

Southern Elementary Student

&

Parent Handbook

Rewritten Policies

2011-2012

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Principal.....	Jerry Rempe
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Community Counselor.....	Dee Bednar
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Kindergarten.....	Jessie Royal
Grade 1.....	Helen Swanson
Grade 1.....	Stephanie Ware
Grade 2.....	Jonna Adams
Grade 2.....	Lynn Goracke
Grade 3.....	MaryJane Spence
Grade 3.....	Sheri Yockel
Grade 4.....	Cathy Hayden
Grade 5.....	Rhonda Epp
Grade 5.....	Jolene Bartels
Grade 6.....	Kane Hookstra
Grade 6.....	Becky Weyer
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Paraeducator.....	Carol Erdmann
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Paraeducator.....	Darcie Schmidt
Paraeducator.....	Sue Waltke
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Custodian.....	Roger Dorn
PM Custodian.....	George Henrichs
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Bus Drivers.....	Diane Creek, Amanda Rath, Shelly Taylor
Foster Grandparents.....	Marlene Kruse, Rosie Shores, Bernice Tennant

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Elementary School Entry

The district, in working with Gage County Law Enforcement and the district's Safety Consultant, has established a controlled access for entrance to the building for the safety of your student(s).

During the school day, entry to the building is by using the main door (Northwest Entrance), which leads to the office. At that door is a speakerphone which guests need to use to allow the office to unlock the door. Guests are then to check in at the office. For those parents who need to pick up their student(s) during the day, the office will have the student(s) come to the office to check out.

Parents who are picking up their student(s) at the end of the school day are reminded that the school day ends at 3:30 pm and non-bused students will be dismissed at that time.

SCHOOL CLOSING INFORMATION

In case school is canceled or dismissed early because of poor weather or other emergency conditions, the announcement will be made on KWBE Radio (1450 AM) KUTT Radio (99.5 FM) and KOLN-TV (Channel 10) and KLKN-TV (Channel 8). In case of early dismissal, busses will run their normal routes with students getting off the bus at normal drop-off points.

Southern school district #001

MISSION STATEMENT

The Southern School District exists for the benefit of its children and will prepare students as responsible citizens and lifelong learners. The District will promote a positive, active learning environment with relevant and challenging instruction and high expectations for every student.

BELIEF STATEMENTS

REGARDING STUDENTS & LEARNING:

1. All students can learn.
2. Students learn best when their physical, emotional and social needs are met.
3. Students learn best when it is a positive and challenging experience.
4. Students learn best when they see the relevance of learning.
5. Students must be lifelong learners.
6. Students must develop thinking skills.
7. Students must become responsible citizens.
8. Students learn best with parental/guardian guidance and support.

REGARDING TEACHERS/STAFF & TEACHING:

9. All staff must stay current on theory to adequately promote relevant lifelong learning skills.
10. Teachers/paraeducators must recognize and provide for individual learning styles.
11. All staff must look for the best in and have high expectations for themselves and their students.
12. All staff must be empathetic towards the diverse roles that students have.
13. All staff must be positive role models.
14. All staff together with parents/guardians must make a cooperative effort for the benefit of students.

REGARDING EFFECTIVE ORGANIZATIONS (The School District)

15. The School District must provide a safe and orderly environment in order for effective learning to occur.
16. The School District must have a specific plan based on understood goals that are reviewed periodically.
17. The School District must have strong leadership that is instructionally focused, open to new ideas, and promotes teamwork that involves the community.
18. The School District must maintain open lines of communications internally and externally.
19. The School District must provide for an effective staff development program that reflects and supports the school mission.
20. All members of the District must take responsibility for the education of its children.

Adopted 08-15-96

Southern school district #001

School Improvement Steering Committee

STUDENT RIGHTS, EXPECTATIONS & RESPONSIBILITIES

STUDENT ENTRANCE REQUIREMENTS

To become and remain a student in Southern School District #001, a person must meet the following criteria.

1. The child's parent(s) or legal guardian(s) must reside in Southern District #001 or meet one of the following:
 - a. waiver of tuition is approved by the Board of Education
 - b. payment of tuition is approved by the Board of Education
 - c. be an emancipated person and reside in the Southern School District #001 boundaries
 - d. meet criteria set forth in Nebraska State Department of Education Rule 7, and Southern Board of Education Policy 6.30.
 - e. The student is a ward of the state or court that has been placed in the school district by the proper authority.
 - f. The student lives with someone standing in loco parentis to him or her and will take the residence of that person.

STUDENT ENTRANCE REQUIREMENTS-continued

(In Loco Parentis as meaning: A person standing in loco parentis to a child is one who has put himself in the situation of a lawful parent by assuming the obligation incident of the parental relation without going through the formalities necessary to adoption.) (refer to the following questionnaires (Administrative Rules and Regulation - 6.1 - of the Board of Education Policies for further clarification).

(Residence as meaning: As used in section 79-445 (NE REV. STAT.), the term residence means domicile. Though a person may have several residences, he or she has only one domicile. It is a person's established home, the place to which one intends to return when absent there from.) (refer to the following questionnaires - Administrative Rules and Regulations - 6.1 - of the Board of Education Policies for further clarification.

2. The child must be between ages of five (5) (on or before October 15th), and twenty-one (21)(Those children who will be five years old on or before October 15th of the current year will be accepted for entrance into Kindergarten, with no exception made to this rule!)
3. An official birth certificate (state seal must be apparent) or other reliable proof of the student's identity must be presented to school officials within 30 days of enrollment.
4. Student health records must meet the rules and regulation as established by the Nebraska Department of Health.
5. Prior to entrance into Kindergarten and the 7th grade a student must have a physical examination and a vision test within the past six (6) months. In lieu of a physical examination, parent(s) or guardian(s) may sign a waiver.
6. All out-of-state transfer students must have a physical examination within the past six (6) months. In lieu of physical examination parents(s) or guardian(s) may sign a waiver

The Board of Education may admit nonresident pupils to the school district without requiring the payment of tuition if such pupils are in the actual physical custody of a resident of the school district and are not residents of an adjoining school district and the school Board of Education determines that the pupils would otherwise be denied guaranteed free common school privileges.

STUDENT HAS THE RIGHT:

1. To attend a public school so long as he assumes the responsibility not to infringe upon the rights of others.
2. To receive, upon the opening of school or at the time of their enrollment, a publication setting forth the major rules and regulations to which students are subject.
3. To have in the classroom an atmosphere conducive to a good learning climate and to participate in a school curriculum, which will provide personal satisfaction for him, give him the knowledge, skills, and understandings adequate for responsible citizenship.
4. To participate with teachers and administrators in recommending school policies and curriculum through advisory councils and student government, where matters relevant to students are being discussed. An individual student has the right to express his viewpoint and recommendation either to the representative body or directly to the school principal.
5. To safety and security to person and property in the confines of the school building and grounds.
6. Of assembly, petition, and expression as long as such action does not infringe on the rights of others or disrupt the instructional program of the school. Student meetings outside of school hours on school property are subject to approval of the school administration of the building and may require the presence of a staff member. Freedom of expression is subject to laws relating to libel and slander. The school is responsible for passing judgment on materials containing commercialism.
7. To be afforded a fair hearing with the opportunity to call witnesses in his/her behalf, and to appeal his/her case in the event of disciplinary action brought against him/her.

A STUDENT HAS THE RESPONSIBILITY TO:

1. Attend school daily, except when ill, and to be on time to all classes. Take maximum advantage of educational opportunities.
2. Express his/her opinion and ideas in a respectful manner so as not to offend or slander others.
3. Dress so as to meet recognized standards of propriety, health, safety, and good taste.
4. Be aware of all rules and expectations regulating student behavior and conduct himself or herself in accordance with those guidelines.
5. Accept the results of any hearing or to follow the provisions for appeal to the next higher authority.

STUDENT EXPECTATIONS

1. **TALK ... WALK ... & ... SQUAWK**Remember to do the following if you are having a problem with another student.
 - a. Talk it out.
 - b. Walk away from the problem.
 - c. Tell an adult
2. Be kind and respect others and their property
3. Be responsible for your actions.
4. Be your BEST and help others to do their BEST.
5. Keep the building and playground clean.
6. Have a positive attitude and enjoy learning.
7. Fighting (verbal or physical) will not be tolerated.

SEXUAL HARASSMENT

Southern Public Schools shall provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment.

The purpose of this policy is to establish clearly and unequivocally that Southern Public Schools prohibits sexual harassment by and of its employees and students. It shall be a violation of school district policy to harass an employee sexually, to permit the sexual harassment of an employee by a non-employee or to harass or permit the harassment of a student sexually.

DEFINITION: If a person uses sexual, vulgar, obscene, or inappropriate (dirty) words, gestures, or actions that make another person feel “uncomfortable” or “unsafe” then it is probably sexual harassment.

Sexual harassment is a time-out or suspensionable offense. Federal and Nebraska School Law make sexual harassment illegal. This includes Title IX of the Education Amendments to the Civil Rights Act, Title VII of the Civil Rights Act, and the Equal Protection Clause of the 14th Amendment to the U.S. Constitution. Sexual harassment examples are:

(The uses of Male/Female or Boy/Girl are interchangeable in each of these cases)

Males harassing females. For example, a boy might say “dirty” things to a girl.

Females harassing males. For example, a group of girls might “rate” the appearance of a boy on a scale of 1 to 10.

Males harassing males. For example, a boy might call another boy a “sissy” because he isn’t good at sports.

Females harassing females. For example, a girl might make comments about another girl’s body because it is developing slowly/quickly, or uses inappropriate “slang” to describe the girl.

Remember one basic rule ... it’s probably sexual harassment if the person feels uncomfortable or threatened as a result of the action, and it doesn’t matter what the person/harasser intended. Other examples of sexual harassment:

- starting sexual stories or rumors about someone

- grabbing, touching, pinching, patting, hugging in a sexual way (kissing)

- calling out “dirty” names or comments about a person’s body

- passing sexual notes, letters or pictures

- telling sexual jokes, suggestions or remarks

- writing sexual graffiti about someone or mimicking in an insulting way

- threats, insults, whistles, rude noises, or sexual gestures

- standing in someone’s way, standing too close, bumping into or brushing against a person on purpose*

- pressure to be touched, going together, go on a date, etc.*

FLIRTING/TEASING & HARASSMENT ... What’s the difference? This is the same as the difference between friendly “kidding around” and bullying. A person may not be trying to make someone feel the way he/she does, but if that’s how she/he feels, it’s sexual harassment. The key is how the person getting the attention feels:

FLIRTING/TEASING causes the receiver to feel:

- good/safe

- happy/attractive

- appreciated/treated like an equal

- in control of what’s happening

SEXUAL HARASSMENT-continued

HARASSING causes the receiver to feel:

bad/scared

ashamed/powerless

sad/ugly

treated like an object/not in control of what's happening

WHAT SHOULD YOU DO if you are sexually harassed?

1. TELL THE HARASSER TO STOP! Misunderstandings happen ... so the first step in stopping sexual harassment is to tell the person to STOP! Say it clearly and firmly, *"I didn't like what you did/said, and I want you to stop!"*

If he/she stops, it's probably not sexual harassment.

If he/she keeps doing/saying it, it's probably sexual harassment.

If the harassment continues, use any or all of the steps below:

2. TALK TO YOUR FRIENDS. It will help you feel better and prevents misunderstandings.
3. Write down everything that happened! Include where it happened, when, and who was there.
4. Avoid being alone with the harasser.
5. TALK TO AN ADULT. A parent, a trusted teacher, the principal, or school counselor can help you plan what to do. For example, you can write a letter to the harasser. Describe what happened, how you felt and what you want the harasser to do. Possibly ask the adult to be with you while the harasser reads the letter.
6. ASK A PARENT TO CONTACT THE PRINCIPAL. Parents may want to file a formal complaint if the harassment continues.

HARASSMENT BY STUDENTS

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

HARASSMENT BY STUDENTS-continued

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Legal References:	20 U.S.C. §§ 1221-1234i (1994)
	20 U.S.C. § 1681 et seq.
	29 U.S.C. § 794 (1994)
	42 U.S.C. § 1983
	42 U.S.C. §§ 2000d-2000d-7 (1994).
	42 U.S.C. §§ 12101 et. seq. (1994).

Cross References:	404.06 Harassment by Employees
	505 Student Discipline
	507 Student Records

HARASSMENT BY STUDENTS INVESTIGATION PROCEDURES

Harassment of students by other students will not be tolerated in the school district.

Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students or individuals who feel that they have been harassed by other students should:

HARASSMENT BY STUDENTS INVESTIGATION PROCEDURES-continued

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - ✓ what, when and where it happened;
 - ✓ who was involved;
 - ✓ exactly what was said or what the harasser did;
 - ✓ witnesses to the harassment;
 - ✓ what the individual said or did, either at the time or later;
 - ✓ how the individual felt; and
 - ✓ how the harasser responded.

Complaint Procedure

An individual who believes he/she has been harassed shall notify his/her respective principal, the designated investigator. The alternate investigator is the guidance counselor. The investigator may request that the individual complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will outline the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

HARASSMENT BY STUDENTS INVESTIGATION PROCEDURES-continued

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternate investigator shall be the investigator.

HARASSMENT BY EMPLOYEES

Harassment of employees, students, volunteers or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in school programs or activities;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment or education; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

HARASSMENT BY EMPLOYEES-continued

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual.

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Legal Reference: 42 U.S.C. §§ 2000e et seq. (1994).
 29 C.F.R. Pt. 1604.11 (1996).

Cross Reference: 103 Equal Educational Opportunity
 402.01 Equal Opportunity Employment
 402.05 Employee Grievances
 403.03 Abuse of Students by School District Employees
 405 Employee Conduct and Appearance
 504.18 Harassment By Students
 505 Student Discipline

HARASSMENT INVESTIGATING AND REPORTING

Harassment of employees and students will not be tolerated in the school district.

Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

HARASSMENT INVESTIGATING AND REPORTING-continued

Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals who feel that they have been harassed by employees, board members, administrators, parents, vendors or others doing business with the school district should communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.

Complaint Procedure

An employee or student who believes that they have been harassed shall notify his/her respective principal, the designated investigator. The alternate investigator is the guidance counselor. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The superintendent, or the investigator with the approval of the superintendent, has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall report to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

Resolution of the Complaint

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case and documenting any disciplinary or other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including discharge.

Conflicts

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator.

If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent's place in the investigation process. The alternate investigator shall report the findings to the board.

ANTI - BULLYING

BULLYING PREVENTION

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

This policy shall be reviewed annually.

[This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, that is protected by state or federal law.]

Legal Reference: Neb. Statute 79-2,137

Cross Reference: 505 Student Discipline

DATING VIOLENCE PREVENTION

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Legal Reference: Neb. Statute 79-2,141

GRADING

GRADE CLASSIFICATION AND PROMOTION PRINCIPLES

The Superintendent and/or Elementary Principal shall determine the grade in which a pupil shall be classified. The final report of school-marks for the year shall state the grade in which the pupil will be placed at the beginning of the following term.

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

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

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

GRADING-continued

Grade placement of students transferring from an approved or non-approved school (home-schooled) shall be the responsibility of the Superintendent, Elementary Principal, or Board of Education in instances where procedural due process is present.

The following criteria shall also be used in making this determination:

1. Formal testing/achievement test scores/grades.
2. Student's chronological age/emotional and physical maturity of the student.
3. Student Assistant Team recommendations.

GRADING SYSTEM

Kindergarten	A - Almost Always S - Sometimes N - Not Yet		
Grades 1	Outstanding Satisfactory Needs Improvement (An X is used to indicate one of these evaluations in each subject area.)		
Grades 2 - 6	Grading will be based on percent; the following scale will be used:		
A+	99 – 100	C-	78-79
A	95 – 98	D+	76-77
A-	93 – 94	D	72-75
B+	91 – 92	D-	70-71
B	87 – 90	F	69 or below
B-	85 – 86	I	Incomplete(s)...will be given when a
C+	83 – 84	student's work for nine week period is not	
C	80 – 82	complete. Failure to complete unfinished work in the following nine-week	
period will result in the failing of that subject.			

Grading in the areas of Reading, Language and Spelling

Letter grades will be assigned to students in the areas of Reading, Language and Spelling when a student enters second grade AND is enrolled in *Reading Mastery 3+* (or higher), *Reasoning & Writing C* (or higher) and *Spelling Mastery A* (or higher).

All students will also be assigned a Proficiency Level in the areas of Reading and Language based on their placement in the curriculum/program.

The Proficiency Levels are as follows:

Beginning: Well below grade level expectations

Progressing: Slightly below grade level expectations

Proficient: Meeting grade level expectations

Advanced: Exceeding grade level expectations

Alternative grading may be used for students with IEP, as decided by the students IEP team.

STUDENT AWARDS

Students will be recognized for excellent achievement at one Awards ceremony at the end of the year in May. Teachers may present classroom achievement awards along with the school awards.

REPORTING GRADES AND STUDENT PERFORMANCE

1. Reporting of grades is done on a quarterly system. Grade reports will be done at the end of each nine-week period. At the end of the school year, "report cards" will be held in the office until all bills and fines are paid (i.e. library fines, textbook fines, lunch bills, etc.)
 2. Mid-Quarter Scholastic Reports are also a part of our system of indicating pupil progress. These reports will be mailed/sent home with students during the fifth week of nine week period.
 3. Another method of reporting to parents, and the one that best reports the pupil's social and academic progress, is the "Parent-Teacher Conference." Conferences will be held during the first and second semesters.
- This may be the closest contact that teachers have with the parents of their students, and should serve as a means of better understanding the students with whom they are working.

Web-Site Viewing of Student Grades and Attendance

Parents and students may view grades and attendance through the schools Power School computerized program and the school's Web Site. Parents will be given passwords per parent's request to allow the viewing of their student's grades and attendance. These passwords must be kept confidential. Should anyone be found tampering with the system or using the system in an unlawful manner, such persons will be subject to any such criminal prosecution as provided by law and future access to the systems will be denied

SCHOOL HOURS

School will take up at 8:15a.m. and dismiss at 3:30 p.m. each day.

Students may not enter the school building before 7:45 a.m the doors will remain locked until that time.

Students shall not remain in the building after school has been dismissed unless they are under the supervision of a teacher or sponsor. A bell will ring at 8:15 a.m. indicating the start of the school day and all students should be in their assigned areas by, or before, 8:15 a.m. Any student arriving after 8:20 A.M. is considered tardy.

ADMITTANCE TO THE PLAYGROUND

Supervision in the lunchroom begins at 7:45 a.m. and on the playground at 8:00 a.m. Children who walk, or children who are dropped off to school should not arrive before this time unless special arrangements have been made for supervision inside the school building.

COMPULSORY ATTENDANCE

Any child who will reach six years of age prior to January 1 of the current year and who has not reached eighteen years of age shall meet the requirements of mandatory school attendance. Any such child shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control, or custody of the child.

Any child of mandatory attendance age must by law regularly attend a public, private, denominational, parochial school or a combination of such schools not less than the entire school term of the school(s) which the child attends. This does not apply to a child who has obtained a high school diploma or received a General Equivalency Diploma, completed the program of instruction offered by a non-accredited or non-approved school, has reached the age of 18, or who is at least 16 years old and whose parent or guardian has signed a notarized release discontinuing the enrollment of the child.

Excusal from the "full-time" requirement of the compulsory education law can be granted by the superintendent for a child between 14 and 16 years of age having completed the work of eighth grade when legal employment due to necessity has been obtained by the student and such a request has been made by a parent/guardian.

WITHDRAWAL TO AGE 6

The parent/guardian of any child who will not reach six years of age prior to January 1 of the current school year and who is enrolled, may discontinue that enrollment according to procedures provided by the district.

MINIMUM AGE

The district will not admit any child into kindergarten unless

1. the child will reach the age of five years on or before October 15 of the current year (on or before July 31 of the current year beginning with the 2012-13 school year) [, or
2. the child will reach the age of five years by February 1 of the current year (October 15 of the current year beginning with the 2012-13 school year), and;
 - a. the parent provides an affidavit stating that the child attended kindergarten in another district, or
 - b. the family will be relocating to another district that allows admission within the current year

Legal Reference: Neb. Statue 79-201 et seq.

Cross Reference: 502 Student Admissions

ATTENDANCE (STUDENTS) RULES & REGULATIONS

On a regular student day students arriving after 8:30 am will be counted as absent, those arriving before that time are considered tardy. Students leaving after 3:00pm are considered in attendance for a full day.

Three tardies will be counted as one day of absence.

STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences other than documented illness shall count as days in attendance for purposes of addressing excessive absenteeism, except for notification of the county attorney in policy 503.04.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work, within guidelines of the student handbook. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school for *[the full day or one half day]* the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Neb. Statute 79-209
 NDE Rule 10.012.01B

Cross Reference: 505 Student Discipline
 506 Student Activities
 507 Student Records

EXCUSED/UNEXCUSED ABSENCES

A student must report in to the school office when they have been absent from class. The parent or guardian of the absent student must contact the school to inform the office of the reason for the student's absence. This must be done by the time the student reports to the school office for a pass to class. The parent or guardian may do this by either a written note with the parent's signature or by placing a phone call to the elementary school office. Failure to do so may result in a student receiving an unexcused absence.

Students who have had medical appointments (doctor or dentist) should supply the school with a note from their medical practitioner which states the date and time of the appointment. This should be presented upon the return of the student to school. These notes are kept in a file in the office and are used in cases where student's absences have exceeded the number of absences allowed by school policy. Should the notes not be presented to the school, credit for classes may be withheld if a student misses more than the allowable days per semester.

Unexcused absences are determined by the Principal and are issued to students who do not have a viable reason for non-attendance at school.

Notes sent by parents/guardians with students do not necessarily warrant excused absences.

The following examples are to be used as guidelines for excused or unexcused absences. They are in no way to be considered complete, but are for informational purposes. The principal will make the determination if an absence is excused or unexcused.

A. Examples of Excused Absences:

1. Illness
2. Doctor, Dentist, Orthodontist, Counseling Appointments,
Etc. (work to be made up in advance)

EXCUSED/UNEXCUSED ABSENCES-continued

3. Funerals
4. Family emergencies where the student is needed at home.
5. Other instances not covered are to be brought to the attention of the Elementary School Principal, prior to the absence.

B. Examples of reasons for Unexcused Absences:

1. Oversleeping
2. Working
3. Shopping
4. Hair appointments
5. Study for another class
6. Babysitting
7. Attending Music Concerts (non-school related)
8. Turning in an excuse signed by someone other than the parent or guardian.

EXCESSIVE ABSENTEEISM

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed in collaboration with the county attorney for the district's principal office location, is an attempt to address the problem of excessive absenteeism. This policy shall include a provision indicating how the district and the county attorney will handle cases in which excessive absences are due to documented illness that makes attendance impossible or impracticable

Excessive absenteeism is the failure to attend school for the minimum number of days established in the school calendar by the board, without a reasonable cause.

The superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has accumulated a total of five unexcused absences per quarter or the hourly equivalent of five absences, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. A meeting or meetings between the school attendance officer, school social worker (or school principal or a member of the school administrative staff, if the school has no social worker), the student's parent/guardian and the student (if necessary) to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes such as alternative educational programs to solve the excessive absenteeism problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem by a school social worker (or principal or administrative staff member) to identify conditions contributing to the excessive absenteeism problem. If services for the student and student's family are determined to be needed, the investigator shall meet with the parent/guardian and child to discuss any referral to appropriate agencies to remedy the conditions.

If the student is absent more than twenty unexcused absences days per year, or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which such person resides.

EXCESSIVE ABSENTEEISM-continued

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

The superintendent shall report on a monthly basis to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

Legal Reference: Neb. Statute 79-208 and 209

NDE Rule 10.012.01B

Cross Reference: 411.03 Truancy Officer
505 Student Discipline
506 Student Activities
507 Student Records

ABSENCES AND MAKE-UP WORK

Regular student attendance is an important factor in determining success at school. When a student is absent, many aspects cannot be "made-up" and therefore, the learning process is impeded. Parents and guardians are encouraged to contact the school prior to their student's absence.

If a student is absent, parents or guardians are requested to call the school office as soon as possible after 8:00 a.m. to let the school know about the absence. If contact is not initiated by the parent/guardian, school personnel will call the home of any student who is not in attendance. When a student is absent and a parent/guardian calls to school for homework, we will have the assignments ready to be sent home when it is feasible for the classroom teachers to compile the homework assignments. A student will be given two (2) days to make up the work missed for every one (1) day of absence.

LEAVING THE BUILDING

Every student must get a permit to leave the building when he leaves school ... there is no exception. The permit must be obtained from the Principal's office.

A note from home or parental contact is necessary that must be directed to the office.

Also, this office has the policy of contacting someone to take the responsibility of this student when he does leave the school. Caution is used in releasing pupils into the custody of strangers. Parents will be notified immediately of such requests, and if they cannot be reached, the Superintendent will be called.

WITHDRAWALS AND TRANSFERS

Information regarding moves, which would involve a child's withdrawal from school and transfer to another school, should be reported along with the anticipated date of change by the parent.

VISITORS

All visitors (this does not include registered students or Southern Board of Education members) who are not employed by the Southern School District who enter the elementary building must go immediately to the principal's office. All persons must then sign their name on the ledger provided at the main desk including arrival time. Upon departure from the building they are to note on the ledger the time that they are exiting the building. This procedure is to be followed between the hours of 8:00 am and 4:00 pm.

VISITORS-continued

Any visitor who will be leaving the principal's office to go to other areas in the building must be issued a visitor's pass, which the visitor must display when in the building. This pass must be returned to the Principal's office at the time the person exits the building.

On special event days, like the Grandparents Luncheon and Awards Ceremonies, the above does not apply.

Student Guests:

With the exception of parents/guardians, students are not allowed to have visitors accompany them to classes. A teacher may invite a student guest for a specific curriculum purpose, however; the guest's visitation must be approved by the administration.

CHANGE OF ADDRESS

Whenever there has been a change of address, telephone number, doctor or emergency procedures, this information should be reported to the Principal's office immediately.

BREAKFAST AND LUNCH

Breakfast is served from 7:45 AM to 8:10 AM. Classes begin at 8:15 sharp and students are to be in their classrooms. We realize that there is occasionally a problem concerning buses arriving at the Elementary school by 8:20. Bus schedules change daily according to road conditions and students being on time at the bus stops. The bus drivers will try their best to have students on time for breakfast, but please be aware that there may be days that this is not possible. *Whenever school begins later due to inclement weather, teacher in-service, etc., breakfast will not be served.*

Students are not required to eat the lunch served at school. They may bring their lunch from home; however, they are required to eat their lunch in the lunchroom. Parents or guardians of students may bring food to school only for their son or daughter. Federal guidelines prohibit commercialized food from being shared with other students. Therefore any commercialized food brought to school during the "lunch" time period must not be shared with other students.

Violations of this policy could be very detrimental to the hot lunch program status and could result in the cancellation of the program. If you have any questions about what is allowable, please contact the Cafeteria Manager or the Principal's office prior to bringing commercialized food to school.

A computerized lunch system has been implemented in our schools. This is a prepayment program. With this system, each family will bank money to an account and as each student goes through the lunch line, the cost of each breakfast or lunch will be subtracted from the family account total. Each family will have one account on the computer to cover all members of their family in both the elementary and secondary buildings.

A milk/juice break is available each morning for students K-2. "ALL" students are required to pay for their milk or juice. Milk is served on Monday, Wednesday, and Friday - Juice is served on Tuesdays and Thursdays.

In accordance with Federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

MONEY AND VALUABLES AND OTHER POSSESSIONS

Students should turn lunch money, etc. over to their teachers promptly, for safekeeping. When it is necessary to send money to school with children, clearly mark the envelope with the child's name. The school cannot replace money and valuables lost at school. All lost and found items should be taken to, or claimed at the office. Items remaining at the end of the year are donated to a charitable organization.

No TRADING of personal belongings is allowed for any reason.

USE OF TELEPHONE

Unless an "emergency" arises, students will not be given permission to use the phone. If a teacher gives permission, the office secretary will make the call. Also, the secretary will dial all long distance personal calls for students and charges will be reversed.

Parents are asked not to call, except to leave a message, unless it is an emergency. The office will take a message and relay it to the student. The phone in the office is a business phone and should not be used for friendly chats.

DIRECTORY INFORMATION

Southern Public Schools does not publish a student directory for general distribution. Our directory information is designed for use internally within the school district.

NOTICES TO PARENTS

There will be informational messages sent home with the children from time to time. We encourage your child to get them home in readable form, and also ask parents to show an interest by reading the notes.

DAMAGE TO SCHOOL PROPERTY (Textbooks, school materials, etc.)

Students shall be held responsible for all school property, which they check out from school, and will be expected to reimburse the school for lost or abused items. Willful damage or breakage of school property will result in the offender being billed for the damage.

FIELD TRIP SPONSORS

Tobacco (alcohol/illegal drugs) in any form will not be used by sponsors at anytime during a field trip. This includes rest stops, restrooms, eating establishments, etc. Only parents or legal guardians may be field trip sponsors. The Principal can only give permission for special situations.

CLASSROOM PARTIES

If school is canceled due to weather, Halloween, Valentine's, etc., parties will be held the first day students return to school.

TEACHER PARTIES

Students planning a birthday party for a teacher need to talk to the principal before making plans. The principal will inform the students about teacher party guidelines.

PARTY INVITATIONS

Any student having a party involving other students should give invitations to these students outside of school time. Party invitations will NOT be allowed to be handed out in school. Groups of three or more students going home on a bus different from their own create problems on the buses. If you are planning a party, or other group function, please make arrangements for students to reach your home other than on the school bus.

GIFTS FOR STUDENTS (Balloons, flowers, etc.)

Gifts arriving at school will not be given to students until the last 15 minutes of the school day. Balloons will not be allowed to go home on school buses.

Flowers in glass vases must be taken home in a protective covering (paper or plastic bag). Students should not bring gifts for other students to school unless it is a class function (Christmas party) or if a present can be given to each student in the classroom. If a student wants to give another student a special gift, it should be done outside school time.

MOVIES

The only movies that can be brought to school by a student must have a "G" rating. To watch a PG or PG-13 rated movie, the teacher must contact each parent and get written permission that their child may watch the movie.

HEALTH

All students receive an annual visual, hearing, and dental screening at school. If problems are noted, there will be a follow-up testing. Parents will be notified of any defects found.

Prior to enrolling in the Southern Public Schools, all students are required to be immunized against Measles, Mumps, Rubella, Poliomyelitis, Diphtheria, Pertussis, Tetanus, Hepatitis B, and Varicellia (Chicken Pox - or - have written documentation from parent or guardian that the child has had the disease).

When entering Kindergarten, or transferring into Southern Elementary from out of state, every child will be required to have a physical examination by a medical doctor and a vision exam by an eye doctor.

Any student not in compliance shall not be permitted to continue in school. (State Law Code No. 79-444.01) The school will supply forms for these examinations and immunizations.

HEALTH-continued

Exemptions shall be granted for:

1. Students who are in the process of obtaining needed immunization provided the continuation of necessary immunizations be as rapidly as is medically feasible and is documented by a written statement from the student's immunization provider which shows the scheduled dates to complete the required immunization series. Failure to receive the necessary immunizations as rapidly as is medically feasible shall result in exclusion of the student from attending school until either documentation of immunization or a medical statement or a religious affidavit is provided to the school. The time interval for the completion of the required immunization series shall not exceed nine (9) months.
2. A statement signed by a physician licensed under the Uniform Licensing Law stating that, in the physicians' opinion the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household. (A form can be obtained from the school office).

An affidavit signed legally by an authorized representative of the student, stating that the immunization conflicts with the personal and sincerely followed religious beliefs of the student. (A form can be obtained from the school office).

MEDICATION

Southern District #0001 schools believe that the responsibility for prescription, possession, and administration of a student's medicine lies with the parent and physician. However, the school also recognizes that certain situations may occur in which it is necessary for medicine to be administered to a student during the regular school day.

Due to the passage of the Medication Aide Act (Title 172, Chapter 95), which became effective July 1, 1999, medications cannot be administered to your child at school, unless the school has a signed authorization from your doctor and a parent/guardian. **The medication must be sent in the prescription bottle with each individual child's name, the name of the medication, dosage, route to be given and times to be given.** Medication Permissions and Administration Forms are available in the office in the event your child will need medications at school.

All medication and instructions should be taken to the school office, whenever possible by the parent/guardian. Medication cannot be transported by the student with the exception of asthmatic or diabetic meds and/or supplies accompanied by the proper authorization forms signed by physician and parent. Any medication or drugs, in question, in possession by any student will be seized and held in the office until the parent is notified and proper protocol is followed.

SICKNESS OR INJURY

All students are required to furnish the school with emergency information, such as the family physician, where parents can be located, and other necessary emergency instructions.

Students who become ill at school will have parents or emergency contacts notified to pick them up. In case of injury or emergencies requiring immediate attention for the victim, every effort will be made to contact the parents obtaining permission to have the child treated by an available physician.

Students showing symptoms of a contagious disease will be sent home. School officials will require a physician's statement before allowing such students to return to school. Diseases could include: Measles, Rubella, Mumps, Chicken Pox, Scabies, Scarlet Fever, Impetigo, Ringworm, Pink Eye, and infectious Mononucleosis.

HEAD LICE AND NO-NIT POLICY

If a student is found to have Head Lice by the teacher, school nurse, office personnel, or principal, the parents/guardians will be notified and the child will be sent home and must have treatment. The recommended treatment is any type of over-the-counter insecticide lice shampoo containing pyrethrins. Such as "Nix Creme Rinse" which no longer requires a doctor's prescription.

First Head Lice Infestation: The student may return to school with proof that insecticide head lice shampoo containing pyrethrins was used (empty box or bottle) and there is no visible sign of lice or nits. This makes the child no longer contagious.

HEAD LICE AND NO-NIT POLICY-continued

Second Head Lice Infestation: If the student is sent back home a “SECOND” time within weeks of the first head lice infestation, a release by a physician will be needed before the child can be readmitted to school.

Third Head Lice Infestation: If the student is sent back home a “THIRD” time within weeks of the second head lice infestation, a release by a physician will be needed before the child can be readmitted to school and, according to the decision of the Principal, the Department of Health and Human Services will be contacted.

ATTENDANCE: When a student is sent home because of head lice, each will be counted absent from the time he/she leaves school until he/she returns. Southern Elementary attendance policy states: “*Students who are absent for more than twenty (20) school days during a school year will not receive academic credit for the current school year.*” If the twenty (20) absences are partly due to recurring head lice, then it is the decision of the Principal to turn the student’s attendance records over to the Department of Health and Human Welfare.

HEAD LICE CONTROL AT HOME

First, check all family members and individuals that are closely associated with infested individuals to determine the extent of the infestation. An infested person will most often have lice eggs (nits), which are about this size (.) firmly attached to the hair shafts, particularly around the back of the neck and behind the ears. Eggs or nits have a light tan or dandruff-like appearance. However, dandruff can easily be blown away, but lice eggs will stay attached to the hair shaft. You may also locate live head lice that are grayish to clear colored and are about this size (=) on the scalp.

Second, treat all infested individuals with either an over-the-counter insecticide head lice shampoo containing pyrethrins or you may obtain a stronger prescription shampoo through your physician. In either case, be sure to follow labeled or prescribed instructions completely since much of the success in controlling these insects will depend on how well the treatment instructions are followed.

Third, use a fine-toothed, specially designed nit comb (metal combs are best) after each treatment to eliminate as many nits as possible from the hair, thus reducing the chance for head lice survival. These combs are available through any drug store.

Fourth, machine-wash in hot water (over 130 degrees F) all coats, hats, scarves, pillowcases and other clothing possibly coming in recent contact (48 hours) with the head of an infested person. Items that cannot be washed can be tightly sealed in plastic bags for two weeks, which will kill all eggs (nits) and live head lice.

Fifth, soak all combs, brushes and other hair care items for an hour in either an insecticide head lice shampoo solution or heat the articles in water to 130 degrees F for 5-10 minutes.

Sixth, thoroughly vacuum couches, chairs, mattresses and other furniture that may have been in contact with infested persons or garments. When lice are accidentally dislodged onto these objects, survival rarely exceeds two days. The eggs (nits) rarely hatch at room temperature.

Seventh, children should be encouraged not to share combs, brushes, caps, and other hair care and clothing articles that come in contact with the head.

Eighth, if it appears that the head lice are not being controlled by the shampoo treatment, switch to a different product and check to make sure ... ALL ... of the steps above are being followed.

Note: The above eight steps are recommended by the Nebraska Department of Health.

SELF RESPONSIBILITY AND REGULATIONS

ACCIDENT INSURANCE

All students are given an opportunity to enroll in a school accident benefit plan. It is issued at the beginning of the year. Full-Time Coverage is a 24-hour plan provides coverage around the clock while at school, at home or away, including the summer vacation period. It includes coverage for all sports except Senior High football. It covers loss resulting (independently of sickness and all other causes) from accidental bodily injuries received by the insured while covered under the policy.

School-Time Coverage covers accidents occurring enroute to and from school, on school ground, or at sponsored activities are covered. This policy also covers all interscholastic and intramural athletics except Senior High football.

ACCIDENT INSURANCE-continued

Extended Dental Accident Coverage may be purchased as a supplement to either the student accident plans or as a separate plan. Optional Life Insurance - See attached brochure. Contact your school's office for more information.

DRESS AND APPEARANCE CODE

Students should come to school clean in his/her person and dress. All students should take pride in their personal grooming. An individual's dress, personal appearance and cleanliness, like his/her behavior, should reflect sensitivity to and respect for others. Good appearance stimulates good behavior and proper clothes encourage self-confidence. Appearance, which is disruptive to the educational process or endangers the safety or health of self or others, is not allowed.

1. The following areas that is unacceptable:
 - a. Any gang related symbol worn, written, carried, displayed, or communicated will not be tolerated. (gang related symbols may include hats, caps, coats, jackets, sagging pants (below the hips), bandannas, and/or handkerchiefs.)
 - b. No student shall wear clothing that shall expose the back, chest, or expose the midriff, or clothes that are torn, ripped or that expose undergarments. Shorts will loosely cover the entire buttock region and reach mid thigh. Shorts will be made of such material that undergarments cannot be seen through the shorts. **Spaghetti strap top or tank tops are not permitted.**
 - c. No student shall wear see-through clothing unless proper opaque undergarments are worn so that the torso is not visible.
 - d. No students shall wear clothing, which promotes the use or advertisement of alcohol, drugs or tobacco.
 - e. No student shall wear clothing, which contains written comments or designs that are obscene, lewd, or vulgar, or which contain innuendoes or reference to, or about sexual activities.
 - f. No student shall wear caps or hats in the school building between the hours of 8:00 a.m. and 4:00 p.m. Students may bring hats or caps into the school building; however, these items must be stored in the locker during the school day. During special events days during the school year administration may allow the wearing of hats. (i.e. homecoming week, special dress-up days) {caps or hats may be confiscated if worn at improper times}
 - g. No student will be permitted to wear Heely Skate Shoes to school.
 - h. No student will be permitted to wear pajama bottoms or flannel pants.
2. Due to recent decisions identifying and clarifying the rights of all members gathered in public schools, the wearing of any clothing, which disrupts the educational process, is prohibited. For example, if an instructor decides that an article of clothing bears a message that any student in the class would find objectionable, or that the instructor finds objectionable, then the educational process has been affected. The student will be asked to discuss the situation with the SHS administration. A decision will be made to (1) allow the clothing; (2) ask that the clothing be covered or turned inside out if possible; or (3) request that the student return home, with parental permission to change the clothing or be asked to wear a school supplied shirt. Students required to go home to change will have to make up detention time for school time missed.
3. Students will not be allowed to have beepers, cellular phones, or other electronic devices that are interfering with the educational process. (Any device taken from a student will only be returned to the student's parents.)
4. Because teams and groups represent the student body as a whole in the eyes of the public, coaches/sponsors of these groups may make special dress and grooming regulations which students are expected to follow if they wish to participate.
5. Students will not be allowed to wear chains of any type on or connected to their clothing.
6. In cases where safety rules concerning dress and grooming are necessary, students must abide by them.
7. Students refusing to comply with these standards will be asked to leave school until a conference can be arranged between parents, staff and administration.
8. It is the responsibility of the parents/guardians and students to wear each day the proper outdoor apparel.

The following is a list of regulations regarding proper wearing apparel.

No shorts, capri's, bermuda shorts or flip-flops are to be worn between Oct 15 - March 15th.

a. SHORTS

Short shorts above mid-thigh are not allowed.

Cutoffs must be neatly hemmed up.

Form fitting (biker) shorts or slacks is not allowed ... unless covered with a mid-thigh length shorts/skirts.

DRESS AND APPEARANCE CODE-continued

Shorts must be visible under the shirt being worn.

b. SHIRTS

Shirts must have a back, not just a connecting strap.

Shirts should not expose the belly or waist area.

Tube tops are not allowed.

Mesh shirts or jerseys with arm large holes must have a shirt (without holes) underneath it.

c. *SHORT SKIRTS* ... above mid-thigh are not acceptable.

d. *FIELD TRIP CLOTHING* ... will be left up to the classroom teacher.

e. *MAKE-UP*: Students are not permitted to “apply” make-up at school.

SUGGESTED APPROPRIATE COLD WEATHER CLOTHES FOR PLAYGROUND

Body Coats (not light jackets), insulated sweatshirts /jacket combinations.

Head/Ears Stocking caps, earmuffs, hoods, caps with ear covers

Hands Gloves or mittens

STUDENT CONDUCT

CELLULAR PHONES AND ALL ELECTRONIC DEVICES

Cellular phones and any electronic device are not allowed in the building during the school day. (School day for this purpose is defined as the time period between the hours of 8:10 a.m. through the end of the school day.)

Students may check their cell phones in to the office and may pick them up just prior to exiting the building. Cell phones will need to be turned off at the time the student checks in the phone. Should a student need to use his/her cell phone during the school day, the use of the phone will be restricted to the office area.

By bringing cell phones and other electronic devices to school, the student and parents consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules. Southern schools prohibits sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device.

1st offense-1 day Inschool suspension & parents pick up cell phone

2nd offense- 2 days Inschool suspension, parents pick up phone & cell phone must be checked in office for 10 days.

3rd offense and after- refer to pages 21-22 suspensions, expulsion

CLASSROOM, HALL & BUILDING CONDUCT

1. Students are to report to class on time and be quiet and in their seats when the bell rings.
2. Respect is shown for teachers/staff at all times.
3. All students needing to go anywhere in the building must first acquire permission from a teacher.
4. No running, pushing, loud talking, or loitering will be allowed in the halls.
5. Students should keep to the right when using the halls.
6. **NO TOY GUNS.** Students shall not be allowed to bring any kind of toy weapon, gun, water pistols, etc., to school unless authorized by a teacher for class use (ie. plays, skits, etc.)

SCHOOL LUNCH PROCEDURES

Students are not required to eat the lunch served at school. They may bring their lunch from home; however, they are required to eat their lunch in the lunchroom. Parents or guardians of students may bring food to school only for their son or daughter. Federal guidelines prohibit commercialized food from being shared with other students. Therefore any commercialized food brought to school during the “lunch” time period must not be shared with other students. Violations of this policy could be very detrimental to the hot lunch program status and could result in the cancellation of the program. If you have any questions about what is allowable, please contact the Cafeteria Manager or the Principal’s office prior to bringing any commercialized food to school. The following are the expectations for students in the lunchroom.

1. Students are expected to enter and exit the lunchroom quietly and orderly, and use quiet and normal conversations.

SCHOOL LUNCH PROCEDURES - continued

2. Students are expected to stay seated, raise hand for assistance, use good table manners and be considerate of others at all times.
3. Students are expected to spend at least 15 minutes at the lunch table to eat, and allowed up to 30 minutes to finish their lunches.
4. Students are encouraged to eat as much of their lunch, and drink as much of their milk as they can, and are expected to clean up their eating areas and empty their trays. Trading food and drinks are not allowed
5. Carbonated beverages are not allowed according to State regulations.

PLAYGROUND RULES

In addition to the aforementioned policies and regulations, a list of playground rules also applies to all students. They are as follows:

1. TALK, WALK, or SQUAWK ... to settle all problems on the playground.
2. All playground equipment shall be used in an appropriate and safe manner.
3. Football/tag games shall be ... TOUCH ... only.
4. Do not throw objects on school property at any time (i.e. gravel, sand, sticks, snowballs).
5. Students must wear overshoes or rubberized boots to go off the blacktop in wet weather.
6. All students are to remain on the school playground at all times during recess.
7. Tumbling stunts are not allowed.
8. BALL PLAYING: Basketball hoops and backboards are for basketball games, NOT climbing. East blacktop hoops for 5th & 6th, West blacktop hoops for K-4 students. The north hoops are for 3rd grade or younger. Baseballs (hardballs) and bats are not allowed.
9. Student rights will be respected and observed. For safety reasons, teachers/paraeducators on playground duty are in charge and will handle any event not covered in these rules.
10. If any of the games being played become too physical in nature and injuries occur, that game will be subject to being banned from further play at the principal's discretion.

CONDUCT AT LOCAL HIGH SCHOOL EVENTS

Southern Public Schools earnestly solicits parental support for the supervision of their own K-6 youngsters who are attending high school sports events.

Football Games: Children should sit in the bleachers and stay behind the wire that surrounds the football field. At "no time" should they be on the track area, football field or in the end zone. Students should not play on "the hill" southwest of the football field.

Volleyball-Basketball-Wrestling: During volleyball, basketball and wrestling events, elementary students lose interest in the games and turn their energies toward the Commons area for play with reckless abandon. This interferes with concessions traffic, increases custodial cleaning, and at times could interfere with the progress of the games and possibly cause injury to themselves or someone else. Parents are requested to establish the ground rules for seating their youngsters during the game(s).

Softball games: Children should sit in bleachers or in bleacher area. At no time should they be in parking lot or other ball field. Students are there to watch the game.

Any child causing a problem at any activity may be required to leave the activity.

CONDUCT AT OUT-OF-TOWN EVENTS (ie. field trips)

A student must remember that he is representing the entire school while attending out-of-town events as well as when attending an event at home. Students will refrain from excessive noise or disturbances. Upon arrival, students should stay with their groups and conduct themselves properly. All students should observe the stadium or gym rules of the host town or those of your own school.

BUS REGULATIONS AND DISCIPLINE

All students in the Southern Public Schools who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior, which distracts the driver, is a very serious

hazard to the safe operation of the bus, and as such, jeopardizes the safety of all the passengers. Students must understand that riding the bus is a privilege, not a guaranteed right, provided by the district.

BUS REGULATIONS AND DISCIPLINE-continued

Students riding the bus home will have a set stop in the afternoon. We will not deviate from this at all. If your student needs to go somewhere else afterschool(that's not their set stop) you will need to make other arrangements.

1. Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Pupils must be on time. The bus cannot wait beyond the regular scheduled time.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Pupils must not try to get off the bus, or move about within the bus while it is in motion.
6. Pupils must observe instructions from the driver when leaving the bus.
7. Any damage to a bus by a student must be paid for by the student responsible for the damage.
8. Glass items are to be protected against possible breaking and injury to riders.
9. Pupils must not at any time extend arms or head out of bus window.
10. The driver will not discharge riders at places other than the regular bus stop near the home, or at school.
11. Inflated balloons are not allowed on the bus.
12. Except for ordinary conversations, classroom conduct is to be observed along with all School District #001 rules and regulations.

Common School Bus Infractions:

<i>Defiance of School Rules</i>	<i>Talking at R.R. Crossings</i>	<i>Profanity</i>
<i>Refusing to Obey Driver</i>	<i>Throwing Objects Out of Bus</i>	<i>"Horseplay"</i>
<i>Failure to Remain Seated</i>	<i>Throwing Objects on Bus</i>	<i>Disrespect to Others</i>
<i>Bothering Others</i>	<i>Hanging Out of Wind</i>	<i>Loud Distracting Talk /Noises</i>

If a student is cited and officially written up (school bus incident report) for any of the above infractions the following procedure may happen:

- 1st OffenseParents are notified.
- 2nd OffenseConference with the Principal. Permanent assigned bus seat.
- 3rd OffenseStudent will be removed from riding the school bus for one week (5 school days).
- 4th OffenseStudent will not be allowed to ride the school bus for thirty (30) school days.
- 5th OffenseStudent will not be allowed to ride the bus for the remainder of the school year.

Disciplinary action will be taken when students fail to follow any of the above rules and regulations, which by the severity of the infraction, may result in "immediate" suspension from the bus by decision of the Superintendent and/or the Principal.

USE OF BUSES

It is the policy of the school to use buses for transportation of students to activities away from school. The only exception is when small groups attend meetings, which require the use of only one or two cars. When a student or students ride a school vehicle or a school approved vehicle to a school sponsored function, they must ride home on that vehicle, unless they are released into the custody of their parents or legal guardian under one (1) of the following conditions.

1. The parent or legal guardian (in person) gives a written note to the activity sponsor at the site of the activity.
2. The activity sponsor has been notified by the Principal or Superintendent, that the student is to be excused from riding home on the school vehicle.
3. Groups of three or more students going home on a bus different from their own create problems on buses. If you are planning a party or other group function, please make other arrangements for students to reach your home other than on the school bus. We will not allow students to get off at any other stop.

STUDENT CONDUCT

PICKING STUDENTS UP DURING SCHOOL HOURS

On days that school is in session, the area directly in front of the main doors is a Loading zone. Students may be dropped off in front of the school only. If you need to enter the school for business, vehicles are to be parked in the parking areas to the North and East of the Elementary, between the hours of 7:45 a.m. and 4:00 p.m. This is a SAFETY matter for your children; please abide by this by not parking in front of the school.

Students who are picked up by parents or who walk home after school will not be dismissed until all buses have left the loading zone. In emergencies such as doctor, dentist appointments, etc., parents/guardians must come into the building and personally escort their child/children from the building and walk them to their car while the school buses are in the loading zone.

ELEMENTARY SCHOOL DISCIPLINE & PERFORMANCE PROGRAM

The purpose of this program is to follow a systematic, consistent, fair approach to improve student performance and create a productive learning environment. Students are expected to comply with the three general "Student Performance Goals". Each teacher will determine what specific behaviors relate to these general goals based upon their grade level. This program will contain performance goals. A strike is a generic term used to indicate a tally system. Younger grades may use flip cards while older grades may use strikes. Performance strikes will be tallied on a daily basis with a "new start" each week for kindergarten through second grade students, every two weeks for third grade students, and every quarter for fourth through sixth grades. Behavior strikes accumulate throughout the school year. This program is designed for minor inappropriate behaviors and classroom responsibility. More severe behaviors will be referred to the office and handled according to the discipline section of the Parent/Student handbook.

At the end of each 9 weeks a performance party will be offered to all students with 3 or less strikes.

STUDENTS PERFORMANCE GOALS

1. Respectful
2. Safe
3. Responsible

Levels, Strikes, and Consequences

Level 1

Strike 1-10 minutes from recess or until the assignment is completed

Strike 2-15 minutes from recess or until the assignment is completed

Strike 3- Miss an entire recess

After Strike 3, the student will telephone their parents explaining that they reached three strikes and will enter the "Reach for the Stars program".

"Reach for the Stars"

The student must use a daily assignment notebook provided for them.

At the beginning and end of the day the assigned teacher will assist the student with their assignment notebook.

The student will continue in the program as deemed necessary by both the teacher and the student.

Positive reinforcement will be awarded to students who check with the assigned teacher every morning & afternoon.

Level 2

4th Strike –Entire recess

5th Strike- Entire recess

6th Strike- Entire recess

After strike 3 on this level, the student will telephone their parents explaining that they have earned a total of six strikes. Depending upon the circumstances, a parent meeting may be arranged at a reasonable time either after school or before school to discuss an alternative plan to encourage student performance goals.

Student Behavior Goals

1. Respectful
2. Safe
3. Kind

Levels, strikes and Consequences-EVERY BEHAVIOR STRIKE REQUIRES A PHONE CALL HOME

Level 1

Strike 1- miss entire recess

Strike 2- miss entire recess

Strike 3- miss recesses for two days

After strike 3 written notification will be sent home to parents reminding the parents and student that after 5 strikes loss of all extra activities will occur.

Level 2

Strike 1- miss recess for one day. A copy of the strike sheet will be mailed to parents.

Strike 2- miss recess for two days. A copy of the strike sheet will be mailed to parents.

Strike 3- miss recess for three days. A copy of the strike sheet will be mailed to parents.

ELEMENTARY SCHOOL DISCIPLINE & PERFORMANCE PROGRAM -continued

After strike 3 level 2, A PARENT MEETING WILL BE ARRANGED AT A REASONABLE TIME EITHER BEFORE OR AFTER SCHOOL.

5 OR MORE STRIKES- LOSS OF ALL EXTRA ACTIVITIES- i.e. FIELD TRIPS.

SUSPENSION AND EXPULSION

The Southern School District's Board of Education Policies regarding student discipline are in compliance with the Nebraska Statutes 79-4170 to 79-4205. Briefly, these statutes state there are three types of suspension: (1) emergency exclusion, (2) short-term suspension, (3) long-term suspension, and (4) expulsion. The Board may authorize the exclusion, suspension, or expulsion of any pupil from school for conduct prohibited by the Board of Education's rules and standards as long as the action shall comply with the procedures required by this act. The Superintendent or Principal may deny any student the right to attend school or to take part in any school function for a period of up to five (5) school days.

1. Using violence or threats.
2. Willfully damaging property or stealing.
3. Causing or attempting to cause physical injury to a school employee or student.
4. Threatening or intimidating a school employee or student.
5. Knowingly possessing or handling an unauthorized weapon in an unauthorized manner.
6. Unlawfully possessing, selling, dispensing or using a controlled substance or alcohol.
7. Engaging in unlawful activity that poses a danger to others or interferes with the school process.
8. Gross disrespect or insubordination toward a school employee.
9. Possession, distribution, or use of tobacco on school property or at a school sponsored event.
10. Unsportsmanlike conduct involving visiting teams, representatives of other schools, or guests of the school.
11. Excessive or chronic absenteeism.
12. Continuing behavior that interferes with class work or the activities of the school.
13. The student has a dangerous communicable disease that poses an imminent threat to the health or safety of the school community transmittable through normal school contacts.
14. 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 the student's temporary removal necessary to preserve the rights of other students to pursue an education.
15. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For the purposes of this subdivision, sexual assault shall mean sexual assault in the 1st degree and sexual assault in the 2nd degree.

SHORT-TERM SUSPENSION (Section 79-4178) In the case of short-term suspension, the principal will investigate the facts of the situation, the student will receive written or oral notice of the charges and the reason for suspension, the student will be told the basis of evidence that supports the decision, the student will be given a chance to present his/her version of the story, and the parents will be notified by phone or in writing within 24 hours. The principal may require the conference with the parents before or at the time the student is readmitted to school.

LONG-TERM SUSPENSION (Section 79-4179-1) The superintendent or principal has the authority to impose long-term (6-20 days) suspension in extreme cases of the above named violations. The Superintendent shall be notified in writing of any long-term suspension, and the parents/guardians shall be notified by certified mail. A hearing shall be held before long-term suspension can be invoked if the student or parents desire it.

1. In-School Suspensions: Students who receive in-school suspension for violation of school rules will be assigned to the Time-Out room or the Principal's office. Students will not be allowed to attend practices, performances, or contests until the suspension time has concluded.

2. Out-of-School Suspensions: A student will not be permitted to attend any event involving Southern Public Schools during the suspension time.
3. Make Up Work During Suspensions: Any students receiving a suspension may be given an opportunity to complete any class work, including, but not limited to, examinations missed during the period of suspension. The student will be provided all assignments by his/her teacher and will receive a non-deducted grade if the assignments are completed and turned in by 8:30 a.m. the morning the student returns from his/her suspension. The suspended student will be allowed two days for every one day of suspension to complete missed tests/examinations. The teacher must make reasonable accommodations (like before, after, during school) for the suspended student to be able to make-up tests/examinations.

EXPULSION (Section 79-4179-2) Expulsion is exclusion from attendance in school in accordance with Section 79-4196. Expulsion shall be imposed only by the Board of Education, upon the recommendation of the administration. A hearing shall be held to comply with the due process laws of the State of Nebraska.

EMERGENCY EXCLUSION (Section 79-4177) Under certain circumstances, a student may be excluded from school for five (5) days or less under the following emergency exclusions: (1) Dangerous communicable disease, (2) Creating a danger to self or others, and (3) Disrupting others' opportunity to learn. The emergency exclusion may last only as long as a clear factual situation warrants it. The short-term suspension procedures are followed.

Notify Law Enforcement Authorities:

The school principal shall notify as soon as possible the appropriate local or county law enforcement authorities of any act of a student which the principal knows or suspects is a violation of the Nebraska Criminal Code.

Fighting, theft, assaults, damage to property, possession or use of drugs, alcohol, are among many other offenses, which could possibly fall under Nebraska's Criminal Code.

EXAMPLE: FIGHTING - According to LB 1250, the school principal must notify the appropriate law enforcement authorities about the persons involved in a fight that causes personal injury.

A copy of suspension and expulsion laws can be found outside of the Elementary Office window in the West wing of the Blue Springs building.

GUN-FREE SCHOOLS ACT (LB 988 - LB 624)

The Gun-Free Schools Act contains requirements that will affect State and local educational agencies.

Specifically, the Gun-Free Schools Act states that, as a condition of receiving any federal assistance under the Elementary and Secondary Education Act of 1965, all local districts (schools) must have in effect a policy requiring the expulsion from school for a period of not less than one (1) year of any student who brings a firearm to school.

The term "FIREARM" means...

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer; or
4. Any destructive device. (Such term does not include an antique firearm)
 - (a) Any explosive, incendiary, or poison gas ...
 - (i) bomb,
 - (ii) grenade,
 - (iii) rocket having a propellant charge of more than four ounces,
 - (iv) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - (v) mine, or
 - (vi) device similar to any of the devices described in the preceding clauses;
 - (b) Any type of weapon (pellet gun) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
 - (c) Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

Unlawful Possession of a Firearm on School Grounds (LB 988 - LB 624) Any person who possesses a firearm in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds.

Gun Rack Rule (LB 988 - LB 624) Firearms contained within a private vehicle operated by a non-student adult must not be loaded, and (1) are encased, or (2) are in a locked firearm rack that is on or in a motor vehicle. Encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

WEAPONS POLICY

Students are not allowed to bring to school or have on school grounds any type of instrument considered to be a weapon. Suspension or expulsion from school may result if students are found to possess or to have transmitted items, which are capable of inflicting injury. Nebraska's Criminal Code Statutes define the following examples as weapons which are NOT to be brought to school and which can result in suspension or expulsion:

1. Knives
2. Chuck Sticks
3. Darts
4. Throwing stars
5. Metal Knuckles
6. Fireworks and stink or smoke bombs
7. Any instrument considered illegal by Federal Laws or Nebraska State Laws.

STUDENT FEE WAIVER POLICY

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

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

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

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

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

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

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

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

- * Participation in extracurricular activities;

- * Post secondary education costs; and,
- * Summer school or night school.

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

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

1. Any non specialized clothing required for specified courses and activities;

STUDENT FEE WAIVER POLICY-continued

2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and,
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

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

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parents/guardians to apply for waivers this this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for students receiving post secondary education credits;
6. Procedures for handling of fees related to Summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy; Public concerns or complaints regarding required fees, attire or equipment shall be address under Policy #1005.01, Public Complaints. This policy will be reviewed and readopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The maximum dollar amount of each fee must be specified as part of the publication of this policy. The policy shall be published in the student handbook provided at no cost to each household.

Legal Reference: Neb. Constitution, Art VII, Sect. 1
 Neb. Statute 79-215 (tuition)
 79-241 (option student busing)
 79-605 (nonresident busing)
 79-611 (transportation fees)
 79-734 (books, equipment and supplies)
 79-2,104 (student files)
 79-2,125 to 2,134 (student fees law)
 79-1104 (before-and-after-school services)
 79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items
 506 Student Activities
 507.01 Student Records Access
 801 Transportation
 802.05 Free or Reduced Cost Meals Eligibility
 1005.01 Public Complaints
 Fines for Lost or Damaged Items 6.50

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment incurring damage.

Any schedules of fines will be set prior to the start of the school year and shall be published in the student handbook. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Neb. Statute 79-2,127

	79-734	
Cross Reference:	504	Student Rights and Responsibilities
	505	Student Discipline

Student Fee Chart

Districts are required to list the specific details of the following types of fees:

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

The following fees, charges or fines will be assessed during the school year for students involved in the activities described. Students will receive a list of recommended school supplies for their particular grade/course prior to the start of the school year.

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

Southern Elementary School		Anticipated Dollar
Activity	General Description	Amount of Fee
Breakfast	School Breakfast	\$ 1.55
Lunch	School Lunch	\$ 2.40
Milk and/or Juice Break	Kindergarten through Second Grade (per day)	\$.30
Field Trips	Cost dependent upon grade level and location+	\$ 15.00
	Sixth Grade Field Trip to Worlds of Fun	\$ 25.00
Music Participation	Fifth & Sixth Grade Band - Instrument Rental	\$ 20.00
Classroom Supplies	Writing Supplies (=1 pencil and pen per quarter)	\$ 10.00
	Kindergarten	\$ 35.00
	First Grade	\$ 35.00
	Second Grade	\$ 35.00
	Third Grade	\$ 35.00
	Fourth Grade	\$ 35.00
	Fifth Grade	\$ 35.00
	Sixth Grade	\$ 35.00

+May not exceed

*Actual amount may vary due to opportunity for fund raising by all participants.

^Not all supplies are required for all classes

Copying and Fax Charges

Individuals who wish to send faxes or print copies for personal or non-school use will be charged the following rates:

Fax - \$1.00 for up to three pages (includes cover sheet); \$.25 per page for each additional page.

Copier -\$.20 per page for Black and White

\$.40 per page for Standard Color (pictures or art work with full range of colors will range from \$.50 to \$1.00 per page)

PRIVACY RIGHTS OF STUDENTS AND PARENTS

Student records and information kept by the Southern Elementary School consists of:

1. The minimum personal data necessary for the operation of the educational system.
2. Professionally evaluated and interpreted information of importance. Student records are maintained under the direction and supervision of the building Principal. Continuous updating and evaluating is the responsibility of all school personnel who work with students.

The following persons have access to student records:

PRIVACY RIGHTS OF STUDENTS AND PARENTS-continued

1. Students enrolled in the district have access to their own records.
2. Parents/Guardians of students under 18 years of age.
3. Eligible students (students or former students 18 years or older or enrolled in a post-secondary educational institution).
4. School district personnel responsible for working with students or student records.
5. Student records information will not be released to individuals, agencies, or institutions unless the request for the release of such information is accompanied by:
 - a. Written consent from a student, or parents/guardians of a student under 18 years of age or eligible student.
 - b. Pursuant to a judicial order or lawfully issued subpoena, with a student, parent/guardians of a student under 18 years of age or an eligible student being notified in advance of compliance; provided such notification does not violate the terms of the judicial order of subpoena.

Within one calendar year from the date material is inserted in the student's record, students, parents/guardians of student under 18 years of age shall have an opportunity for a hearing to challenge the content of the student's records. Students or parents/guardians of student 18 years of age or eligible students shall have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the student's records and the right to include a statement concerning the content.

Building Principals may conduct informal meetings or discussions with parents/ guardians of students under 18 years of age to settle dispute over the content of the student's records. If this procedure does not satisfy the parents/guardians, a formal hearing may be necessary. If a building Principal receives a request for a formal hearing from a parent/guardian of a student under 18 years of age, the procedures shall include at least the following:

1. Hearings shall be conducted within five (5) school days from the receipt of the request for a formal hearing.
2. A school official who does not have a direct interest in the outcome of the hearing shall conduct the hearing and render the decision.
3. Parents/guardians of a student under 18 years of age shall be afforded a full and fair opportunity to present evidence.
4. The decision shall be rendered in writing, by certified mail, within five school days after the hearing.

The charge, if any, for the reproduction of any or all of the contents of a student's records will be paid by the individual requesting such information. The charge will reflect only the actual cost of the reproduction.

TITLE IX

This is a federal law which says schools must not discriminate on the basis of sex in educational programs and activities. The law states in part that:

"No person in the U.S. shall on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

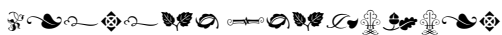
This law covers students as well as all employees of the district. In order to comply with this regulation our Board of Education has named the Superintendent of Schools as the person responsible for Title IX. Anyone wishing to file a grievance should contact the Superintendent.

Grievances should be filed in writing. Within 10 working days after the complaint is received, the person filing the complaint will receive an answer in writing. A copy of the complaint and the answer will be sent each Board member.

If the complaint is not satisfied with the response, he/she may submit a written appeal to the Board of Education.

The Board will then consider the appeal at its next regular scheduled meeting

Special Education Meeting/Parent Notification Policy



1. Parent(s) notified to setup a meeting for initial placement in a Special Education program. 1st notice and consent form sent home for parents to sign/date and return to Sped Staff.

a. Sped. Teacher must contact parent by phone or in person and then followed up with a consent letter.

b. The parent must have minimum of 10 days to return the form.

2. 2nd Notice sent after 10 days of the 1st notice with no response.

a. Send home a Second Parent Consent form by registered mail for a second scheduled meeting date and time.

b. This meeting is set 10 days after the 1st meeting date.

TITLE IX-continued

3. If the parent(s) fails to respond to the meeting requests for placement into a program after the 2nd notification, the student may be dropped from the referral process.



1. Parent(s) notified to setup a meeting for initial placement in a Special Education program. 1st notice and consent form sent home for parents to sign/date and return to Sped Staff.

a. Sped. Teacher must contact parent by phone or in person and then followed up with a consent letter.

b. The parent must have minimum of 10 days to return the form.

2. 2nd Notice sent after 10 days of the 1st notice with no response.

a. Send home a second Parent Consent form by registered mail for a second scheduled meeting date and time.

b. This meeting is set 10 days after the 1st meeting date.

3. If the parent(s) fails to respond to the meeting requests for a 3 year evaluation process after the 2nd notification, the multidiscipline team will continue without the parent present.

4. Sped. Teacher will contact the parent via phone or mail of the results of the meeting and extend an invitation to the parent/guardian to discuss the results.



1. Parent(s) notified to setup a meeting for annual IEP. 1st notification sent home for parents to sign/date and return to Sped Staff.

a. Sped. Teacher must contact parent by phone or in person and then followed up with a letter.

b. The parent must have minimum of 10 days to return the form.

2. Send home a 2nd notice by registered mail for a 2nd scheduled meeting date and time.

c. This meeting is set 10 days after the 1st meeting date.

3. If the parent(s) fails to respond to the meeting requests for IEP review after the 2nd notification, the IEP team may continue with the meeting without the parent present.

4. Sped. Teacher will contact the parent via phone or mail of the results of the meeting and extend an invitation to the parent/guardian to discuss the results.

CITIZEN GRIEVANCE PROCEDURE

The administration of Southern Public Schools shall formulate administrative regulations and procedures which will serve to foster an environment in which full consideration is given to differences of opinion. The regulations and procedures shall provide every citizen of the District (including students) an opportunity to state their views, to have those views considered, and to receive a response which states the decision of the District (or its authorized representatives).

1. When a citizen has a complaint about procedures, regulations or personnel, the complaint should be forwarded to the appropriate administrator.

a. Complaints about the operations, decisions, or personnel within a building should be forwarded to the Principal of that respective building.

b. Complaints about the operations of the District or building Principals should be forwarded to the Superintendent.

c. Complaints about the Superintendent should be forwarded to the President of the Board of Education.

2. Complaints may be discussed informally with designated administrators. When such complaints are brought to the attention of the appropriate administrator, the person bringing the complaint will be asked to:

a. State, in writing, the specific complaint.

b. State, in writing, the reasons for the complaint.

c. State, in writing, the action or solution to the complaint which they are seeking or would recommend.

d. Sign the written statement of their complaint, its reasons, and their suggested solutions.

3. When a complaint has been filed, the administrator shall respond in writing within three (3) working days of receipt of the written complaint.
4. In the event that an individual is not satisfied with a decision, the decision may be appealed.
Appeals should be directed to:
 - a. The Superintendent, when the original complaint was filed with the Principal.
 - b. The Board, when the original complaint was filed with the Superintendent.
5. Refiling of a complaint (an appeal of a decision) shall occur within one week (7 calendar days) after the original decision has been received.
6. When a complaint is about the Superintendent and has been filed with Board President, a person who is not satisfied with the President's response may appeal by refiling the complaint with the entire Board. In such cases the complaint will be heard at the next regularly scheduled meeting or such other time as may be designed by the Board.
7. Board members receiving complaints shall refer the complaint to the appropriate administrator.

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, LEARNING, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, Southern Elementary has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system. The school district has responsibilities under Section 504 (Part D), which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records.

This Act gives the parent or guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refuses to make the amendment. If there are questions please feel free to contact Sheri Yockel, Section 504 Part D, Coordinator at the school (Phone 402-645-3359).

ACCEPTABLE USE OF TECHNOLOGY, SOFTWARE, DATA FILES POLICY

It is the policy of Southern Public Schools that all staff and students should adhere to all laws and policies governing the use of computers. These include but are not limited to copyright laws, rights of software publishers, license agreements, and students' rights to privacy as created by federal and state law.

School district personnel shall not have access to student and/or personnel records unless specifically authorized or permitted by law. Electronic files, computer programs and software containing personnel records are subject to the rights of privacy created by Nebraska statute. Electronic files, computer programs, and software containing student records are subject to the rights of

confidentiality created by the Family Educational Rights and Privacy Act, Individuals with Disabilities Education act, and Nebraska statute.

We are pleased to offer the students of Southern Public Schools use of district computers for the Internet. To gain access to the Internet, all students must obtain parental/guardian permission and must sign and return all required forms. Access to the Internet will enable students to explore thousands of libraries, data bases, and bulletin boards while exchanging messages with Internet users throughout the world.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access

other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

As much as possible, access to district information resources will be designed in ways which point students to those information sources that have been evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by their teachers, they shall be provided with verbal and/or written guidelines and lists of resources particularly suited to the learning objectives.

Students may pursue electronic research with or without staff supervision only if they have been granted parental or guardian permission and have submitted all required forms. Permission is not transferable and may not be shared.

The following actions, while using district computers, computer networks, software, and/or data files are strictly prohibited:

Spending or displaying offensive messages or pictures	Using others' passwords
Using obscene language	Trespassing in others' folders, work or files
Harassing, insulting or attacking others	Intentionally wasting limited resources
Damaging computers, computer systems or networks	Employing the network for commercial purposes
Leaving workstation in an untidy condition	Using programs brought from home without permission
Violating copyright laws	Other violations deemed unacceptable by the general standards of our community and school

COMPUTER AND INTERNET RULES

Students are responsible for good behavior while using school computers and computer networks. Communications are often public in nature; general school rules for behavior and communications apply.

Computers and computer networks are provided for students to conduct research and communicate with others. Independent access is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for students to have access privileges. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Computers and computer storage areas may be treated like school lockers. Appropriate staff members may review files and communication to insure that users are using the system responsibly.

Users should not expect that files stored on district computers and/or servers will always be private. The district reserves the right to have access to all computer programs, including any software programs, data files, and/or creations of any description that reside on district computers and/or storage media. District computers, programs, software, and networks are for educational use only. If a student or staff member uses a non-district computer in a manner which provides unauthorized access to or affects networks or information contained or stored in a district computer, this policy shall be deemed to have been violated.

SANCTIONS

Violations may result in a loss of access.

Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.

When applicable, law enforcement agencies will be notified.

SERVICES

TEACHERS

Teachers are our number one source for providing information, answering questions, and providing suggestions or guidance. Please take advantage of this resource. The teachers are here not only to help you during class, but will help you when time is available during the school day, so use them.

HEALTH

In addition to the yearly physical examination provided by the school, we also have a visiting nurse from the Beatrice Community Hospital.

SPECIAL CLASSES

Southern Elementary, with the aid of ESU #5, provides special education Classes, Title 1, Speech and Language therapy, physical therapy, occupational therapy and computers.

COUNSELOR Southern School system has a K-12 community counselor and a K-12 community counselor. He/She will provide services both for the students and for the staff. Any problem or questions a teacher has pertaining to one of his/her students may be discussed with the guidance counselor. Through the Guidance Curriculum we aim to promote a “positive self concept” in students, assist in “educational achievement” and make students aware of “career and vocational opportunities”.

LIBRARY The library should be the reference center of the school. All students are encouraged to use the library. A student may use the library for study, reading, or doing research.

BAND Students wanting to enroll in band may do so in the Fall of their 5th grade year. Students receive weekly lessons and eventually play in a large band setting. Classes meet during school hours for 5th and 6th graders. Make-up and extra help lessons can occur during or after school hours. Instruments are available through music stores, or private purchases. It is recommended to have a “quality” instrument from a music store, not a department or mail order store. Students who want to study percussion must have one year of experience reading and playing music on piano or guitar.

ASBESTOS INFORMATION

Even though our facilities are safe, this information is provided to be within all Environmental Protection Agency regulations regarding asbestos. It is important to note that not all friable asbestos-containing material needs to be removed from schools. The materials found in Southern District #1 buildings have been identified and a program has been implemented to ensure that the material is maintained in safe condition and a regular inspection procedure is underway.

In the Blue Springs elementary building asbestos is located in the boys/girls restrooms, multipurpose room and kitchen areas. In the Wymore secondary building asbestos is found in the attic space above the third floor rooms. Heat pipes in this area are insulated with asbestos containing materials. A full plaster ceiling covers these classrooms except for a small entry opening.

TITLE I SOUTHERN PUBLIC SCHOOLS POLICY ON PARENTAL INVOLVEMENT IN THE TITLE 1 PROJECT APPROVED JULY 10, 2006

Southern Public Schools agrees to implement the following statutory requirements:

Southern Public Schools will put into operation programs, activities and procedures for the involvement of Southern Elementary parents in Title 1, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA) and No Child Left Behind (NCLB). The programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with ESEA and NCLB, Southern Elementary will work to ensure that the required parent involvement policy meets the requirements of ESEA, and includes a school-parent compact consistent with section 1118(d) of ESEA.

Southern Public Schools will include this district wide parental involvement policy into its LEA comprehensive plan developed under section 1112 of ESEA.

In carrying out the Title 1, Part A parental involvement requirements, Southern Public Schools and Southern Elementary will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required by ESEA and NCLB in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

If the LEA plan for Title 1, Part A is not satisfactory to the parents of participating children, Southern Public Schools will submit any parent comments with the plan when the district submits the plan to the Nebraska Department of Education. Southern Public Schools will involve parents of children served in Southern Elementary's Title 1 program in decisions about how the Title 1, Part A funds reserved for parental involvement are spent.

Southern Public Schools will be governed by the following statutory definition of parental involvement, and expects that Southern Elementary will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parent play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

TITLE I-continued

© that parents are full partners in their child's education and are included, when

appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities , such as described in section 1118 of the ESEA.

Southern Public Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

Southern Public Schools shall convene three meetings (Fall, Winter, and Spring) to which all parents of Southern Elementary children shall be invited. The purpose of these meetings is to explain to parents the program and activities provided with Title I funds; inform parents of their right to consult in the design and implementation of the Title 1 program; discuss and review the parent policy and school compact; and provide parents an opportunity to establish mechanisms for maintaining ongoing communication among parents, teachers and administration. A Parent Involvement Committee will be establish at the Fall meeting with willing parents as members with the intent to plan, participate and direct parent involvement activities.

Southern Public Schools will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among Southern Elementary, parents, and the community to improve student academic achievement, through the following activities specifically described below.

(A) Southern Public Schools will, with the assistance of Southern Elementary, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—

Nebraska's academic content standards,

Nebraska's student academic achievement standards,

Nebraska and Southern Public Schools academic assessments including alternate assessments,

Requirements of Part A,

How to monitor their child's progress, and

How to work with educators:

(B) Southern Public Schools will, with the assistance of Southern Elementary, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

© Southern Public Schools will, with the assistance of Southern Elementary and parents, educate its teachers, pupil service personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

(D) Southern Public Schools will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Even Start and Southern Developmental

Preschool and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

(E) Southern Public Schools will take the following actions to ensure that information related to the school and parent-programs, meetings and other activities, is sent to the parents of all children in an understandable and

uniform format, including alternative formats upon request, and, to extent practicable, in a language the parents can understand.

SOUTHERN ELEMENTARY PARENT-SCHOOL LEARNING COMPACT

I, as a caring parent/adult, understand that my child's education is important and that my participation is essential for his/her success. I therefore agree to help by taking the following responsibilities:

1. Support the ideas that education is important and essential.
2. Provide guidance and support in school activities.
3. Provide my child with an environment that is conducive to study and encourage my child to complete homework.
4. Provide a healthy diet and make sure that my child gets an adequate amount of sleep on a regular basis.
5. Make certain that my child attends school regularly and is on time.
6. Spend at least 15 minutes a day with my child, reading or talking about appropriate issues and events important to my child's life.
7. Support, communicate, and work with the teachers and school staff to better prepare my child for the future.

STUDENT-SCHOOL LEARNING COMPACT

I, as a Southern Elementary student, understand that my education is important to me and that to become a better person and to succeed in life I must do the following:

1. Eat a healthy diet and get plenty of rest.
2. Attend school regularly unless I am sick.
3. Be respectful to myself, other students, teachers and all other school staff.
4. Be responsible for my own behavior.
5. Get my school work finished and handed in on time, including homework.
6. Work to keep my school neat, clean, and a safe place to learn and play.

TEACHER-STUDENT-SCHOOL LEARNING COMPACT

I, as the Southern Elementary teacher, understand the importance of education and my responsibilities to assist, guide, motivate, and instruct students. I will:

1. Encourage the belief that all students can learn.
2. Provide an environment that is conducive to learning.
3. Show respect to all children, their families and all school staff.
4. Enforce school and classroom rules fairly.
5. Make certain each child knows what is expected of them.
6. Be prepared to teach.
7. Communicate effectively with students, parents, and school staff.
8. Provide opportunities for parents to be involved in the education of their children.
9. Conduct myself in a professional manner at all times.

EMERGENCY DRILLS –FIRE

FIRE DRILL ... will be held at which time the building will be evacuated in a systematic and orderly manner.

(In accordance with the Southern Schools Safety Handbook)

<u>Room #</u>	<u>Staff</u>	<u>Exit Route</u>
100	Principal's Office	Leave building via front door EXIT #1, move to the west of the building and to the south, meeting 100 feet south of the black top.
101	Main office	
102	Adams	
103	Goracke	Through outside EXIT #12 in classroom and to the south meeting 100 feet south of the black top
104	Spence	Through outside exit #11 in classroom and to the south meeting 100 feet south of the black top.
105	Yockel	Through classroom door into room 104, through outside EXIT #11 in classroom and to the south, meeting 100 feet south of black top.
106	Kitchen	Through EXIT door #10 and to the south meeting 100 feet south of the black top.
107	Multi-Purpose	
108	West Storage Room	
109	Music Room	Through classroom door south down hall A, out EXIT #8, meeting 100 feet south of the black top.
110	Furnace Room	Through EXIT door #9 and to the south, meeting 100 feet south of the blacktop.
111	Trusty	Through classroom door south down hall A, out EXIT #8 meeting 100 feet south of black top.
112	Library Media	Through classroom door west down hall C, then south down hall A, out EXIT #8, meeting 100 feet south of the black top.
113	Computer lab	
114	Hookstra	Through classroom door, east down hall, out EXIT #7 meeting 100 feet south of black top.
115	Epp	
116	Hayden	
117	Denner	
118	Bartels	
119	Weyer	
120	Allerheiligen	
121	Weichel	
121		
122		
123	East Storage Room	Through classroom door, south to media center then west down hall C, then south out EXIT #8, meeting 100 feet south of the black top.
124		
125	Staff Restroom	

126	Breunsbach	Through outside EXIT #6 in classroom and to the south, meeting 100 feet south of the black top.
127	Royal	Through outside EXIT #6 in classroom and to the south, meeting 100 feet south of the black top.
128	Ware	Through outside EXIT #4 in classroom and to the south meeting 100 feet south of the black top.
129	Swanson	Through classroom door east down hall out Handicap EXIT #3 and to the south meeting 100 feet south of the black top.
130	Staff Lounge	
131	Bednar	
132	Time out	



TORNADO DRILL (Tuck & Duck) (In accordance with the Southern Schools Safety Handbook)

SIGNAL: CONTINUOUS BLAST from air horn over the intercom.

All students and staff will proceed to their designated area and assume the tuck position.

<u>Room #</u>	<u>Staff</u>	<u>Route & Area</u>
100	(Principal's Office)	Direct traffic.
101	(Main Office)	Move to restrooms in the 1977 addition.
102	(Adams)	Exit classroom, into the girls restroom in the 1977 addition.
103	(Goracke)	Exit classroom, into the boys restroom in the 1977 addition.
104	(Spence)	Exit classroom, north down Hall A the west side of the hall to the second grade door.
105	(Yockel)	Exit classroom, north down Hall A the east side of the hall to the second grade door.
106	(Kitchen)	
107	(Multi-Purpose)	
108	(West Storage Room)	
109	(Music Room)	
110	(Mechanical Room)	
111	(Trusty)	Exit classroom, north down Hall A, on the east side of the hall.
112	(Library Media)	
113	(Computer Lab)	
114	(Hookstra)	Exit classroom, west down the south side of Hall-C to Hall A, then north, staying on the west side of the hall.
115	(Epp)	
116	(Hayden)	Exit classroom, west down the south side of Hall-C to Hall B, then north, staying on the west side of the hall.
117	(Denner)	
118	(Bartels)	Exit classroom, west down the north side of Hall-C to Hall B, then north, staying on the east side of the hall.
119	(Weyer)	
120	(Allerheiligen)	Exit classroom, west down the north side of Hall-C, to Hall A, to Hall-A, then north staying against the east wall.
121	(Weichel)	
121		
122		Exit room, north down Hall-B, staying on the east side of the hall.
123	(East Storage Room)	
124		Exit room, north down Hall-B, staying on the west side of the hall.
125	(Staff Restroom)	

126	(Breunsbach)	Exit Room, north down Hall B, to the north side of the Office hall.
127	(Royal)	Exit Room, north down Hall B, to the south side of the Office hall.
128	(Ware)	Exit Room, north down Hall B, enter Title 1 Reading room.
129	(Swanson)	Exit Room, down Office Hall, enter Time out room.
130	(Staff Lounge)	
131	(Bednar)	Stay in Room.
132	(Time Out)	Stay in Time Out Room.

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all of the information of this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Southern Public Schools
BULLYING REPORT FORM

The school district promotes a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school sponsored activities or school-sponsored athletic events.

Complainant (student reports may be anonymous): _____

Describe relationship to alleged victim(s)/bully(ies): _____

Home address: _____

Work address: _____

Home Phone: _____ Cell Phone: _____

Date(s) of alleged incident(s): _____

Location(s) of alleged incidents(s): _____

Name(s) of alleged bully(ies): _____

Name(s) of alleged victim(s): _____

List any witness(es): _____

Describe the incident(s) as clearly as possible, including such things as: what force or physical contact, if any was used and any verbal statements such as threats, requests, demands, etc. (attach additional pages if more space is needed)

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

_____ Date: _____
Complainant Signature
Received by: _____ Date: _____

Southern Public Schools
BULLYING INVESTIGATION REPORT FORM

Date: _____

1. Name(s) of person(s) investigating alleged incident(s): _____
Name(s) of alleged bully(ies): _____
Name(s) of alleged victim(s): _____
2. Date(s) of alleged incident(s): _____
3. Duration of bullying: _____
4. Name(s) of person(s) reporting alleged incident(s): (Note: Student reports may be anonymous, specify if anonymity is requested.) _____
5. Did the alleged incident(s) occur on school property or at a school-sponsored activity?

6. Location(s) of incident(s): _____
7. Is the alleged incident(s) recurring or first time incident(s)? _____
8. Describe alleged incident(s):

9. Did the alleged incident(s) occur in the presence of witness(es)? Yes / No

10. Interview witness(es) and document findings: _____

11. Does the alleged incident(s) meet the definition of bullying? Yes / No
Please explain: _____

Southern Public Schools
BULLYING INVESTIGATION REPORT FORM
(continued)

12. Have the parent(s)/guardian(s) of all students involved been notified or the results of the investigation? Yes / No
- 12a. If Bullying Verified, Report Sent to Parents of Students?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)

13. Remedial Action(s) Taken: _____

(Notification should include a description of the bullying act and consequences if any further acts of bullying continue. Student's identifiable information must remain confidential to ensure the student's due process rights. Do not disclose the perpetrator's name or parents/guardians of the perpetrator to the victim. Do not disclose the disciplinary consequences of the perpetrator to the victim. The notification can include a description of measures to prevent further acts of bullying.)

Southern Public Schools
Report of Bullying Form/Investigation Summary

School _____ Date _____

Location(s) _____

Reporter Information:

Anonymous student report	_____	Name _____
Staff Member report	_____	Name _____
Parent/guardian report	_____	Name _____
Student report	_____	Name _____

Student Reported as Committing Act: _____

Student Reported as Victim: _____

Description of Alleged Act(s): _____

Time and Place: _____

Names of Potential Witnesses: _____

For Staff Use Only:

Action of Reporter: _____

Administrative Investigation Notes (use separate sheet if necessary):

Bullying Verified? Yes _____ No _____

Remedial Action(s) Taken: _____

If Bullying Verified, Report Sent to Parents of Students?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)

Southern Public Schools
Report of Bullying/Consent to Release Student Information

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

A complaint of bullying has been filed on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the complaint, the _____ Public Schools may need to disclose the name of your child and/or other information which may otherwise disclose your child's identity.

(Please check one):

_____ I hereby give permission for the _____ Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

_____ I do NOT give permission for the _____ Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

Signature of Parent/Guardian

Date

Name (Please print)

Discrimination & Harassment Formal Complaint Form

Instructions:

Southern Public Schools is committed to providing an educational and working environment that is free from discrimination, bullying and harassment. Prior to completing this form, it is important for you to be fully aware of the specific complaint procedures outlined in the Parent/Student Handbook or Teacher/Staff Handbook. In filing a formal complaint please include all the information requested below. By being as specific as possible when discussing incidents of harassment, discrimination, bullying, or retaliation, you will assist the investigators in the fact-gathering process. Be sure to include the date(s) the incident(s) occurred, the name(s) of the person(s) involved and the name(s) of those who may have witnessed the incident. Your complaint is not limited to the space provided. You are encouraged to attach additional materials, which may assist in the investigation process. Please note that information provided on this or any other form is not considered an official complaint unless it is signed by you and dated. Discrimination complaints may not be submitted by e-mail.

Upon receipt of your complaint, the Southern Public Administration will review it. If it is determined that your complaint is complete, timely and raises covered issues, an investigation will be initiated.

To investigate your complaint, it will be necessary to interview you, the alleged offender(s), and any witnesses with knowledge of the allegations or defenses. The school will notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action.

It is the expectation of Southern Public Schools that those who file a complaint will remain active and cooperative in the investigation process.

Submit Discrimination Complaints in person to either the appropriate principal or superintendent of schools.

Name: _____

First *Middle* *Last*

Address: _____
Street or P.O. Box *City* *State* *Zip*

Phone: *Day* _____ *Evening* _____

E-Mail Address: _____

I Am A: Southern Public Student Employee Other: _____

I Wish To Complain Against: _____
(Identify the person(s) directly responsible for the alleged violation)

Date of incident of alleged discrimination:

(Complaints must be filed within 90 days of the date of the prohibited discrimination, or, in the case of a currently enrolled student, within 30 days after the end of the semester in which the prohibited discrimination occurred, whichever is longer.)

Place of incident of alleged discrimination: _____

Nature of alleged discrimination:

(Harassment; bullying; discrimination on the basis of your race, sex, sexual orientation, national origin, age, disability, color or religion; retaliation because you filed a complaint.)

Describe in detail the specific incident that is the basis of the alleged discrimination: *(Describe each incident of harassment, bullying, discrimination or retaliation separately. Please be as detailed as possible, giving names, dates and places; include phone numbers and addresses if possible. Use additional paper if needed.)*

**Discrimination & Harassment
Formal Complaint Form
(Continued)**

Did the person you are complaining against state a reason for the action prompting your complaint? If yes, please describe:

Describe why you believe the incident you described was related to your race, sex, or whatever basis you indicated above, or why you believe you were retaliated against:

List and describe all documents, e-mails, records, materials and other evidence pertaining to your complaint:

List and identify all witnesses to the incident(s) or persons who have personal knowledge of information pertaining to your complaint:

Please submit any additional information pertaining to the alleged discrimination:

Describe the injury or harm you suffered because of the alleged discrimination:

**Discrimination & Harassment
Formal Complaint Form
(Continued)**

What would you like the Southern Public Schools to do as a result of your complaint -- what remedy are you seeking:

If an advisor will assist you in the complaint process, indicate the individual's name, title, address and telephone number:

Complaint Acknowledgment:

I certify that to the best of my knowledge the information that I have provided is accurate and the events and circumstances are as I have described them.

I understand and acknowledge that a copy of this complaint, along with the attachments, will be furnished to the alleged offender ("respondent"). I have attached to this complaint any supportive evidence and/or documentation such as e-mails, records, materials which I believe support my allegation. I also understand and consent to the disclosure of information contained in this complaint to appropriate administrators and witnesses interviewed for the purpose of investigating this complaint. I understand that I will have to provide contact information of witnesses identified in this complaint. I am willing to cooperate fully in the investigation and provide whatever evidence the administration deems relevant.

I understand that the nature of this complaint, correspondence, and all discussions conducted in the course of investigation of the information contained in this complaint are confidential to the extent permitted by law and unauthorized disclosures of information concerning the investigation could result in disciplinary action. I agree to abide by these guidelines.

Signature: _____ Date: _____

Please note: If you indicate you will be assisted by an advisor, your signature below authorizes the named individual to receive copies of relevant student records and correspondence regarding the complaint and to accompany you to any meetings.

Signature: _____ Date: _____

Southern Public Schools
Student Acknowledgement of Anti-Bullying Policy

I understand the policy against Bullying at Southern Public Schools as explained to me by my respective principal. (school personnel).

I am aware that if I engage in any of the actions or behavior that constitute bullying in school, before or after school on school grounds, on the bus, or at school sponsored events, I can be subjected to school discipline for bullying. This could include: after school detention, Saturday detention, pass restriction, loss of field trip opportunities, social probation, suspension in or out of school, and/or possible expulsion.

I promise that I will not engage in any actions or behaviors that could be considered bullying. I promise to respect the rights of other students and to act appropriately towards other students.

Name (Please print): _____

Signature: _____ Grade: _____ Date: _____

School: _____

Parent/Guardian (if present): _____ Date: _____

School Official (administrator, pupil personnel, SRO, other)

Name: _____ Position _____



Attached is your personal copy of the Southern Elementary Student & Parent Handbook of Selected Policies and Rules. All students and parents/guardians receiving a handbook are requested to sign the form at the bottom of this page as verification that you have read the handbook and are aware of all policies and regulations.

Both Federal and State Laws require that the District inform parents and students of their rights and responsibilities. Please read and file this handbook for your future reference.

Please keep in mind that this handbook is presented to you as a protection of your rights. Do not hesitate to ask for assistance in interpretation of any statement contained herein.

Please return the signed portion to your child's teacher immediately!

Thank you,

Jerry Rempe - Principal

Southern Elementary

We must have the signed receipt by Friday, August 26, 2011. Please return this portion to your child's teacher. If you have more than one child in the elementary school, please list all names below.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student's Name

Student's Signature

Teacher's Name

NEWS PUBLICATIONS

I agree to let my child/children's picture and/or name to be published in the school and news publications, school programs and can include the school web site and school yearbook.

_____	_____
_____	_____
_____	_____

PARENT/GUARDIAN FIELD TRIP PERMISSION

The students listed below have my permission to participate in educational field trips for this school year.

_____	_____
-------	-------

My child and I have received and understand our copies of the 2011-2012 Southern Elementary Student and Parent Handbooks of Selected Policies and Rules.

Parent/Guardian Signature

Date