



# ELKHORN

PUBLIC SCHOOLS

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## 2018 – 2019 MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

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This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

## **THE MIDDLE SCHOOLS OF EPS WELCOME YOU!**

The administration, faculty, and staff of EGMS, EMS, ERMS, and EVVMS welcome all 6th, 7th, and 8th graders to middle school. As you become involved in the daily activities, you will find that there will be many opportunities for academic and extracurricular success. Through your experiences during middle school, you will be able to make educationally sound decisions as you prepare for Senior High School. Good luck, and welcome to your Middle School.

## **NOTICE OF NONDISCRIMINATION**

The Elkhorn Public Schools does not discriminate on the basis of sex, race, national origin, marital status, age, or disability in admission or access to, or treatment of, or employment in, its programs and activities. It is the intent of the Elkhorn Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. 23 Grievance procedures have been established for anyone who feels discrimination has been shown by Elkhorn Public Schools. These procedures can be obtained by contacting Building Principals or Don Pechous, Executive Director of Personnel. Inquiries concerning the application of the Elkhorn Public Schools' policy of nondiscrimination should be directed to Don Pechous, Executive Director of Personnel, 20650 Glenn Street, Elkhorn, NE 68022, (402) 289-2579.

## **MIDDLE SCHOOL PROCEDURES AND REGULATIONS SUBJECT TO CHANGE**

The information contained is current and in effect at the time of the printing; therefore, the procedures and regulations set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and posted. Some procedures and regulations may be altered as we work within the framework of our building, the new staff members, parent response, student input, as well as new Board of Education policy, and as State and Federal laws change.

## **ABOUT THE HANDBOOK**

This handbook is intended to serve as a guide to students and their parents. It is specifically prepared to offer guidelines for students to follow in order to develop responsibility, self-discipline, safety, and respect for themselves, others, and their school.

Please sign and return the signature page provided indicating that you have reviewed the enclosed information. Please keep the handbook so that you can refer to it during the year.

## **ADMISSION REQUIREMENTS**

Students will be placed by the principal, in consultation with staff members, the school counselor, the school psychologist, and parents and guardians, at the grade level and course of study to which the student is best suited academically, socially, and emotionally. All students must have a Birth Certificate, Proof of Residence, and Immunization Records to be enrolled.

Name \_\_\_\_\_

Advisory Teacher \_\_\_\_\_

## MIDDLE SCHOOL CLASSROOM PASS SHEET

### 1<sup>ST</sup> QUARTER

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### 2<sup>ND</sup> QUARTER

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### 3<sup>RD</sup> QUARTER

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### 4<sup>TH</sup> QUARTER

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# General Information

## COMMUNICATION

Our middle schools are open to parents AT ANY TIME during the school day. We do ask that you call to arrange an appointment when you wish to observe classes and that you check in at the office as soon as you enter the building. For further convenience to you, if you would like to meet privately with any faculty or staff member, please call and arrange for an appointment.

Established opportunities for parental contact and communications include:

- a monthly newsletter sent to each middle school parent between September and May
- a major academic communication every 4 1/2 weeks (progress reports and report cards)
- one parent/teacher conference each semester, and individual parent conferences as requested
- a parent communication group meeting once a month

## THE SCHOOL DAY

School will be in session from 8:10 A.M. until 3:20 P.M. daily. Building hours for students are 7:45 A.M. to 3:45 P.M. Supervision is not provided outside of these hours. Students need to be out of the building by 3:30 P.M. unless they are involved in a school activity or meeting with a teacher.

## PASSING BETWEEN CLASSES

In between each class, students will have at least three minutes to move to their next class. Students will have adequate time to use the restrooms or get a drink during passing periods. Unless an emergency develops, students will remain in class once the class has begun.

## BOOKS

All books checked out to students are the property of the Elkhorn Public Schools. These materials are LOANED for student use and are expected to be returned so that they may be loaned out again the following year. Each will be responsible for **that** book being returned in usable condition for the following year. Any DIFFERENT book that is turned in will require the student to either find his/her original book or PAY THE CURRENT, FULL REPLACEMENT COST. Books damaged beyond repair, lost, or stolen **are the full responsibility of the student to whom it was checked out.** Students may repair any damages with no fines assessed if the book has been adequately repaired and is able to be used the following year. Due to our concerns regarding safety, and damage to books, no book bags will be allowed in classrooms.

## LOCKERS

The school loans lockers to each student as an area to keep coats, books, and other items that are needed for school. Students will have access to their lockers during each passing period. Lockers will be issued at the beginning of the school year; no stickers or writing are allowed either inside or outside the locker. School lockers are the exclusive property of the District. School lockers may be opened or searched by certified staff members without notice and without student consent. Students, students' possessions including, but not limited to purses, bags, and automobiles, may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. The refusal of a student to consent or submit to a reasonable search and/or to surrender objects or substances found as a result of such search may be grounds for discipline. As part of the district's effort to keep the middle school safe and free from illegal drugs, the Middle School Principal may authorize the use of law enforcement drug detection dogs to search school lockers and cars parked in the school parking lot.

## VALUABLES

Any valuables brought to school are the risk of the owner. Students assume FULL RESPONSIBILITY for any book, equipment, supplies, or materials that have been checked out to them and any personal valuables that are brought to school.

## **LOST AND FOUND**

The office maintains a “Lost & Found” box. Any found articles are to be turned in to the office. Articles not claimed are turned over to a charitable organization.

## **FOOD/GUM**

No candy is to be brought to school during the school day. The exception is candy that is eaten at lunch or that may be brought as treats for a teacher-sponsored activity. The permission of gum use will be at teacher discretion. Sunflower seeds will not be allowed in the building at any time.

## **LUNCH**

Parents/guardians are asked not to bring in lunches from outside vendors to students or groups of students unless cleared through the principal’s office. Students will be able to leave the building for lunch only with their parent/guardian.

### Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students. Free and/or reduced lunch application forms are available in the office. Free and/or reduced lunches are non-transferable and must be used by the students to whom they were assigned. The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge. Students are assigned a Personal Identification Number (PIN) to use as they purchase their lunch. The amount of the purchase is automatically deducted from the account. Full price lunches may also be bought daily with cash. Students in grades 6-12 will not be allowed to charge. A student may go negative for one day, as long as they have a positive balance in their account before their transaction. Any questions regarding the management of this system should be directed to the school office. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

### Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent’s designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances. The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year may request a refund or funds will carry over to the next school year. When a student leaves the District or graduates, the District shall attempt to contact the student’s household to return any funds remaining in the student’s meal account.

### Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

### **MEDIA CENTER**

The Media Center, or Discovery Center, is provided for students to obtain reference or research materials and to check out books for pleasure reading. It is intended to be a quiet area where students will be able to work without being disturbed. This will be enforced throughout the year. The Media Center will be open from 8:00 A.M. until 3:40 P.M. This gives the student the opportunity to use the resources before and after school. Procedures for checking out materials will be provided and will determine what materials will remain in the Media Center and what may be checked out. Fines will be charged at a rate of \$.10 per day on any overdue books and back issues of magazines. A \$1.00 fine will be charged for the late return of reference and reserve books. No book bags or trappers will be allowed in the Media Center. Books not returned and/or fines not cleared will result in the loss of checking out privileges. Students are responsible for materials checked out and will be required to pay for any lost or damaged items.

### **FIRE DRILLS**

Fire Drills will be held periodically to comply with the state regulations. These drills are held to familiarize students with exit routes from the building in case of fire or other emergency.

### **TORNADO DRILLS**

Tornado drills will be conducted to familiarize students with the safety procedures used in the event of a tornado.

### **COUNSELING SERVICES**

A Counselor will be available for students to discuss personal/social concerns, educational or academic problems, and any other concerns that students may have. Any testing services or placement services are provided through the counselor's office. Counselors will provide time for small groups to discuss common concerns and will be available each day for individual needs. To set up an appointment, it will be necessary to see the counselor(s) before or after school or between classes.

Parents/guardians will be informed of the counseling programs available to their sons or daughters. In some situations, parental permission will be requested by the school for a student to participate in some of these programs.



## TIP REPORTING SERVICE

The district uses a tip reporting system called SafeSchools Alert. This system allows students, staff, and parents to submit safety concerns to our administration. Tips on bullying, harassment, drugs, vandalism or any safety issue can be submitted anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1556.alert1>.

There are four ways to report a tip:

1. **Phone:** 844.311.8757
2. **Text:** Text your tip to 844.311.8757
3. **Email:** 1556@alert1.us
4. **Web:** <http://1556.alert1.us>

## DRESS

The Middle School dress code has been one of common sense, parental approval, and personal pride.

The following clothing or types of dress are PROHIBITED:

1. Dress that causes or has the potential to cause either a substantial disruption or material interference with the educational process.
2. Clothing that is too short, too tight, too revealing, or too bare as to be immodest. Clothing that bares the back/midriff or allows undergarments to be seen will not be allowed.
3. Dress that contains vulgar or offensive words or symbols or is sexually explicit, indecent, or lewd. Dress that reflects lack of sensitivity or respect for others is unacceptable.
4. Dress that promotes, advocates, or advances the use of alcohol, tobacco, or illegal drugs, including clothing that displays the logo or trademark of any brand(s) of alcohol, tobacco, or illegal drugs.
5. Sagging pants are not appropriate for school. Pants should be worn so that undergarments are not higher than the pants. The length of shirt worn to cover up the undergarments is not relevant.
6. Any gang-related symbol worn, written, carried, displayed, or communicated will not be tolerated (i.e., hats, caps, coats, sagging pants, bandannas, pagers, and/or handkerchiefs). Hats and sunglasses may be worn to school, **but not in the building.**
7. Any items that will detract from the educational environment will not be acceptable.

Dress code violations will be addressed with students by counselors or administrators. Parents will be notified of a dress code infraction and be asked to supply the appropriate clothing for the student immediately. If parents/guardians cannot supply appropriate clothing, the student will be given clothing to wear that day. Continuous violations will result in disciplinary action, which may include but is not limited to, parent conferences, detentions, Saturday School, or Suspension. Final authority to deal with improper dress will rest with the Administration.

## SKATEBOARDS

For the safety of all parties, students are discouraged from riding skateboards on school property. Elkhorn Public Schools does not accept responsibility for any personal injuries or damages a person may acquire when skateboarding on school grounds. Skateboards must be secured (ex. in a backpack) to be allowed on a school bus or other school vehicle. Any person causing damage to school property by use of skateboards or other means will be held responsible and will face appropriate consequences.

## **ELECTRONIC DEVICES/CELL PHONES**

Students are encouraged to bring only educational instruments to school. All electronic devices, including **cell phones**, iPods, etc. have the potential to be a distraction to the learning environment and increase the chances of theft for which the school cannot be held responsible. All electronic devices are to be turned off during school hours and should remain in a locker. Approval of such devices will be very limited with clear expectations and boundaries being explained to the students. Any violation of this policy will result in the electronic device in question being taken from the student. A general guideline for disciplinary action will be as follows:

- First Offense: Device may be taken from student and given to the office. Device may be returned to the student at the end of the day.
- Second Offense: Device may be taken from the student and given to the office. Device will be returned to parent/guardian.
- Third Offense: Device may be taken from the student and given to the office. A plan will be implemented with parental input for the remainder of the school year.

## **SOCIAL MEDIA**

Students and activity participants are reminded that anytime information is shared electronically, it is **no longer private information**. Examples may include, but are not limited to Facebook, Twitter, SnapChat, E-mail, texts, and any/all other electronic communication. Students are thus notified that the school administration, even when not initially involved in the sharing of electronic information, **WILL FOLLOW UP** with an investigation and follow normal procedures if a possible school violation and/or activity suspension is involved.

## **STUDENT TRAVEL**

Elkhorn Public Schools will provide students with information for student travel. This is not a school-sponsored activity, but it is an option that students may become involved in at their own expense. The trips range from area one-day trips to a three-day trip to Washington, D.C. or the state of Florida.

## **VISITORS TO SCHOOL**

To minimize disruption to the learning process and to ensure the safety of students and staff members, all visitors to the schools shall comply with the following guidelines:

1. All visitors shall report to the main office immediately upon entering the building, sign in, and wear a visitor's badge.
2. Anyone who is in the school buildings without checking in at the main office or without specific authorization will be escorted to the office.
3. No solicitors will be allowed to contact teachers or students during the school day, unless it is part of an approved school program.
4. No minors will be allowed to visit unless approved by the administration at least one day in advance.

# Academic Communication

## HOMework/STUDENT ACHIEVEMENT

As students progress through middle school, their academic requirements will increase and the level of difficulty of the class work and amount of homework will also increase. It will be the student's responsibility to meet with the teachers when extra help is needed. Students who are earning a failing grade, or have not completed an assignment, could be assigned time before or after school or on Saturdays. Parents will be contacted as needed. Every effort will be made to ensure academic success.

## GRADING

Grades from middle school represent achievement and help determine which classes students will be eligible for in high school. As daily grades are taken in class, regular attendance is essential to maintain academic success. **ALL** subject areas will use a numeric grading system. The grading scale used is as follows:

1 = 93 - 100	
2 = 85 - 92	IN = work incomplete
3 = 78 - 84	P = Pass
4 = 70 - 77	F = Fail
5 = 0 - 69	

## HONOR ROLL










Students will qualify for Honor Roll by receiving 1's and 2's **in all subject areas**. The Honor Roll will be posted on the bulletin board at school and published in the area newspaper.

## PROGRESS REPORTS

All teachers will send a progress report to each parent at the 4 1/2-week mark of each quarter. This report is given to the student to take home. Reports are brought home in a 9 x 12 envelope; please sign and return the envelope. Concerns regarding student progress can be clarified by the teacher, counselor, or administrator.

## POWERSCHOOL

Parents have the ability to view their child's academic progress online. Parents can request a username and password for each child that would allow them to track homework completion and current grade status. Once this request is made, parents are required to come to school to pick up this confidential information. **Due to privacy issues, usernames and passwords will not be mailed, sent home with students, or emailed.** A personal visit to the school is necessary. Teachers will follow district expectations and have Power School information updated every 2 weeks.

Icons  - Has Description |  - Has Comment |  - Collected |  - Late |  - Missing |  
|  - Exempt from Final Grade |  - Absent |  - Incomplete |  - Excluded

## FALL & SPRING PARENT CONFERENCES - FORMAT

Student-led conferences are held in October and February. The meetings are facilitated by the student who shares his or her educational goals and examples of his or her work (portfolio). The student also analyzes his or her strengths and weaknesses, and reflects upon the educational consequences of choices made. Parents can then meet individually with the student's teachers. Together, the student, teachers and parents determine what each will do to help the student move closer to the student's educational goals.

# Health Services

## **HEALTH SCREENING**

Annual health screenings include height/weight, vision, hearing, and dental screening for designated students in the seventh grade, plus all students new to the district in the sixth and eighth grade. Students with abnormal results will be screened by the school nurse, and a parent will be notified. Annual hearing testing will be performed for the student with abnormal hearing screening results during the previous year.

## **ANNUAL HEALTH UPDATE**

The “Annual Student Health Update” is included with registration materials and is completed at the beginning of the school year. It is important that it be completed as soon as possible so the school is aware of your child’s health status. It is the parent’s responsibility to notify the school office or school nurse if changes occur.

## **IMMUNIZATION REQUIREMENTS**

All students must have evidence of protection against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, chickenpox, and other diseases as required by applicable law before admission will be allowed. Requirement for immunization may be waived by 1) a written, notarized statement by parents or legal guardian for “sincerely held religious beliefs”, or 2) a statement signed by a licensed physician stating that immunizations are underway or that the immunizations would be injurious to the health of the student or any member of the student’s household. Go to <http://dhhs.ne.gov/publichealth/Immunization/Pages/Schools.aspx> for more information.

## **PHYSICAL REQUIREMENTS**

A physical examination by a licensed physician, physician’s assistant, or nurse practitioner in previous six months before starting school is required for all seventh graders. A physical exam and a vision exam are mandatory for students in all grades who enroll from out of the state. The physical/vision examination requirements may be waived if the parent or guardian objects in writing and the objection is on file at the school prior to enrollment.

## **ILLNESS/ACCIDENTS**

In case of an illness or accident at school, the office will provide first aid or allow the student to rest in the nurse’s office. If the accident or illness is more serious, the parent will be contacted first and, if not available, the emergency contact listed on student enrollment card will be called to pick up the student. **NO STUDENT** will be dismissed from school without a parent or other contact being notified first. In the event of a serious accident or illness, the Rescue Squad may be called in. The office will always attempt to contact the parent first in these situations. If not available and the emergency contact is not available, the child may be taken to the hospital by the Squad. For these situations, it is important to fill out the student enrollment card at the beginning of each school year and to update the information as necessary.

## **ASTHMA / SYSTEMIC ALLERGIC REACTIONS**

The Elkhorn Public Schools, as required by NDE Rule 59, has implemented a school policy (507.04) that provides a protocol for school personnel to follow to administer injectable epinephrine (EpiPen) followed by albuterol (by way of a nebulizer) to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session. If after reviewing the protocol, a parent/guardian does not wish to have their child receive the medication from an EpiPen or the albuterol by school personnel under the Asthma/Systemic Allergic Reactions Protocol, then the parent/guardian shall file a waiver stating such. Waivers are available from the office of the principal. Copies of the protocol are available from the nurse. Go to <http://www.airenebraska.org/> for more information.

## **MEDICATION**

When a student must take a prescribed or over-the-counter medication during the hours the student is in school, it is the responsibility of the parent or guardian to provide current, non-expired medication and complete the Medication Authorization Form. The district has the right to limit quantities of medications that can be brought to school at one time. Please limit medication to a maximum 30 day supply.

The following procedure shall be followed:

1. A physician shall provide signed written orders with the name of the drug, dose, route of administration, time interval when the medication is to be taken, and diagnosis or reason the medication is needed.
2. The parent or guardian shall provide a signed written request that the school district comply with the physician's order.
3. All medications shall be brought to school in the original container. If medication is a prescription, the label must have doctors/pharmacy label indicating student's name, medication, route of administration, dose, time to be given, and prescribing doctor's name. If a prescription changes, the medication label must reflect those changes, and the medication authorization must be updated.
4. Medications will be stored in the health office.
5. The principal will designate school personnel authorized to administer medication during the school day.
6. The self-carry medication form must be completed if it is medically necessary that students carry medication on their person.

Link to medication authorization form:

[www.elkhornweb.org/wp-content/uploads/2018/03/Medication-Authorization.pdf](http://www.elkhornweb.org/wp-content/uploads/2018/03/Medication-Authorization.pdf)

# Attendance and Absences

## **ATTENDANCE**

The Elkhorn School District complies with the Nebraska Compulsory Education Law (SEC. 79-201 of the Nebraska School Laws). Regular, daily attendance at school is the responsibility of each student and his/her parents/guardians. An absence will be reported as 1) an excused or 2) an unexcused absence. Absences should be cleared through the Principal's office in advance whenever possible.

1. Excused Absence - An absence or tardy, even with parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. The Principal shall have the discretion to deny approval for excused absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time.
2. Unexcused Absence - any absence that is not excused.

## **ABSENCE FROM SCHOOL**

Please contact the school office when your child will be absent. Send a note with your child on his/her return if a parent contact was not made. If the school is not contacted in regards to the student's absence, the student will receive an unexcused absence. District policy states that "excessive absenteeism" shall be defined as absences (excused or unexcused) exceeding five (5) days per quarter or twenty (20) days per school year. Parents will be notified via U.S. Mail when a student has missed five, ten, and fifteen days. The Douglas County Attorney will be notified when a student exceeds 20 days absent. Parents are encouraged to consult the district calendar for scheduled vacation dates. There is no substitute for regular attendance, and many classroom experiences cannot be successfully replicated and/or made up by a student who misses class. Students will have the number of days missed plus one day to complete missing work. For example: a student missing two days will have three days to make up work.

## **EXTENDED ABSENCE GUIDELINES**

Special circumstances are usually thought of as unplanned circumstances such as a family disruption/death etc. Special circumstances may also mean a pre-planned, pre-scheduled absence of 9 or more days in a semester for a positive, career-leading or unique educational-related opportunity. This type of special circumstance would require a meeting with the building principal, or designee, parents, and student. The value of the special opportunity and the possible school impact (missing labs, diminished conceptual understanding, etc.) would be presented at this meeting. The principal would then meet with teachers and decide which classes could and which classes could not be handled with the absences requested. A contract may be drawn up with specified deadlines for providing work and work completion and may require student/parent/principal signatures.

## **MIDDLE SCHOOL ATTENDANCE POLICY**

In any situation where excessive absences occur, the parent/guardian may be requested to have a conference with the principal, counselor, and teacher(s). Excessive absences and failing grades may be cause for retention in that grade level. Parents/guardians shall be notified in writing of the possibility of retention before a student is retained.

Students who have been excessively absent may be asked for a doctor's verification of the full absence(s). This verification **must** indicate that the doctor is recommending that the student be at home. Verification of an office visit, a prescription, or a diagnosis of the illness may not be sufficient. Students participating in any school-sponsored extracurricular activity that afternoon or evening must be in attendance at school that day for at least one-half of the day **in the afternoon**. Exceptions may be made for unforeseen circumstances or **previously** scheduled medical appointments.

## **TARDY TO SCHOOL OR CLASS**

Students are expected to arrive on time for school each day. Students who are repeatedly tardy to school will be referred to the administration. Students tardy to class(es) interrupt the lesson or discussion and generally cause a minor disruption by entering late. If the tardies become excessive, the situation will be referred to the office. A student is tardy if he/she is not in the classroom when the bell rings.

## **TRUANCY**

Students who are truant from school, or who leave the building without permission, may receive detentions, in-school suspension, a combination of the above, or other interventions depending upon the length of time missed, frequency of the problem, and circumstances surrounding the truancy. A student who is truant will be given the opportunity to complete class work and examinations missed. Teachers have the authority to allow the student only 75% of the grade earned during the period of truancy.

## **PLANNED ABSENCES**

It may become necessary for a student to be absent due to family plans, hospitalization, or other legitimate reasons. Should this situation arise, (1) the student must get a release in the office; (2) either have his/her parents/guardians call or write a note to verify the absence; and (3) have all arrangements made with each teacher **BEFORE LEAVING**.

## **LEAVING DURING SCHOOL HOURS**

Any student who needs to leave school during the day for an appointment or because of illness **must check out with the office before leaving**. No student will be dismissed unless one of the following has occurred:

1. Parents/guardians have contacted the school and arranged for the dismissal (by phone or note).
2. The office has contacted the parents/guardians to arrange for the dismissal (in the case of illness).

**No student** is to leave school (or school grounds) after arriving at school unless they have checked into the office before leaving. Students are to eat lunch at school unless they are picked up by their **OWN** parent. The lunch period is **30** minutes for all students.

## **REQUESTING HOMEWORK ASSIGNMENTS**

In the case of a student absence, the following options are available:

1. Students/Parents can access homework assignments on the Homework Hotline via the district website at [www.elkhornweb.org](http://www.elkhornweb.org)
2. Parents can email the teachers of the absent student to request homework be sent via email or collected from the office by a parent.

## **BAD WEATHER POLICY**

If weather conditions exist that would jeopardize the safety of students coming into school, school will be cancelled for the entire day or will start later. If bad weather conditions develop after students are in school, a decision will be made as early as possible to dismiss school for the remainder of the day.

If either of these situations occurs, announcements will be made on local radio and television stations. If school is to be cancelled all day, the announcements will begin on those stations at approximately 6:30 A.M. Early dismissals will be announced as soon as the Superintendent has made the decision. Information as to school cancellations will also be communicated through the district's automated phone system.

# **Standards of Student Conduct**

## **BEHAVIOR**

One of the most noticeable characteristics about any school is the behavior of its students. The impression that is left with parents, guest speakers, or others as they leave our building will be determined, in large part, by student conduct.

## **DISCIPLINE**

A goal of the middle schools will be to develop self-direction and responsibility in each of the students. Discipline can be defined in two ways: it can be the acceptance and following of rules and policies, or it can be the correction of unacceptable behavior. Disciplinary action will be administered in relationship to the incident. **ALL** disciplinary action is administered to serve two purposes:

1. Serve to teach that there are consequences for disruptive or inappropriate behavior and deter repeated behaviors.
2. Serve as a vehicle through which appropriate behavior is taught.

Teachers will have the right and the responsibility to set rules for their individual classes in order to conduct a classroom where all students will have the same opportunity to learn. Teams and administrators will consider additional consequences when individual students have excessive or repeated misbehaviors.

**NOTICE OF NONDISCRIMINATION**-In accordance with Nebraska State Law Section 79-4, 176 paragraph (3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment . . ." and pursuant to P.L. 101-226 which states that parents/guardians and students be notified that this school district absolutely prohibits the unlawful possession, use, or distribution of illicit drugs, alcohol, tobacco on school premises or as a part of school activities.

## **DISCIPLINE CODE GUIDELINES**

The following rules and regulations are designed to establish order and to protect all members of the educational community in the exercise of their rights and responsibilities on school grounds or during an educational event or function off the school grounds. These statements are outlined for uniform understanding of the practices and procedures used in the Elkhorn Public Schools.

1. The Superintendent of Schools delegates the responsibility for maintaining discipline in the schools and the administration of appropriate corrective measures to building principals (designees) within the guidelines of Board Policy, Administration Regulation, and the Laws and Constitution of the State of Nebraska and the United States. All administrators, teachers, and support staff members have the authority and responsibility to supervise or discipline at all times during the school day, in school vehicles, or at activities in which the school is participating.
2. Areas of Prohibited Student Conduct--Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in, or material inference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety or well-being or the rights of themselves or others is prohibited.
3. The sanctions and enforcement of Elkhorn Public School rules and standards shall be based on Nebraska Statutes, The Student Discipline Act, Neb. Rev. Statute 79-4.171 (as amended) and Federal Gun-Free Schools Act. Administrative and teaching personnel may take other disciplinary actions regarding student behavior when deemed reasonably necessary to aid the student, further school purposes, or to prevent interference with the educational process, which may include but are not limited to counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, detentions, restriction of extracurricular activity, or requirements that a student receive counseling, in-school suspension, out-of-school suspension, and expulsion.

## **STUDENT CONDUCT STANDARDS**

### **A. GENERAL**

1. Students shall not engage in or participate in any conduct that interferes with or prevents the accomplishment of the educational or related programs of the District.
2. Students shall obey and comply with the instructions and directives received from teachers, support staff, counselors, or any administrators. If a student fails to obey or comply with the instructions and directives received, the student shall be deemed to be insubordinate and subject to disciplinary action.
3. Students will submit academic work and required assignments which have been completed by honest and ethical means. Cheating and plagiarism will result in disciplinary action.
4. Students shall not, either in the school building or during any school activity, throw any object or otherwise cause an object to strike another student. Any student violating this rule shall be subject to disciplinary action.
5. Students shall be present in classes at the times and at the places established by their class schedules or as otherwise directed by their teacher or school administrator.
6. Students shall receive a pass from a teacher when it becomes necessary to leave the classroom while classes are in session.
7. Students, at all times, shall have and demonstrate respect and obedience for teachers, support staff, and administrators. Any act of disrespect or disrespectful back talk or conduct shall be a violation of this rule and shall be grounds for disciplinary action.
8. No betting, participation in games of chance, or other gambling activity will be permitted at any time in the school buildings, on school grounds, in school buses, or at any school-related activities, either on or outside of District property. Violation of this rule shall result in disciplinary action.



## **B. BUS/VAN TRANSPORTATION**

1. Students shall obey the instructions of the bus/van driver. If a teacher, teacher assistant, or administrator is a passenger on the bus, students shall also obey and comply with the instructions of the teacher, teacher assistant, or administrator.
2. Students shall not fight, assault, strike, or threaten any other persons on the bus/van.
3. Students shall strictly observe the District Handbook rules with regard to the use, possession, distribution of drugs, alcohol, nicotine, tobacco or vapor products such as e-cigarettes when either using or awaiting to use bus/van transportation provided by the district.
4. Students shall not conduct themselves on the bus/van or while waiting for the bus/van in any manner which endangers their own safety or the safety of the other passengers or the driver or other vehicles.
5. Students may only ride the bus to which they are assigned. In emergency situations, the principal or designee will give written permission to ride another bus if necessary.

Bus referrals may result in disciplinary action as follows:

1. First referral: warning given
2. Second referral: office detention assigned
3. Third referral: 2-3 day bus suspension
4. Fourth referral: 2-3 week bus suspension

Additional referrals will result in the potential of bus suspensions for the remainder of the year.

## **C. PROHIBITED STUDENT CONDUCT**

The following shall constitute grounds for a short-term suspension, long-term suspension, expulsion, mandatory reassignment, or other disciplinary action, subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property of small value.
3. Causing or attempting to cause personal injury to a school employee, 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 these subdivisions.
4. Threatening or intimidating any student.
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing or use, or being under the influence of a controlled substance, inhalant, or alcoholic liquor, or possession of drug paraphernalia.
7. Engaging in the selling, using, possessing or dispensing of an imitation controlled substance or material represented to be an alcoholic beverage, narcotic, drug, controlled substance, or inhalant.
8. Truancy or failure to attend assigned classes or assigned activities.
9. Tardiness to school, assigned classes, or assigned activities.
10. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin or religion.
11. Public indecency as defined in Nebraska statutes, except that this rule shall apply only to students at least 12 years of age.
12. Sexual harassment of any person.

13. 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 assault which occurs off school grounds, not at an education function or event. For purposes of this rule, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined by Nebraska law.
14. Dressing in a manner wherein such dress is dangerous to the student's health and safety of others, or is distracting, indecent, lewd, or vulgar, or which otherwise interferes with the educational process and the learning and teaching environment.
15. Violating any established behavioral expectations for students riding in school buses or vans, or violating any other behavioral expectations established by school district staff.
16. 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.
17. A repeated violation of any validly established rules if such violations constitute a substantial interference with school purposes.

#### **D. DRUGS, TOBACCO, NICOTINE, ALCOHOL**

The use of illicit drugs and the unlawful possession or use of alcohol or tobacco by students is wrong and harmful. The Elkhorn Public Schools has established the following standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs, alcohol, nicotine, tobacco or vapor products such as e-cigarettes on school premises or property or as a part of any activities of any school in the Elkhorn Public Schools. Compliance with the following standards of conduct is mandatory, and sanctions up to and including expulsion and referral for prosecution will be imposed if the standards of conduct are violated. Further sanctions will follow under Activity Participants' Standards of Conduct and Sanctions.

1. Standards of Conduct
  - a. Possession of illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcoholic beverages, look-alike alcoholic beverages, and/or drug paraphernalia for the use of drugs or for the manufacturing of drugs is forbidden on school premises or property or at locations where any activities of any school in the District are conducted.
  - b. The use of illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcoholic beverages, look-alike alcoholic beverages, and/or drug paraphernalia whether intended for or with use of drugs or for the manufacturing of drugs is prohibited on school premises or property or at locations where any activities of any school in the District are conducted.
  - c. Possession or use of nicotine, tobacco, tobacco/nicotine products or look-alike tobacco/nicotine products, in any form (including smokeless tobacco products and vapor products such as e-cigarettes) by students is prohibited on school property or premises or at any school activities.
  - d. All property, either owned by or under the custody of the District, including lockers, assigned or otherwise made available to students, and automobiles or other vehicles on property owned by the District may be inspected by school authorities at any time, and any items found as a result of such an inspection will be turned over to the principal of the school where found for disposition.
2. Definitions Under This Rule
  - a. Illicit drugs are any drugs, the possession or use of which is illegal under the laws of the State of Nebraska.
  - b. Controlled substances are those substances defined in Nebraska RRS, Sec. 28-401 and include but are not limited to "uppers", "downers", barbiturates, amphetamines, LSD, heroin, hashish, hallucinogenic, cocaine, crack or any other substances which are derivative of any of the foregoing.

- c. Any substance which alters the mood or behavior and which is not taken for medical purposes under a licensed physician's direction (including over-the-counter medications, e.g., No Doz, Binaca, etc.)
- d. Any drugs which may have a tendency to alter the physical condition of the user such as steroids.
- e. Alcoholic beverages shall include any substances subject to the jurisdiction of the Nebraska Liquor Control Commission.
- f. Tobacco includes any tobacco products used for smoking, chewing, or other consumption whether the product be a product which is used by smoking or which is used otherwise such as snuff.
- g. Nicotine includes any nicotine or products such as e-cigarettes.
- h. Distribution shall mean any sale, transfer, handling, administering or giving, or making available any item covered by this rule.
- i. Paraphernalia shall include all equipment, products, and materials of any kind which are used or intended for the use or designed for use in the manufacturing, injecting, ingesting, inhaling, or otherwise introducing substances into the human body.
- j. Look-alike drugs shall be any substance that is not a controlled substance but which, by the appearance of the dosage unit including, but not limited to, color, shape, size, or markings, or by representations made, induce a person to believe the substance is a controlled substance.
- k. Look-alike alcohol products shall include any beverages containing any alcoholic content whatsoever or any alcoholic beverages which are represented to contain an alcoholic content whether or not such alcoholic content is present in the beverage.
- l. Look-alike tobacco/nicotine products shall include any packaging that contains any tobacco/nicotine content whatsoever, or any tobacco/nicotine products which are represented to contain a tobacco/nicotine content whether or not such tobacco content is present in the packaging.
- m. Possession of any item is when the student either has on his or her person or under his or her control or within any school property assigned to him or her a substance prohibited under this rule on school premises or property or at any activity in the school district.
- n. Use is defined to include not only the use but also where there is reason to believe that a student has used any of the items prohibited by this rule, and the results of the use are still present while the student is on school premises or property or in attendance at a school related activity. The factors which may be considered under this definition are those including odor, physical conduct, or physical or mental conditions or actions.

### 3. Sanctions

The sanctions and enforcement of Elkhorn Public Schools' rules of standards shall be in accordance with the Student Discipline Act, Special Education Act, and the Individuals with Disabilities Education Act. The Elkhorn Public Schools may impose more severe sanctions than the minimums listed on the following page depending on the severity of any violations or for the purpose of excluding students from school premises and property for the safety of the employees or to protect the orderly process of the district's educational programs. Any student who is in violation of the Elkhorn Public School Drug, Alcohol, Nicotine and Tobacco Standards of Conduct will have further sanctions placed against them under the Elkhorn Public School Activities Code if they participate in extracurricular activities including, but not limited to, sports, clubs, contests, performances, homecoming, prom, dances, and any other school- sponsored activities. The administration will set the date for sanctions. Written notification of the sanctions will be sent to the student and parent/guardian.

1. Conduct Violation - Possession or use of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia; distribution of illicit drugs, alcohol, behavior-affecting substances, look-alike drugs, look-alike alcoholic beverages, or drug paraphernalia.

**Minimum Sanctions:**

- a. First violation: Five day out-of-school suspension. However, the student may return to school after a two day out-of-school suspension if a chemical evaluation is completed by the student and verified by school officials.
  - b. Second or additional violations - Ten day out-of-school suspension. However, the student may return to school after five days if a chemical evaluation is completed and verified by school officials.
  - c. Three or more violations - Ten day out-of-school long-term suspension with possible recommendation for expulsion.
2. Conduct Violation - Possession of or use of tobacco/nicotine or look-alike tobacco/nicotine products and /or vapor products such as e-cigarettes.

**Minimum Sanctions:**

- a. First violation - two day in-school suspension.
  - b. Second violation - two day out-of-school suspension.
  - c. Third violation - five day out-of-school suspension with possible recommendation for expulsion.
3. Conduct Violation – Possession, use, dispensing, delivering, or administering anabolic steroids

**Minimum Sanctions:**

- a. First violation – thirty day suspension from all extracurricular activities.
- b. Second and subsequent violations – one calendar year suspension from all extracurricular activities

#### **E. FIGHTING**

Any student involved in a fight in school or on school grounds, during school hours or at a school-sponsored activity or athletic event will be suspended. Parents will be notified immediately. The suspension will be, at a minimum, for two full school days. In instances where the fighting behavior is repetitive, there may be additional action taken.

#### **F. GUNS AND WEAPONS**

A student knowingly or intentionally in possession, use or transmission of a firearm, other dangerous weapon, or look-alike weapon on school grounds or at a school sponsored activity or athletic event shall be expelled for a period of not less than one year. The Superintendent may modify this expulsion requirement on an individual basis.

#### **G. SEXUAL HARASSMENT**

The District is committed to an environment free from sexual harassment and intimidation for students. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the educational program of its victims and their co-students. Sexual harassment by a student may result in disciplinary action up to and including suspension and/or expulsion.

#### **H. HARASSMENT**

Any intentionally hurtful, demeaning or disparaging acts, words, symbolic representations, or behavior used by a student or students against another student or students that is disruptive of the educational process will result in disciplinary action. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering, and making derogatory remarks, demeaning jokes, disparaging drawings or notes.

## **I. BULLYING**

Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive of the educational process will result in disciplinary action. This includes, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

## **J. THREATS (VERBAL AND WRITTEN)**

All threats, including those alleged to be jokes, will be taken seriously and will be subject to investigation and disciplinary action. Investigation procedures for threats will be determined by the principal or designee, will take into account the age of the student and may include the following: documentation of the threat, questioning of student(s) involved, locker search and other searches, involvement of the School Resource Officer and/or other appropriate law enforcement authorities, notification of the parent or guardian (including those of the student making the threat and those of the student(s) being threatened), and determination of the sanction which may include but is not limited to parent conferences, rearrangement of schedule, detention, restriction of extracurricular activity, suspension, mandatory reassignment, or expulsion.

Administrative Rules and Procedures to Implement Policy 504.02

- Level One Threat: Using a threat as part of a common expression and the recipient does not feel threatened, frightened, or coerced.
- Level Two Threat: Using an expression or gesture or picture with the intent or impact of threatening, frightening, or coercing another person(s) and the recipient(s) feels threatened, frightened, or coerced.
- Level Three Threat: Threatening to kill or injure another person or persons and describing how it will be done in words and/or pictures.

## **K. VANDALISM**

School facilities (buildings, grounds, fields, etc.) are built and maintained by public funds and, as such, are deserving of the respect and care of the entire student body. Any student found defacing, vandalizing, or false reporting (ex. fire alarm pull) will face the following possible consequences:

- Repair the damage by the student.
- Payment to replace or repair the damage.
- Suspension or expulsion of the student depending on the severity of the case.

## **L. COMPUTERS**

Student direct or indirect use of District computers, which results in offensive, personal, or commercial messages or damages to, misuse of, or interference with computer programs or computer-stored information belonging to the District or to other students, may result in disciplinary action.

Misuse of computers may include but is not limited to:

- Installation of any new software, freeware and/or shareware on district computers
- Misconduct committed while logged in their (the student's) account
- Violations of the copyright laws
- Doing harm to individuals or their work
- Misconduct committed while using the district's e-Learning or Google Classroom system

## **REPORTING LAW VIOLATIONS**

Under state law, district administrators are required to contact police whenever it is known or suspected that a student has violated the Nebraska Criminal Code. Cases of law violations or suspected law violations by students will be reported to the Omaha Police Department and to the student's parents or guardian as soon as possible. The school district shall refer all incidents of student discipline for violation of the Federal Gun-Free Schools Act to the Omaha Police Department.

## SANCTIONS FOR VIOLATING THE CODE OF CONDUCT

The Superintendent, the principal or their designees are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Elkhorn Public Schools. The decisions would be made after the principal or designee has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. A complete copy of due process procedures is available upon request from the building principal. See Disciplinary Action section below.

# Activities and Code of Conduct

The athletic and activity programs function on an extracurricular basis; therefore, student participation is completely voluntary. It is imperative that quality standards of conduct, dress, grooming, and training are established as a part of the activity program. Students should refer to the activities/athletic handbook for a thorough explanation of standard codes and violations.

1. **Conduct:** As representatives of Elkhorn Public Schools, participants are expected to conduct themselves in a manner that exemplifies good sportsmanship at all home and away contests.
2. **Dress:** Individual coaches may request certain dress on game days.
3. **Training:** Participants are to demonstrate acceptable standards of conduct and training at all times. These standards of conduct and training will be maintained in season as well as throughout the school year.

Violations of the standards of conduct shall result in **additional** sanctions as set forth below. First, second, and third-offense minimum penalties are listed below and will be enforced if a participant has violated the standard of possession, procurement, use, distribution of alcohol, drugs, tobacco/nicotine (smoking or chewing), look-a-like drugs, look-a-like tobacco/nicotine, look-a-like alcoholic beverages, and behavior affecting substances and/or drug paraphernalia. The Elkhorn Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations.

## SANCTIONS

1. **First Offense** - Two week suspension and a minimum of one contest missed from interscholastic contests, performances or activities including dances and/or club activities. However, the student may return to competition after a one-week suspension *and a minimum of one contest missed* if a chemical evaluation of the student is completed and verified by school officials.
  - Reduction in penalty is only available once during the student's three years of attendance in middle school.
  - The student must continue to attend and participate in all practices during the suspension. If the violation occurs during the "preseason" period of a sport/activity, a minimum penalty of one contest missed/suspended will be enforced.
  - Students will not be allowed to miss classroom time for extracurricular activities while under suspension.
  - *If the first offense occurs in the off-season, a first offense will be documented and no activity sanction will be enforced at that time. However, if a second offense is committed, sanctions for second offense will be enforced.*
2. **Second Offense** - Forfeiture of all privileges of activity participation, including practices, for the remainder of the season. In the case of a non-athletic activity, the student will not be allowed to participate in any public performance for the remainder of the season.
3. **Third Offense** - Forfeiture of all privileges of activity participation, including practices, for the rest of the school year.

**SPECIAL NOTE:**

Students are reminded that if a suspension from activities occurs due to a violation of the school’s participation rules, this means that the student is ineligible for ALL school activities during this time. These are minimum penalties; coaches have the right to establish more severe penalties of suspension and other rules for their sport by informing the athletes in writing.

**ATHLETIC PASSES**

A student athletic pass allows a student to attend all regular-season sponsored contests. This pass cannot be honored at conference, district, or state contests. There will be a charge if your pass is lost or stolen. Information about parent passes may be obtained from the high school activities office.

**Disciplinary Actions**

**DETENTION**

Detention will be used as a corrective disciplinary action and can be assigned by teachers or administrators. Teachers will attempt to work privately with the student to correct disruptive behavior or other violations of classroom policies. **ALL** detentions will follow these procedures.

1. Detentions will be 20-40 minutes long and will be served the day assigned or the next consecutive day.
2. Failure to report for detention by the assigned date will cause the detention to be doubled.
3. Parents will be contacted when detentions are assigned.
4. When serving a teacher detention, the student must report to the person who assigned the detention. This individual will verify that the detention was served.
5. Detentions that are assigned by the office will be served beginning at 3:20 P.M. and lasting until 4:00 P.M. The full detention will be served at one time. When serving an office detention, the student must report to the Media Center at 3:20 P.M.

**SATURDAY SCHOOL**

Saturday School can be assigned to a student for either disciplinary or academic reasons. Saturday School will run from 8:00 - 11:00 A.M. If a student does not serve a Saturday School, he/she will be assigned In-School Suspension.

**IN-SCHOOL SUSPENSION**

The In-School Suspension room is an unused office, conference room, or classroom in which students are placed until he/she can return to class without being disruptive, or to serve a specified period of time for a severe disciplinary action. The student is given permission to work in the room, with only school materials allowed (full credit will be given). The student will be escorted to the restroom, lunch will be eaten in the room, and the student will remain isolated from fellow students as long as he/she is assigned to In-School Suspension. The time frame for In-School Suspension will start at 8:10 A.M. and will conclude at 4:00 P.M., unless otherwise arranged.

**SHORT-TERM OUT OF SCHOOL SUSPENSION**

Such short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct or violation and determined that such suspension is necessary to help any student to further school purposes or to prevent an interference with school purposes. Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/she shall have an opportunity to present his/her version of the incident. The administrator shall, as soon as is reasonably possible following the suspension, send a written statement to the student and the student's parents or guardian describing the student's conduct, misconduct, or violation and the reason for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents or guardian before or at the time of the student’s returns to school.

## **EXCLUSIONS**

Any student may be excluded from school under the following circumstances:

1. If the student has a dangerous communicable disease transmittable through normal school contacts and poses an imminent threat to the health and safety of the school community.
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Exclusions from school shall not last longer than necessary to avoid the dangers hereinbefore described. Procedures for short-term suspension shall be followed, and, if longer than five (5) school days, procedures for long-term suspension or expulsion shall be substantially followed subject to being modified to the extent necessary to accomplish the hearing and determination within ten (10) school days after the date of the initial exclusion.

## **LONG-TERM SUSPENSION, EXPULSION, AND MANDATORY REASSIGNMENT**

1. Long-Term Suspension shall mean the exclusion of a student from attendance in all schools in this district for a period exceeding five school days but less than twenty school days.
2. Expulsion shall mean exclusion from attendance in all schools within the system for a period of time not to exceed the remainder of the semester, in which case the expulsion shall remain in effect through the second semester, or within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period. In addition, the following shall apply to any expulsion: In the case of a student bringing a weapon to school in violation of the Federal Gun-Free Schools Act, such student shall be expelled from school for a period of not less than one year. Said expulsion may be reduced by the Superintendent on a case-by-case basis to be in compliance with state law. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by hearing examiner that the student be readmitted for the upcoming school year. If the Board of Education or a committee of such Board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise, the student may be readmitted by action of the superintendent, 79-4, 196.
3. Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

**Procedures** to be followed if an administrator makes a decision to discipline a student by long-term suspension, expulsion or mandatory reassignment:

1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The school shall, within two school days of the decision, send a written notice by registered or certified mail or personal delivery to the student and the student's parent or guardian, informing them of the rights established under this act.
2. Such written notice shall include the following:
  - The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student.
  - The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject.
  - A statement that the student shall have a right to a hearing, upon request on the specified charges, before long-term suspension, expulsion, or mandatory reassignment, for disciplinary purposes can be invoked.



- A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing.
- A statement that the principal, legal counsel for the school, the student, the student's parents or the student's representative or guardian shall have the right
  1. to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct
  2. to know the identity of the witnesses to appear at the hearing and the substance of their testimony
- A form on which the student, student's parents, or guardian may request a hearing to be signed by such parties and delivered to the principal or Superintendent in person or by registered or certified mail.
- Nothing in this shall preclude the student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage. If a hearing is requested within five days of the receipt of the written notice by the student, the student's parents or guardian as described in these rules and regulations, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to. (See Section 79-4,170 to 79- 4,205, R.R.S., et seq.)

Extended Suspensions if the principal determined that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose or a personal injury to the student himself or herself, other students, school employees or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion or mandatory reassignment takes effect if no hearing is requested, or if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken is made by the Superintendent.

#### **OTHER DISCIPLINARY ACTION**

Administrative and teaching personnel may take other disciplinary actions regarding student behavior when deemed reasonably necessary to aid the student, further school purposes, or to prevent interference with the educational process, which may include, but are not limited to counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, detentions, restriction of extracurricular activity, or requirements that a student receive counseling, etc.

#### **ALTERNATIVE SCHOOL PROGRAM**

Effective July 1, 1997, the Elkhorn Public Schools shall provide an alternative education program for students who have been expelled under the EPS Discipline code. This program will enable the student to continue academic work for credit and also include the standard of behavior and cooperation required of the student to complete the alternative education program. If the student fails to meet any of the conditions of the alternative education program, the district may, without further obligation, terminate the program after a due process hearing, as required in statutory provisions for suspension and expulsion of students, unless waived by the parent or guardian.

The expelled student will be provided the opportunity to complete a program of study. This could be a program generated by the school district, or an arrangement for correspondence courses in English and/or math through a university. The Elkhorn Public Schools will select and define the program for an individual expelled student. If the parent/guardian should refuse to participate, the district has no further obligation with regard to provision of an alternative program. Any costs associated with the program may be assigned to the parent/guardian and then reimbursed if the program is satisfactorily completed by the student. The student may receive semester credit (as applicable) upon successful completion of the program as identified and explained to the student and parent/guardian prior to the beginning of the program. The building principal or designee will be the program coordinator.

# District Policies and Procedures

## **SPECIAL EDUCATION PROGRAMS**

Comprehensive special education programs in the Elkhorn Public Schools consist of teachers, psychologists, speech pathologists, physical and occupational therapists, educational assistants and instructional specialists serving students with disabilities from birth to age 21. Special Education programs and services are integrated into each school building throughout the District. In the Elkhorn Public Schools, special education is viewed not as a “place” but as specially designed instructional support.

Elkhorn Public Schools supports inclusive practices for children with disabilities. Every effort is made to maintain all students in their neighborhood settings with their age-appropriate peers. The District’s mission statement clearly states that we maintain a focus on the unique needs of all learners. Special education services assist teachers in meeting the unique needs of all learners by providing support to the students and classroom teachers. Creativity in problem solving and collaborative decision making are fundamental in the promotion of inclusive practices.

## **PROMOTION/RETENTION GUIDELINES**

At the middle schools of EPS, every effort will be made to adjust classroom expectations to meet the needs, interests, and abilities of the individual student. Retention will be considered if a student fails two or more core classes for the year (Math, Science, Reading, Language Arts, Social Studies) or if there is evidence that the child will benefit from the retention. When a student is retained, the expectations for that particular child shall be adjusted to meet his/her needs.

Procedures for considering retention:

1. A student will not be retained more than one year during grades 6, 7, or 8.
2. Parents will be notified in writing if this child has failed two or more core classes and is being considered for possible retention.
3. At the end of third quarter, parent contact will be made. A committee composed of the student’s parents/guardians, teachers, principals, and counselor will present status and progress along with options (promotion, retention, summer school, schedule changes, etc.) If a student qualifies for special services, the IEP team will be convened for this discussion. At the end of the fourth quarter, the committee will meet with parents/guardians to review the school year and discuss options.
4. Factors such as grades, work habits, attendance, school behavior, organizational skills, age, maturity, and skill level may be considered in the discussion of possible retention.
5. The middle school Principal will notify parents/guardians by certified letter of the decision to retain or promote.
6. Parent/guardian consent for the retention is desirable and encouraged. If parents/guardians wish to appeal the retention decision, they must notify the middle school Principal within ten days of the decision. A conference will be arranged between the parent/guardian and school administration. At this time, the parent should be prepared to present objections to the retention. After this conference, the parent/guardian will be notified in writing whether or not the retention was upheld. If the parent/guardian is not satisfied with this decision, they may appeal to the Superintendent of Schools and finally to the Board of Education.

## **NONDISCRIMINATORY GRIEVANCE PROCEDURES**

The following procedures are established in order to assist in the fair resolution of student grievances. A grievance hereunder is a claim by a student that a violation of civil rights legislation has occurred (includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975). It is the policy of the Elkhorn Public Schools that a student may not be discriminated against on the basis of sex, race, national origin, marital status, age, or handicap in admission to school; access to enrollment in courses; access to and use of school facilities; counseling and guidance materials, tests and practices; vocational

education; physical education; competitive athletics; graduation requirements; treatment as a married and/or pregnant student; and student rules and regulations. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

Additional information about Elkhorn Public School's policy of nondiscrimination can be obtained from building principals or Don Pechous, Executive Director of Personnel, 20650 Glenn Street, Elkhorn, NE 68022, (402) 289-2579.

## **1. EXPLANATION**

The grievance procedure is not intended to limit the option of the district and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons involved.

The grievance procedure is not required if the grievant prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to 1) representation; 2) present witnesses and evidence; 3) confidentiality; 4) review relevant records; and 5) proceed without harassment and/or retaliation.

A grievance may be filed by an individual grievant or by a parent on behalf of a student grievant, except that no grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event which is the subject of the grievance.

Days in this procedure shall refer to days when school is in session. During the summer, vacation days shall refer to Monday thru Friday (excluding federal holidays).

The inclusion of time limits in this procedure is for the purpose of ensuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled, and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

## **2. PROCEDURES**

### **Level One**

A grievant shall, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

### **Level Two**

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days of the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and explanations of how such facts result in civil rights discrimination. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

### **Level Three**

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the Superintendent. The Superintendent will meet with the parties involved. A complete record of this meeting shall be kept and signed by both parties for possible future reference. The Superintendent will respond to the written grievance within five (5) days of the receipt of the written grievance.

### **Level Four**

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the School Board within five (5) days of the receipt of the written response from the Superintendent. The School Board shall consider the grievance at the next regular meeting and issue a written response within five (5) days of the meeting.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Elkhorn Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the superintendent or designee when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapists); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Elkhorn Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Elkhorn Public Schools, District 10, Douglas County, Nebraska, to comply with the requirements of FERPA.

The name and address of the office that administers FERPA: **Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-4605**

Upon request, the Elkhorn Public Schools may disclose directory information about former students.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

The Institute for Environmental Assessment has been retained by the Elkhorn Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos, if any, within any of the school district buildings. The district implemented its original management plan as of July 9, 1989 and conducts periodic surveillance of all asbestos materials since that time. This periodic surveillance has been conducted to provide continuous assessment to assure safety conscious management of any asbestos materials in all buildings. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the Superintendent of Schools at (402) 289-2579.

## **NOTICE CONCERNING STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teacher(s). Upon request, Elkhorn Public Schools will give parents the following information about their child's classroom teacher(s):

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

The District will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Elkhorn Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the No Child Left Behind Act.

#### **NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION**

The No Child Left Behind Act of 2001 requires Elkhorn Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Elkhorn Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Elkhorn Public Schools will comply with any such request.

## Student Fees and Materials Requirements

#### **STUDENT FEES**

The District authorizes the administration to charge fees to students as provided by the Public Elementary and Secondary Fee Authorization Act (2002). The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. The District will provide free instruction for courses which are required by state law or regulation and will provide the staff, facility, equipment and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to students which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop and art class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment (including shoes, undergarments and the like), activities pass fees to support District activities program, and assisting with special programs such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

The District will provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under the United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for

(1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free or reduced-price lunch program is not required to qualify for the fee waiver.

Guidelines about fees, required materials, and equipment shall be delineated in rule and regulation. The Superintendent shall develop an application form for the fee waiver and the form shall also be delineated in rule and regulation. Waiver forms are available from the Building Principal or Athletic Director.

### **MIDDLE SCHOOL FEES AND MATERIAL REQUIREMENTS**

1. Clothing required for courses and activities:
  - a. Physical Education - Tennis shoes with laces, t-shirt, shorts or sweats. Dress must adhere to the general guidelines for student dress.
  - b. Band and Chorus - Music Department shirt (\$10.00), black dress slacks, black socks and solid black shoes
2. Materials required:
  - a. Band - instrument and supplies, including a 3-ring binder (\$3.00), method books, reeds, slide/valve oil, cork grease, sticks, etc.
  - b. Art, IT, FCS and other courses - supplies for projects that become the property of students can be purchased independently or through school.
  - c. Destination Imagination: cost for supplies not to exceed \$50.00
2. Specialized equipment or attire for participation in an extracurricular activity:
  - a. Band: Rental of a school instrument (\$80.00) and percussionist fees (\$50.00)
  - b. Basketball: Basketball shoes, practice shorts, t-shirt, socks, towel
  - c. Football: shoes, practice shorts and t-shirt, socks, towel
  - d. Track: Training shoes, competition shoes, practice shorts and t-shirt, socks, towel
  - e. Volleyball: Practice shorts and t-shirt, shoes, socks, towel
  - f. Wrestling: Practice shorts and t-shirt, shoes, socks, towel
  - g. Show Choir: uniform cost not to exceed \$50
3. Fees required for participation in extracurricular activities: Computer Club - \$35.00
4. Athletic participation fee for all sports:
  - a. Annual purchase of an activity pass for \$35.00 is required; the fee must be paid prior to the first practice and submitted along with the Activities Department Contract. The sports fees will be charged to all participants of the District's 7-12 sports programs. These passes are not good at Invitational, Conference Tournaments, District, or State level contests.
5. Students are responsible for any optional clothing, equipment or other items associated with a sport or activity.



# ELKHORN PUBLIC SCHOOLS

## 2018-2019 MIDDLE SCHOOL SUPPLY LIST

Elkhorn Grandview Middle School, Elkhorn Middle School,  
Elkhorn Ridge Middle School, Elkhorn Valley View Middle School

*Students are encouraged, but not required, to bring the following school supplies.  
Please note this is a year round list to be kept throughout the year.*

### **SIXTH GRADE**

#2 Pencils  
Erasers  
Blue or black pens  
Red pen  
Markers  
Highlighters  
Colored pencils  
Dry erase markers  
Glue Sticks  
Loose-leaf paper (College ruled)  
Index cards  
(4) Single-subject notebooks  
(1) Composition notebook  
(3) boxes of tissues  
(1) 2" three-ring binder  
5 tab dividers  
Trapper with (7) 2-pocket folders or accordion file  
Inexpensive earbuds

### **SEVENTH GRADE**

#2 pencils  
Erasers  
Blue or Black pens  
Red pen  
Markers  
Highlighters  
Colored pencils  
Dry erase markers  
Glue Sticks  
Loose-leaf paper (College ruled)  
Calculator (w/ fraction key)  
Index cards  
(6) Single-subject notebooks  
(2) Composition notebooks  
(3) boxes of tissue  
(1) 1" 3-ring binder  
Organizational system (folders or trapper)  
Inexpensive earbuds

### **EIGHT GRADE**

#2 pencils  
Blue or black pens  
Red pen  
Highlighters  
Colored pencils  
Dry erase markers  
Glue Sticks  
Loose-leaf paper (College ruled)  
Calculator (w/fraction key)  
Index cards  
(6) 2 Pocket folders  
(6) Single-subject notebooks  
(2) Composition notebooks  
(3) boxes of tissue  
(1) 2" 3-ring binder  
Optional Organizational system (folders or trapper)  
Inexpensive earbuds

**Band and Chorus Students:** Music Department T-shirt (\$10.00), black slacks, black socks, black shoes.

**P.E. Students:** Tennis shoes, t-shirts, and shorts.

**Spanish Students:** Spiral notebook, 2 pocket folder, blue or black pens, Index cards.