as in the classroom or building.  
No hitting, rough actions, physical abuse, inappropriate language, defiance of authority, throwing items, inappropriate gestures, possession of contraband is allowed.
4. Stay on the sidewalk or loading zone until the bus has stopped when loading.
5. Use the emergency door only in an emergency.
6. Damaging or stealing items on the bus will be treated similar to the same offenses in the school building.
7. Students must ride the bus they are assigned and extra passengers such as friends are not allowed on the bus with out Administration approval.

The Bus Discipline Ladder will be used to enforce rules for students on school transportation:

1. First Offense- A student who does not follow rules and regulations will be issued a verbal warning.
2. Second Offense- A student who does not follow rules and regulations will be written up on a bus discipline form. The form will be give to the school

- administration and the student's parents will be notified.
3. Third Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and given assigned seating on the bus. The student's parents will be notified.
  4. Fourth Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and will be suspended from riding the bus for 1-5 days. Upon returning to the bus the student will have assigned seating until the student is notified that they can return to sitting in the general population. The student's parents will be notified.
  5. Fifth Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and will be suspended from riding the bus for a period of not less than 5 days and possibly the remainder of the semester or school year. The student's parents will be notified.

The Lakeview administration reserves the right to skip steps on the bus discipline ladder due to the severity or persistence of a student's offenses.

### **CARE OF TEXTBOOKS, LIBRARY BOOKS, etc.**

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books will be paid for by the student according to the age of the book. It is required that all books be covered by the end of the first week of school. Students will be assessed a fine or replacement costs for damaged books.

### **CHEATING**

Cheating is defined in any one of the following three ways:

1. Plagiarism: knowingly taking or using any other person's work and representing it as your own.
2. Knowingly providing work or information to another student so that he/she doesn't have to do or know that work on his/her own.
3. Use of any authorized devices or means (such as crib notes, looking at someone else's paper, etc.) on tests, quizzes, homework, etc. Any incidents of cheating will be recorded on the student's discipline record. Additional consequences will be determined by the classroom teacher.

### **CHILD ABUSE**

When any school staff member has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she is required by law to report such incident to the proper law enforcement agency.

Abuse or neglect shall mean knowingly, intentionally or negligently causing or permitting a minor child or an incompetent or disabled person to be:

- (a) placed in a situation that may endanger his/her life or physical or mental health
- (b) tortured, cruelly confined, or cruelly punished
- (c) deprived of necessary food, clothing, shelter, or care
- (d) left unattended in a motor vehicle, if the person is six years of age or younger;
- (e) sexually abused

## **CLASSROOM SUPPLIES**

Each year parents receive a list of classroom supplies students need. This list is sent by the school and/or individual teacher. If any additional supplies are needed throughout the year, parents will be notified.

Students should not bring items to school that have not been requested. Items such as toys, tape players, electronic games/devices, baseball cards, etc. may be broken or lost and should remain at home unless brought for a specific reason (Show and Tell) and with teacher permission. Items brought, which are not requested, may be confiscated by the teacher or Principal. The return of confiscated items is at the discretion of the teacher or Principal.

## **CLASSROOM VISITATIONS**

Parents/guardians are welcome to visit their child's school during school hours. It is best to check with your child's teacher regarding the best time to visit. All visitors are asked to report to the school's office when they arrive. Children not attending the school may not visit unless: they are accompanied by an adult or prior arrangements are made with the building Principal.

## **COMPUTER/TECHNOLOGY/INTERNET POLICY**

### **Internet Safety and Acceptable Use Policy**

#### **A. Internet Safety Policy**

It is the policy of **Lakeview Community Schools** to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. **Definitions.** Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.



2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent

determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations. Staff shall confine e-mail use to work-related purposes and only limited, incidental personal use.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or other data storage devices.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network. Students shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - 9. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or other data storage devices.
  - 10. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting, is forbidden.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator or administrator.
  5. to engage in or promote violations of student conduct rules.
  6. to engage in illegal activity, such as gambling.
  7. in a manner contrary to copyright laws.
  8. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection

measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.
9. Consequences. Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the information, ANY of the following consequences may be imposed:
  - a. Appropriate legal action will be taken.
  - b. Conference with parent or guardian.
  - c. Individual access privileges will be revoked.
  - d. Loss of Internet access for a determined period of time.
  - e. School disciplinary action according to the handbook and posted rules.
  - f. Suspension in or out of school.

Responsibility for Damages. Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged or vandalized while under their care.

### **CONTRABAND PROCEDURE**

Items which violate state law or school policy or which threaten to disrupt the teaching and learning environment may not be brought to school. This includes a wide variety of items ranging from pocket knives and Walkman radios to toys and baseball cards. Students who are caught with such items at school will have the items confiscated. At their discretion, the teacher or administrator who confiscates such items may choose whether or not to return the item. If (s)he chooses to return the item (s)he may also choose where, when, how, and to whom the item will be returned. Remember. **"If an item is not on the school supply list or directly requested by a teacher or staff member, please do not bring it to school."**

## **DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY**

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage school or private property. If school or private property is damaged by a student, he/she is financially responsible for all damages and may be disciplined. Students are prohibited from borrowing without permission or stealing private or school property. Students who do either of these things may be disciplined.

## **DISCIPLINARY ACTIONS THAT A TEACHER AND/OR ADMINISTRATOR CAN ADMINISTER:**

1. Guidance: A conversation between the student and school personnel, The purpose of this form of counseling is not to scold the student but to inform him/her that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.
2. Conference: A meeting of student's parent(s) or legal guardian(s) and school personnel to discuss the student's behavior or learning progress. The school intends to seek the assistance of the student's parent(s) or legal guardian(s) in helping the student to become a better student.
3. Detention: Requiring that a student remain after school for a period of time.
4. School Clean-Up: Requiring a student to clean up certain items of the school that the student failed to care for properly. The student may be required to clean more than just the item(s) damaged by him/her to encourage the student not to damage or litter school property in the future.

## **DISCIPLINARY ACTIONS THAT ONLY ADMINISTRATORS MAY ADMINISTER:**

1. Rearrangement of School Schedule: Assigning a student a new schedule of classes which may be shortened from a regular schedule due to academic and/or behavioral needs and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner. A student assigned to a shortened schedule will be required to check into the office before their school day begins and out of the office after their school day ends. A student assigned to in-school suspension for the reasons of usage of alcohol, tobacco, controller substances, extortion, possession of firearms, setting off false fire alarms or bomb threats, or at administrative discretion, shall not be allowed to participate in school-sponsored activities until he/she is reinstated to school. The intent of this action is to improve the student's behavior.
2. Restriction of Extracurricular Activities: Is informing a student that he/she cannot participate in certain activities because of his/her past or present behavior. Such actions as this are intended to improve student behavior at home and at school.
3. School Probation: Action taken by the Principal to assist a student in resolving his/her behavioral problems.
4. Requirement That a Student Receive Counseling/Educational Evaluation: An

action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor to assist the student in resolving his/her problem.

5. In-School Suspension: Students are placed in the detention room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by the rules set down for in-school suspension. Assigning students to in-school suspension is at the discretion of the administrator.
6. Suspension and Emergency Exclusion:
  - (a) Short term: a forced withdrawal of a pupil from school. Such action will comply with state statutes. A short-term suspension will not exceed five school days in length.
  - (b) Long term: a forced withdrawal of a pupil from school. Such action will comply with state statutes. A long-term suspension will not exceed twenty school days in length.

Any student who is suspended from school will not be allowed to participate in school activities until he/she is reinstated to school.
7. Expulsion: The permanent withdrawal of a student from school. Such action will comply with existing state statutes.
8. Exclusion: Immediate withdrawal of a student from school for:
  - (a) presenting a clear threat to the physical safety of himself/herself or others or for being so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
  - (b) a dangerous communicable disease.
9. Legal Action in Court of Law: Any disciplinary action taken against a student will comply with existing state and School Board of Education policies and shall afford the student due process.

## **ELECTRONIC DEVICE USE**

### Electronic Communication Device

Cell phones, media players and other electronic communication devices are prohibited during school time. Students may have the device in possession in their locker or book bag, however it must be off. No electronic devices are to be used in restrooms or locker rooms. The sending, sharing, viewing or possessing of pictures, text messages, e-mails or other material of a sexual nature in electronic form or other form on a computer, cell phone, or other electronic device is strictly prohibited. By bringing cell phones or other electronic devices to school, the student and parent consent to the search of the device when school administration have reasonable suspicion that such a search will reveal a violation of school rules. Cell phone use is allowed before or after school. School phones are available for student use during the school day.

#### Consequence:

1<sup>st</sup> Offense- The device is confiscated and the student will serve a detention before the device is returned. If the student does not serve the detention the device may be returned after 2 days.

2<sup>nd</sup> Offense- The device is confiscated and the student will serve a detention.

The device will be returned to a parent or guardian.

3<sup>rd</sup> Offense- The device may be confiscated up to 7 days before returning the device to a parent or guardian.

\*The device will be returned to the parent unless the device is dangerous, contrary to law, or has been turned over to legal authorities.

If the device is used for cheating, bullying or any type of harassment, it may be confiscated and returned after 30 days.

### **EMERGENCY EXCLUSION**

A student may be excluded from school for the following reasons:

- a. Dangerous communicable disease.
- b. Creating a danger to self or others.
- c. Disrupting others' opportunity to learn.

The exclusion may last only as long as a clear factual situation warrants. It may initially last for up to five school days and the following procedure should be followed:

- a. The Principal should investigate.
- b. The student should receive oral or written notice of the charge and the reasons for the suspension.
- c. The student should be told the basis of the evidence used to make the decision.
- d. The student should be given an opportunity to present his/her version of the story.
- e. Parents should be notified within 24 hours.
- f. The Principal should try to hold a conference with the parents before or at the time the student returns to school.

### **EMERGENCY HEALTH SITUATIONS**

In most cases, students' parents are contacted first if a child becomes ill or injured at school. In the event of a student needing immediate emergency medical attention, the rescue unit will be called first and then the parents will be notified. Parents are requested to supply the school with current information regarding their work and home telephone numbers so they may be reached in an emergency. Also, parents should provide numbers of relatives or friends who may be called if they are not available.



## **EMERGENCY PROCEDURES**

### **Fire Drill**

Students participate in fire drills planned and conducted throughout the school year. The purpose of these drills is to prepare students for a quick and orderly evacuation of the building in case of fire.

### **Tornado Drill**

Schools conduct yearly tornado drills with students in case a tornado should develop in the area during school time. In the event of an actual tornado, or warning, students will not be dismissed after being placed in a sheltered area. Parents arriving at school will be asked to join their child in the shelter.

### **Bomb Threats**

Students will not be dismissed from school if a bomb threat is received. A procedure is in place at each school, which allows the premises to be searched and to maintain school. Any person making such threats is subject to legal prosecution.

## **EXTORTION AND INTIMIDATION**

Threatening or intimidating another student(s) or school personnel is prohibited at school, on school grounds, at school-sponsored events, or going to and from them.

## **FALSE FIRE ALARMS AND/OR BOMB THREATS**

Students are not to falsely set off fire alarms or report bomb threats.

## **FIELD TRIPS**

Educationally based field trips may be taken by classes during the school year under the direction of the classroom teacher. Parents/guardians may be asked to assist on field trips. Permission slips need to be signed by parents/guardians prior to any out of school district field trip. Parents will be notified of any field trip within the school district.

Elementary students not participating in a field trip due to parent request will remain at school during the normal school day.

Since field trips are a part of the school day, rules regarding student behavior enforced at school shall also be enforced during the trip. A student may be denied field trip privileges due to excessive inappropriate behavior.

## **FIGHTING**

Students may not engage in verbal or physical fights in school buildings, on school grounds, at school-sponsored activities, or on their way to and from school. Students are prohibited from hitting, striking, kicking or in any other way harming another student, or school personnel.

**FIREARMS, WEAPONS, EXPLOSIVE, AND MATERIAL THAT CAN BE IGNITED**

The before-mentioned material items are prohibited on school property or at school-sponsored events unless authorized by proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon.

**FUNDRAISING**

All fundraising must be approved by the building administrator.

**GRADING SYSTEM**

	K, 1 & 2 - -----	Nongraded
The grading system for Grades 3 - 12 is as follows on the report cards:		
	A-----	93 - 100%
	B-----	86 - 92%
	C-----	78 - 85%
	D-----	70 - 77%
	F-----	69% & Below
	Inc-----	Incomplete Grade

Rounding Off Grades: It is recommended a grade of .5 or higher be rounded to the next higher number.

**GUM**

No gum is allowed at school.

**HEALTH EXAMINATION AND IMMUNIZATION RESPONSIBILITY**

A physical screening is made of every student in grades K-6 during the school year by an appropriate personnel. Parents 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 to take the place of regular medical and dental check-ups.**

**Accidents at School** - If your child is injured at school, emergency first-aid will be administered and parents/guardians will be notified immediately. If you cannot be reached, we will attempt to contact the emergency number that you list on the student information form.

**Exclusion from School** - If your child becomes ill or has symptoms of illness at school, you will be contacted immediately. If we cannot reach you, we will use the emergency contact information you provide on the student information form. Arrangements should be made for the child to be picked up from school. The following conditions will be just cause for a child to be picked up from school:

1. Communicable diseases such as measles, chicken pox, mumps, pink eye, \*\*headlice, etc.
2. Skin eruptions or suspicious rash.

3. Vomiting/Diarrhea.
4. Abnormal temperature.

\*\* A student will be sent home upon discovery of headlice. Shampoo treatment needs to begin immediately and a nit comb should be used to remove all eggs (nits) from the hair. The student must be nit free before they are allowed to return to school.

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.

**Medical Conditions** - Parents are responsible to inform the school of their children's medical status. For example, if a child suffers from allergies, asthma, diabetes or other conditions, the parents need to inform the school of this. A plan will then be developed detailing how the school will respond to the medical condition should it be necessary at school.

**Medications** - Medicine, including aspirin and Tylenol, cannot be administered by school personnel without authorization from a parent. A dispensing Medication Form must be signed by the parent. **Any medication brought to school must be in the container with the pharmacy label, which must state the student's name, prescription, dosage, and manner of administration.** A note from the parent/guardian must accompany the prescription noting the time for the medication to be administered. All medications (including cough drops) will be left at the Principal's office and administered by a school personnel.

**Physical Examinations** - Nebraska State Law requires that each student entering Kindergarten and 7th grade must be examined by a qualified physician prior to entrance in the school. Physical forms may be obtained from the Principal. Parent(s)/guardian(s) must comply with this law or object to the physical in writing. Students will be excluded from school if they fail to meet this requirement. Refusal forms are available from the Principal. Transfer students, all grades, from out-of-state are also required to complete the physical examination. Parent(s)/guardian(s) having a question regarding this requirement should contact the school Principal.

**Health Examination and Immunization Responsibility** - State law requires that each student must be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to admittance to school. This law further requires that prior to the entrance of a student into the beginner grade and the seventh grade, or in the case of a transfer from an out-of-state school to any other grade, that he/she be examined by a qualified physician. Any student who fails to comply with these health responsibilities should be excluded from school until such time as he/she complies with these responsibilities unless his/her parent(s) legal guardian(s) object to either of these responsibilities in writing.

**NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION**  
**BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION AND**  
**VISUAL EVALUATION**

Nebraska Law requires that the parents or legal guardian furnish the following documents to the school:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

(2) Evidence of a physical examination by a physician, physician assistant, or an advanced practice registered nurse, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, or an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment.

\*Exceptions are allowed based on:

- (1) written statement by health care provider that immunization would be injurious to the student or a family member or
- (2) affidavit of a religious reason for non-immunization.

\*Provisional enrollment is allowed based on:

- (1) written statement of health care provider that immunization have begun, and immunization is continued as rapidly as medically feasible and
- (2) written statement of parent or guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3.

\*Forms to submit objections are available from the school.

**Required Vaccines:**

-- SEE Page 46

## **HIGHLY QUALIFIED STAFF**

According to the recently passed No Child Left Behind Law, schools must inform parents that all staff are highly qualified to perform the task that they are hired to perform. This means that they have met certain requirements.

Requirements include such things as teachers teaching in the areas that they are endorsed to teach. Para-educators must have two years of college or have passed a minimum competency test.

If you wish to see documentation of the highly qualified status of our employees, please see your building administrator.

## **IDENTIFY SELF**

Students will identify themselves when asked to do so by school personnel. Any student who fails to identify himself/herself upon request may be disciplined.

## **IN-SCHOOL SUSPENSION**

The following procedures shall be followed by any student who receives an in-school suspension:

1. The student shall report to the office on the day of the in-school suspension.
2. The student shall bring home work and reading material for the day.
3. No radios, games, cards, etc. will be allowed.
4. The student will eat lunch by themselves.
5. The student will not get up from the assigned suspension seat without permission.
6. The student shall get assignments from each of their teachers prior to school on the day of their in-school suspension.

## **INSURANCE**

The school district does not provide for any accident or health insurance for students. This responsibility is left to the parents.

## **KIDNAP ALERT**

1. If a dispute between divorced or separated parents leads to a request for our help in protecting a student, we first determine who has custody. We ask for a copy of that portion of the divorce decree or court order relating to custody, so that we can see how the judge ruled.
2. If a custodial parent advises us of a possible abduction, we request a photo and description of the possible abductor. We pass on both to the child's teachers and any other personnel who come in contact with the child.
3. After a potential abduction has been reported, we follow this procedure:
  - a. The child is never left alone in the school or on the school grounds.

- b. Wherever the child goes inside the school (even to the bathroom) he/she must be accompanied by an adult, whether the child is in a group or not.
4. If we receive a call alerting us to an imminent abduction attempt, and we know or are told that the threatening parent knows the location of the child's classroom, we move the entire class to another room. (Successful abductions on school grounds typically take ninety seconds or less.)
5. If a kidnapping does occur, get a good description of the abductor and of the vehicle, including license plates and state of registration. Above all, protect the child; though armed kidnapers have been talked out of attempts, we advise against physical interference with them.

As a matter of policy, we permit no student to leave the grounds alone. Any parent who wants to pick up a child during the school day, no matter what the purpose, must come to the school office to do so. We reserve the right not to release the child to anyone other than the custodial parent; in case of doubt, we phone the custodial parent to confirm that someone else is authorized to pick up a student. If a parent authorizes a child's leaving the building (when the parent is unable to pick him/her up) the office requests the child to call back that he/she has arrived. Only under extreme circumstances is this allowed.

### **LEAVING SCHOOL**

Students are not permitted to leave the school grounds at any time during the school day without permission from the office. If you must leave the grounds because of illness or other emergency, you must check out at the office. You must also check in with the office when you return to school. Failure to follow the proper procedure will be considered an unexcused absence.

### **LITTERING**

Students are to use proper trash containers for throwing anything away. Students who drop things on the floors, school grounds, or leave things on school furniture that should be placed in a trash container will have violated this rule and may be disciplined for their actions.

### **LONG-TERM SUSPENSION/EXPULSION/EXCLUSION PROCEDURE (6-20 DAYS)**

(This procedure covers Long-Term Suspensions, Expulsion, and Exclusion)

The essential ingredients of due process afforded the student in Long-Term Suspension, Expulsion or Exclusion; and covered in detail in School Policy are as follows:

1. Written notification to parent(s) or legal guardian(s) indicating the following:
  - a. The rule(s) or standard(s) of conduct allegedly violated.
  - b. The penalty recommended by the school official in charge.
  - c. A statement indicating the student has a right to a hearing on the specified charges upon request.
  - d. A description of the hearing process and appeal procedure.

- e. A form for parents to fill out in order for parents to request a hearing (to be signed and returned to the superintendent of schools).

Nothing in the above procedure precludes the students, student's parent(s), legal guardian(s), or representative from discussing and settling the matter with the appropriate school personnel prior to the hearing. In the event the school does not receive a request for a hearing within five (5) school days following the receipt of the written notice, the punishment shall go into effect. A hearing can still be requested prior to thirty (30) calendar days after the actual receipt of written notice; however, the punishment imposed may continue in effect pending the final determination.

### **LOST AND FOUND**

Most articles that are lost are turned in to the office. If the article is labeled, the child will be called to pick it up. You are invited to check the lost and found frequently. If the article is unlabeled and not claimed, it will be turned over to a welfare agency during the summer.

### **MARKING ON SCHOOL PROPERTY**

Students are not to write, draw, or mark in any way with any items on school property.

### **PARENT INVOLVEMENT POLICY**

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher of building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey, which may be scheduled, and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

1. The school will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;
2. The school will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
3. The school will build the school's and parents' capacity for strong parental involvement;
4. The school will coordinate and integrate parent involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The school will conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
6. The school will involve parents in Title I activities.
7. The school will convene an Annual Parent Meeting at a time convenient for the parents to review the Title I Plan(s).
8. The school will keep parents informed regarding the school's curriculum, the types of academic assessments given to students, the results of those assessments, and the statistics regarding the number of students achieving and/or not achieving proficiency levels on the various academic assessments.
9. Groups of parents, patrons, school staff, and students will review and re-write as needed the school-student-parent compact annually. This compact will emphasize the roles and responsibilities of students, parents, and school officials in improving academic achievement for students.

The parent or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.



### **P.D.A. (Public Display of Affection)**

Inappropriate display of affection while on school grounds, or in the course of a school related activity will not be tolerated.

### **PETS**

Arrangements for pets being brought to school must be made with the classroom teacher. Parents should remain at school and take the pet after it has been shown at school.

### **PUBLIC COMPLAINTS ABOUT EMPLOYEES**

The board firmly believes concerns should be resolved at the lowest level organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for certificated employees and the superintendent for support staff.
3. Unsettled matters regarding certificated employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled board meeting in accordance with board policy 204.10.

### **RIGHT TO DUE PROCESS**

The policy of the Board of Education states:

The Board of Education of Lakeview Community Schools views the establishment of rules and responsibilities governing student behavior as a necessary element of the educational process.

The rules and responsibilities governing student behavior established pursuant to this policy and other School Board of Education policies affecting student personnel shall be approved by the School's established procedure prior to their use.

All rules and responsibilities established by the School District and any rules established by individual buildings governing student behavior at the school shall be publicized.

The Board recognizes that each classroom teacher needs to establish certain rules governing the educational process he/she is in charge of. Any rules established by

individual teachers are to be reflective of school policies and rules. Such rules are exempt from Board approval and need only to be made known in each individual class he/she is in charge of.

Any behavior on the part of a student that violates school policies, rules, or regulations may be subject to disciplinary action. Any disciplinary action shall be administered within the fundamental framework of due process.

### **SCHOOL CLOSING INFORMATION**

Each year Mr. Freeman, Lakeview Superintendent, is faced with the decision of closing school because of severe weather. Basically, this decision is made after closely monitoring weather reports and forecasts, as well as, considering visibility, drifting, and the road conditions.

The decision will then be made whether school will be open, closed, or delayed to a later starting time. If at all possible, this decision will be made by 7:30 a.m. and announced on KKOT/FM93, KLIR/FM101 and KZ 100 as well as the scheduled time on KOLN-TV. All families with a contact telephone number will receive a call with the announcement regarding school cancellation, late start, or early dismissal from the School Reach calling system. We specifically want to ask your cooperation at these times by **not** calling the school to ask for information about school closing. Please stay posted by listening to your radio and TV sets for any information, It is important that we keep the school line open for our own communication needs. We also want to emphasize that the ultimate decision rests with parents if we decide to have school. Such a decision would be based on the premise that most of the students would not have a problem getting here. If school has started and we are forced into an early dismissal because of a developing storm, a decision to close will be announced on KKOT/FM93, KLIR/FM101, KZ 100 as well as KOLN-TV.

### **SCHOOL DAY**

The school day for Kindergarten through 6th Grade will be 8:05 a.m. to 3:20 a.m.

### **SCHOOL MILEAGE**

The school district does not own or operate school buses for daily home to school pupil transportation. The district will pay a mileage allowance for elementary students attending a Lakeview Community Schools elementary attendance center in compliance with Nebraska School Law, when the student lives more than four miles from the public schoolhouse in the Lakeview Community Schools District.

The transportation allowance, which may be paid to the parent/guardian qualifying for free transportation, shall be specified in Nebraska School Law section 81-1176. The mileage allowance will be paid for each mile actually and necessarily traveled, on each day of attendance, beyond which the one-way distance from the residence of the student to the schoolhouse exceeds three miles. No transportation payment shall be made to a family for mileage not actually traveled by such family.

If a family resides in the district and has students enrolled in any public elementary

attendance center and has students enrolled in the high school, such family shall not receive more than one allowance for the distance actually traveled.

### **SCHOOL PICTURES**

The Lakeview Community Schools annually arranges for pictures to be taken of elementary students. Information regarding date, time and prices will be distributed from each school.

### **SEARCH AND SEIZURE**

Students possess the right to privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

School employees may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or which might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

### **SHORT-TERM SUSPENSION PROCEDURE (1-5 DAYS)**

The essential ingredients of due process afforded the student in a short-term suspension (1-5 days) and set forth in School Policy are as follows:

1. Notice of the charge against the student.
2. An explanation of the charge against the student.
3. An opportunity for the student's explanation of the incident(s), issue(s), and/or event(s).
4. Notification, either verbally and/or in writing, within a reasonable time span, to the parents or guardians of the student stating:

- a. the reason(s) for the short-term suspension
  - b. dates of the short-term suspension
5. The decision of the administrator shall be final.

### **STUDENT BIRTHDAYS**

Parents may send treats to school to celebrate a student's birthday. Treats should be individual and easily served. Parents should inform the teacher prior to sending treats. Student allergy procedures may differ between buildings and will be followed strictly to ensure student health and safety.

Invitations should not be distributed at school unless they are given to all the boys/girls in the classroom.

Gifts sent to students at school on birthdays or other occasions will be kept in the office and given to students at the end of the school day.

### **STUDENT CONDUCT EXPECTATIONS**

#### DISCIPLINARY PROCEDURES:

It shall be the policy of the Lakeview Community Schools in order to comply with the Student Discipline Act of 1994, as amended, to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

#### DEFINITIONS AND STANDARDS:

The following student conducts will constitute grounds for in-school suspension, short-term suspension, long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a school owned vehicle, or at a school sponsored activity, or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or other 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 was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or which is a firearm as defined by 18 U.S.C. 921;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, or alcoholic liquor, or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at 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. 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
10. A repeated violation of any rules and standards validly established pursuant to §79-4,176 if such violations constitute a substantial interference with school purposes.

## FIREARMS

It shall be the policy of the District when a student is determined to have knowingly and intentionally possessed used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such student conduct occurred on school grounds, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the Superintendent of Schools or the Board of Education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to or possession of firearms by members of the reserve officer training corp., or to firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

After a hearing requested pursuant to §79-4-,181 and §79-4,182 R.R.S., a report shall be made by the hearing examiner of his/her findings and a recommendation of the action to be taken, which report shall explain, in terms of the needs of both students and the Board of Education, the reasons for the particular action recommended. Such recommendation may range from no action through the entire field of counseling, to long term suspension, expulsion, mandatory assignment, or an alternative educational placement; provided,

however, that nothing in this policy shall be constructed to require the hearing officer to avoid making a finding recommending suspension or expulsion without an alternative educational placement.

## USE OF FORCE

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except when such knowing and intentional use of force resulting in personal injury to persons just named is caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, 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 year. Such action may be modified or terminated by the school district at any time during the expulsion period.

## **STUDENT DRESS PROCEDURE**

Students may wear any clothing which does not interfere with the purpose of school or break one of our school rules. Clothing which creates a distraction to staff or students or disrupts the learning process in any manner will not be allowed. Any piece of clothing or any other item brought to school by a student should not contain any reference to violence, gang affiliation, profanity, sexual innuendoes or promote the use of tobacco, alcohol, or drugs in any manner. Students who wear clothing to school, which is considered inappropriate, will be asked to change their attire for the remainder of the day.

Our dress codes specifically prohibits the following kinds of clothing for the following reasons:

- \* Clothing or items that advertise violence in a promotional way. Clothing identified by outside agencies (police and other law enforcement agencies) as gang-related apparel (i.e. sagging pants, long baggy coats, long baggy pants, specific colors associated with a gang, do-rags worn on the head, hung from the waist, tied around the knee or arm, tied to a belt loop, etc; or colors, etc.) Violence is defined as any mean word, look, sign, or act that hurts a person's body, feeling, or things such as clothing that promote violence. Chains from pockets or billfolds are not allowed.

- \* Clothing which is too tight or too short, midriff tops, or clothing which has holes in the hip, thigh, genital or upper chest areas, or unnecessarily shows off one of these areas (i.e. tank tops with deep armholes, shirts unbuttoned to show sports bras underneath, etc.) Shorts and skirts must exceed fingertips when arms are at the side. No undergarments showing will be allowed. (Boxers, sports bras, or bras under spaghetti strap tops, etc.) Such clothing violates our sexual harassment policy. No hats or tri-scarves.

\* Clothing which contains profanity or sexually suggestive language or pictures (i.e. Coed Naked shirts, Big Johnson shirts, Bear Whiz shirts, Bart Simpson, etc.) Such clothing violates both our profanity rule and our sexual harassment policy.

\* Clothing which advertises drugs (defined in policy as alcoholic liquor, tobacco products, over-the-counter drugs, prescription drugs, controlled substances, and substances purported to be drugs), or drug lifestyles or features drug-related logos or drug paraphernalia (i.e. Marlboro or Winston clothing, Budweiser clothing or any clothing advertising breweries, pubs, etc.). Such clothing violates our District drug policy.

Please keep this list in mind when you pick out what clothing you will buy for school or wear to school.

Students are not permitted to wear caps, hats, bandannas, and hoods inside of the building. If we are going to respect others we must follow the rules of etiquette and show our respect by taking our hats off inside the building. In addition, when hats are worn in the building they tend to become disruptions and distractions because students take them away from each other, lose them, etc.

Coats, jackets, windbreakers and other clothing items intended to be worn as coats or outer wear also may not be worn inside the building.

Students who dress inappropriately may be asked to change into clothing provided by the school, to put on other clothing which belongs to them, or to call parents and ask them to deliver a new set of clothing to the school. If a parent cannot be reached, the child will be given a shirt to be worn at school.

The administration reserves the right to determine appropriateness of student dress. Students not meeting these standards may be sent home to dress appropriately before re-entering school.

## **STUDENT FEES**

The Board realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

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

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

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

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

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for



fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- a. Participation in extracurricular activities;
- b. Postsecondary education costs; and
- c. Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

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

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

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

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

The maximum dollar amount of each fee must be specified as part of this policy.

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

Legal Referenced: Neb. Constitution, Art II, Sect. 1  
Nebr. Statute 79-215, 79-241, 79-605, 79-611, 79-734, 79-2,104,

79-2

Policy Adopted: 07/08/02 LAKEVIEW COMMUNITY SCHOOLS  
Revised: 07/14/03 COLUMBUS, NEBRASKA

### **STUDENT FEE WAIVER PROCEDURES**

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

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

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

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

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

Approved: 07/14/03 LAKEVIEW COMMUNITY SCHOOLS  
COLUMBUS, NEBRASKA

## STUDENT FEE ASSESSMENTS

The following fees, charges or fines will be assessed during the school year for students involved in the activities described. Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

Specific types of fees are offered below as examples. Actual fees will vary according to district needs. Some activities will have multiple fee levels based on charges per session, per season, degree of participation, length of usage or pay period, transportation distance, cost of damaged property, and so on.

<u>ACTIVITY</u>	<u>MAXIMUM DOLLAR AMOUNT OF FEE</u>
Lunch	\$2.00 or current fee
Milk break	\$.30 or current fee
Game admission fees	\$4.00 all activities
Science Club	\$5.00
Grade 9-12 dues	\$20.00
FBLA dues	\$10.00
FFA dues	\$15.00
FFA jacket	\$65.00
FFA official dress	\$85.00
Agriculture classes--if student wishes to own project	
Horticulture	\$30.00
Natural Resources	\$75.00
Industrial Arts/Technology--if student wishes to own project	Actual cost per project.
Reimbursement for lost or damaged property	New replacement cost

## **PERSONAL OR CONSUMABLE ITEM REGULATIONS**

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

The district may set reasonable general guidelines on the use of consumable to avoid abuse and unnecessary waste of district resources.

The following list provides an example (and is not all inclusive) of the type of consumable items that teachers may request but not require the students to provide.

Pencils	Erasers
Colored Pencils	Scissors
Pens	Elmer's Glue
Paper	White Out
Graph Paper	Highlighters
Tablets	Compass
Notebooks	Protractor
Activity Calendars	Calculator
Organizers	Blank Computer Disks
Planners	Crayons
Makers	

The district may require students to provide such personal and consumable items for extracurricular activities as follows: (this is not an all inclusive list).

Blank audio or video tapes  
Reeds for musical instruments  
Make-up kits for drama  
Protective mouthpiece for sports

Approved: 07/14/03 LAKEVIEW COMMUNITY SCHOOLS  
COLUMBUS, NEBRASKA

## **STUDENT PROMOTION, RETENTION OR ACCELERATION**

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

More than one retention during the elementary years will receive special consideration and require the approval of the superintendent based on the recommendation of the principal, teacher and parent or guardian.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation

requirements. Acceleration ahead in a grade level should be approach with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Legal Reference: Nebraska Statute 79-526

### **STUDENTS' SELF-EXPRESSION**

When students express themselves at school, at school-sponsored activities, or in public places away from school, they must abide by the following rules:

1. The expression shall not contain words that are considered indecent, lewd, obscene, profane, vulgar, off-color, fighting or gutter words (four-letter words); phrases which contain threats, or physical gestures which are offensive or threatening to anyone seeing or hearing the expression; and expressions which undermine or are disrespectful to school personnel.
2. The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle others.
3. The expression of the student shall not encourage other persons to violate school rules.
4. The expression of the student shall not be unusually loud, or interfere with or obstruct any lawful mission, process, function, or purpose of the school.
5. The expression of the student shall not be slanderous.
6. The expression of the student shall not be libelous.
7. The expression of the student about, or directed to any teacher, administrator, or other school employee at any time in a public place shall comply with the six previously stated rules governing student expression. (Example: Any student who shall refer to a teacher in a public place at any time by a lewd or obscene name in such a loud voice that the teacher and/or others hear the insult may be disciplined by the school authorities).

Any student who fails to meet these requirements when expressing himself/herself may be disciplined.

Approved: 07/14/03 LAKEVIEW COMMUNITY SCHOOLS  
COLUMBUS, NEBRASKA

### **TEXTBOOKS AND LIBRARY BOOKS**

No fee shall be assessed for students to use textbooks or library books. However, pupils are responsible for any damage beyond ordinary wear to books used by them. The school is authorized to assess and collect reasonable fines for excessive damage.

### **USE OF TOBACCO**

Students may not smoke or use any form of tobacco or substance resembling tobacco in school, on school grounds, or at school-sponsored activities. Students are not to possess on their person or use any form of tobacco or substance resembling tobacco in school, on school grounds, or at school-sponsored activities.

**Lakeview Community Schools**

**\*\*\*Note** – This form needs to be signed and returned to your child’s school by August 28, 2015.

**STUDENT HANDBOOK REVIEW**

We have reviewed the 2015-2016 Platte Center/Shell Creek Elementary School Student/Parent Handbook including the provisions relating to the acceptable and safe use of computers, internet safety, and technology.

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_.

**PERMISSION TO PUBLISH**

As part of your child’s educational program, he or she may have the opportunity to publish assignments and projects on the World Wide Web. These projects may include a class homepage, wiki or blog, a story, a poem, a drawing, a research project, photographs, video, audio file, or a multimedia project. Individuals with Internet access will be able to view your child’s work. We think this is an exciting and enriching opportunity for your child to publish content for a global audience. We will do everything in our power to protect the identity of your child, but can make no promises about how other people will use this information. Select one of the options below:

If you DO NOT want your child’s photo or information posted on the web or in the school newsletter, please mark below and print your student’s name.

\_\_\_\_\_ Do not publish items for  
\_\_\_\_\_.