

**GORDON-RUSHVILLE ELEMENTARY  
SCHOOLS  
2016-2017 STUDENT-PARENT HANDBOOK**



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# GORDON-RUSHVILLE ELEMENTARY SCHOOLS PARENT-STUDENT HANDBOOK 2016-2017 SCHOOL YEAR

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**GORDON-RUSHVILLE ELEMENTARY SCHOOLS  
STUDENT HANDBOOK  
2016-2017 SCHOOL YEAR**

***FOREWORD***

***INTENT OF THE HANDBOOK***

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

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

Parents and the school must work together in making the years of formal education a most pleasant and rewarding experience for their children. We need to work as partners in the educational process. School personnel solicit your cooperation in adhering to policies and procedures in the elementary schools.

If you have any questions after reading the handbook or at any time throughout the school year, feel free to call the school or come in and visit.

**MEMBERS OF THE BOARD OF EDUCATION**

Chuck Hinn, President  
Mark Kruger, Vice President  
Karel Hebbert, Secretary  
Kathleen Willnerd, Treasurer  
Cari Johnson, Member  
Michael Ziller, Member

**ADMINISTRATIVE STAFF**

Ms. Lori Liggett, Superintendent  
Mr. Casey Slama, Gordon Elementary Principal  
Mr. Scott Plummer, Rushville Elementary Principal/Special Education Coordinator

**SECRETARIES**

Mrs. Lois Tankersley- Gordon Elementary  
Ms. Connie Graziano - Rushville Elementary

## **CONTACT INFORMATION**

Rushville Elementary – 308-327-2448, 327-2504 fax  
Gordon Elementary – 308-282-0216, 282-1512 fax

## ***DIRECTION AND PURPOSE***

### **DIRECTION STATEMENT**

At Gordon-Rushville Schools, our mission is to have a safe environment where everyone strives to be life-long, productive, and successful learners.

### **PURPOSE STATEMENT**

The members of the Gordon-Rushville school community are committed to helping all students to become well-rounded leaders, both academically and physically. As a diverse community we work to ensure that every student is guided and assisted to achieve his or her goals. We share the vision of creating a system that enables every student to meet or exceed rigorous standards for academic performance. GRPS is committed to providing our students with the tools needed for the fast moving changes of technology. The district remains diligent in challenging our students to develop ownership for their own lifelong learning.

### **PHILOSOPHY**

The District No. 10 Board of Education, Sheridan County, Nebraska, hereby declare that the goals of the Gordon-Rushville Public Schools include:

- To offer each individual an equal educational opportunity to develop competence in the basic skills of communications, computations, and knowledge of basic facts concerning the environment, history, and society.
- To offer each individual the opportunity to develop higher order thinking and problem-solving skills by means of adequate preparation in mathematics, science, and foreign language, and through appropriate and progressive use of technology.
- To instill in each individual a desire to continue learning throughout his or her life.
- To encourage knowledge and understanding of political society and democracy in order to foster active participation therein.
- To encourage the creative potential of each individual through exposure to the fine arts and humanities.
- To encourage a basic understanding of and aid the development of good health habits.
- To offer each individual an equal educational opportunity for career exploration and awareness.

### **EDUCATIONAL GOALS**

1. Academic development of a child to the maximum extent possible, which is consistent with his or her abilities.
2. Development of qualities of citizenship.
3. Development of physical fitness.

4. Development of practical skills.
5. Development of cultural activities.
6. Development of student activities.
7. Development of morals and values.
8. Curriculum development.

## ***MUTUAL RESPECT***

The Gordon-Rushville Elementary Schools and Rural Attendance Centers expect every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

## ***MULTICULTURAL POLICY***

Gordon-Rushville Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans with special emphasis on human relations and sensitivity toward all races.

To promote and support multicultural education within Gordon-Rushville Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect racial and cultural diversity.

## **PATRON COMPLAINT PROCEDURE**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

### **COMPLAINT PROCEDURE**

The Board of Education finds that good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons to discuss their concerns with the appropriate school district personnel in an effort to resolve problems. However, there are instances when such efforts do not resolve matters satisfactorily. The board institutes the following policy to address those instances.

#### Informal Conference

A patron who is dissatisfied with the practices, regulations or personnel of the school district is encouraged to first speak directly with the person with whom he or she is dissatisfied, or to the person who is responsible for the practice or regulation with which he or she is dissatisfied. If the complaint concerns an employee, the administrator who supervises the employee has the prerogative to be



present during the conference if requested by either the complainant or employee.

#### Formal Written Complaint

1. If the matter cannot be resolved informally to the satisfaction of the complainant, he or she may file a formal written complaint within seven (7) calendar days of receiving the response to the informal complaint. The formal complaint shall be filed as follows:
  - a. Complaints about operation, decisions, or personnel involved in secondary extra-curricular activities should be filed with the activities director.
  - b. Complaints about the operation, decisions, or personnel within a building should be filed with the respective principal of the building.
  - c. Complaints about the operations of the school district or a building principal should be filed with the superintendent of schools.
  - d. Complaints about the superintendent of schools should be filed with the president of the board of education.
2. All formal complaints shall be filed on a school district complaint form and shall include the following:
  - a. A detailed statement of the complaint and the reasons for filing;
  - b. A listing of all witnesses and documents which the complainant believes support the complaint;
  - c. The action or solution to the complaint which the complainant seeks; and
  - d. The complainant's signature.
3. When a formal complaint has been filed with the activities director, a principal, or the superintendent, he or she shall respond in writing within seven (7) calendar days of receipt of the written complaint. Failure to submit a written response in this time frame shall permit the complainant to proceed with a formal appeal to the next level of authority in the chain-of-command.
4. When a formal complaint about the superintendent of schools has been filed with the president of the board of education, the board president shall refer the matter to the board of education for consideration at its next regular meeting. However, if a complainant files a formal complaint within seven (7) calendar days of the board of education's next regular meeting, the board may defer the matter to a subsequent meeting.

#### Formal Appeal Process

1. A complainant who is not satisfied with a decision may file a formal written appeal to the next level of authority in the chain-of-command. A complainant must file the appeal within seven (7) calendar days of receiving a decision.
2. A decision may be appealed to each subsequent level of authority up to and including consideration by the board of education. At each level of authority, the respective administrator shall respond in writing to an appeal within seven (7) calendar days of receipt of the written appeal. Failure to submit a written response in this time frame shall permit the complainant to

proceed with the formal appeal to the next level of authority in the chain-of-command.

3. There is no appeal within the school system for a decision rendered by the board of education.
4. The written appeal shall be filed with:
  - a. The appropriate secondary principal, when the formal complaint was filed with the activities director.
  - b. The superintendent of schools, when the formal complaint or formal appeal was filed with a principal.
  - c. The board president, when the formal complaint or formal appeal was filed with the Superintendent of Schools. The board of education shall consider the appeal at its next regular meeting. However, if a complainant files the appeal within seven (7) calendar days of the board of education's next regular meeting, the board may defer the matter to a subsequent meeting.

A complaint form can be obtained from each building principal or the superintendent.

## **SCHOOL DAY**

### **SCHOOL HOURS**

Monday-Friday

8:00 a.m. – 3:30 p.m.– tardy at 8:05 a.m.

K – 5 students will not be allowed in the building before 8:00 a.m., unless weather conditions would warrant students to come into the building.

The breakfast program at Gordon and Rushville Elementary begins promptly at 7:30 a.m. – 7:55 a.m.

Outside supervision begins at 7:45 a.m. – 8:00 a.m.

### **SEVERE WEATHER & SCHOOL CANCELLATIONS**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio on KQSK, The Twister 95.5 FM and AM 610 KCSR. You can also access this information on the schools webpage, [www.grmustangs.org](http://www.grmustangs.org). Gordon-Rushville Public Schools utilizes an automated calling/texting/email system that is also used to call all patrons about closings, early starts and other site-specific notices.

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

**should have a plan in place to accommodate these circumstances.**

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

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

### **FIRE AND TORNADO DRILLS**

A fire drill is held nine times throughout the school year. A tornado drill will be conducted during the spring of the year.

## ***USE OF BUILDING AND GROUNDS***

### **VISITORS**

All visitors must report to the office, upon entering the entrance, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the entrance of the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

### **STUDENT VISITORS**

Students that would like to visit a friend or relative must make arrangements with the building principal prior to their arrival.

### **SMOKE – FREE ENVIRONMENT**

Gordon-Rushville Elementary Schools declare all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke-and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

### **CARE OF SCHOOL PROPERTY**

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

by the school.

2. Students who do damage to any school property will be required to pay for the damage done or replace the item.

## **STEALING OR THEFT**

Students involved in theft will be dealt with individually. Principals may be required to involve local law enforcement.

## **SEARCHES AND OTHER TYPES OF SEARCHES**

Student desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property.

Students should not expect privacy regarding usage of or items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of desks, computers and other such property may be conducted in the discretion of the administration. The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control.

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is "nuisance items") may be removed from student possession.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras and recording equipment on School District property to ensure the health, welfare, and safety to all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **REQUEST TO STAY INDOORS AT RECESS**

Notes from parents generally will be honored by the school to allow a student to remain inside.

However, we do feel that if a child is well enough to come to school, usually the child is well enough to participate in the daily school program. Special arrangements may be made for children with chronic health problems.

## **USE OF TELEPHONE**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. Telephones in the school offices and classrooms are for school business purposes and should be used by students only with permission from their teacher, office secretary, or administrator.

## **BICYCLES & OTHER ITEMS WITH WHEELS**

It is the responsibility of parents to determine whether students bring bicycles to school. The school may revoke this privilege if safety violations occur. The school is NOT responsible for lost or damaged bicycles. BICYCLES ARE NOT TO BE RIDDEN ON PLAYGROUNDS OR SIDEWALKS. Students should know how to use proper hand signals and rules of the road before being allowed to ride them to school. Bicycles must be parked in the racks provided. Also, students are NOT allowed to ride skateboards, roller blades, scooters, or any item with wheels on school property.

## **STUDENT VALUABLES**

Students, not the school, are responsible for their personal property. Students should not bring large amounts of money or items of value to school, including toys. Valuable items, personal toys and money needs to be left at home. The school cannot guarantee that the student's property will not be subject to loss, theft, or damage.

## **LOST & FOUND**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Articles of clothing, such as sweaters, jackets, boots, toys, etc. should be marked with adequate identification. Unclaimed items are given to a charitable organization after a reasonable length of time. The school is not responsible for personal items.

## **ACCIDENTS**

Every accident in the school building or on the school grounds must be reported immediately to a school authority.

## **PETS AT SCHOOL**

Students are responsible for obtaining specific approval and prearranging with their teacher before pets may be brought to school.

## **INSURANCE**

Under Nebraska law the District may not use school funds to provide general student accident insurance. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office.

## **BULLETINS & ANNOUNCEMENTS**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

From time to time a bulletin from the school office will be sent to parents relating events happening during the next month. Your interest in reading these bulletins will encourage your child to continue to bring them home.

## **CHILD ABUSE MANDATORY REPORTING PROVISIONS**

### **TERMS AND DEFINITION**

1. Abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:
  - a. Placed in a situation that endangers his or her life or physical or mental health;
  - b. Cruelly confined or cruelly punished;
  - c. Deprived of necessary food, clothing, shelter, or care;
  - d. Left unattended in a motor vehicle if such minor is six years of age or younger;
  - e. Sexually abused; or
  - f. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

### **CHILD SUBJECT TO ABUSE OR NEGLECT; REPORT; AND CONTENTS**

When any physician, medical institution, nurse, school employee, social worker, or other person has reasonable cause to believe that a child has been subjected to abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the department of social services.

## **RETURNING TO SCHOOL FOR HOMEWORK**

The following policy will be enforced with respect of re-entering the building for homework or any other item, which has been forgotten.

1. Students will come to the office.
2. Office will call the homeroom.
3. If the homeroom teacher is there and approves, the student may go to their classroom.
4. If the teacher is not there or is busy, then students may not go into their classrooms.

## **CELL PHONES**

Cell phones are allowed but must be turned off during school hours and must be kept in students' backpacks or book bag during the school day. Cell phones will be confiscated if used during school hours. Cell phone use is limited to before and after school hours only. The school will assume **NO** responsibility for student loss, theft, or damage of cell phones.

## **REQUESTS TO BE EXCUSED FROM PHYSICAL EDUCATION CLASSES**

When the health of a child is at risk, the physician should submit in writing a request to have the child excused from these classes.

## **WITHDRAWAL**

Should you move from any Gordon-Rushville School during the school year, please contact the school Principal immediately and he/she will assist you with the transfer.

## **CHILDREN STAYING AFTER SCHOOL**

Parents will be notified if students stay after school.

## **CONDUCT AT SCHOOL ACTIVITIES**

Students are expected to conduct themselves as young ladies and gentlemen at school activities outside of the regular school day. Those who do not act in an acceptable manner will be asked to leave.

## **CLASSROOM CONDUCT EXPECTATIONS**

Students are expected to conduct themselves in a manner, which promotes a positive learning environment for all students. Classroom expectations (rules and consequences) will be established at the beginning of the year and defined for students.

## **HOMEWORK**

Homework is recognized as a valuable instructional tool. The purpose of homework is for review and practice of skills previously taught and to foster lesson enrichment, clarification, and application. Homework assignments communicate to parents current class activities and study topics. Although students are expected to assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in the student's homework by: promoting a positive attitude toward homework; providing a consistent time and suitable place for study; making available, if possible, resource materials; assisting with drills; checking the student's work for neatness and accuracy; and arranging with the teacher for limited homework assignments when the child's physical condition necessitates it.

## **CARE OF SCHOOL PROPERTY**

Students who damage or lose school property will be expected to pay for the damage. This will be based on the replacement value of the item.

## **LIBRARY / MEDIA**

Students have scheduled library classes each week. Media specialists provide instruction in the use and appreciation of a variety of print and other media. Children have the opportunity to explore literature forms and develop research skills. They learn to locate, analyze, and compile information from both print and electronic information sources. Students are encouraged to use the media center for material check-out and browsing at times other than their scheduled library class.

## **PARTIES**

Each class has three special parties throughout the school year: Fall, Christmas, and Valentine's Day. Parents may be asked to assist the teacher if needed.

Birthday treats may be provided for classes. Teachers will exercise judgment as to the most appropriate time to celebrate.

Invitations to attend private parties will NOT be distributed at school unless distributed to ALL boys or ALL girls or to the entire class.

## **SPECIAL DELIVERIES**

The students will receive a special note telling them of the gift when balloons, flowers, etc. are sent to school for the students. Students will pick up their gifts in the office after school.



## **FIELD TRIPS**

The final decision for field trips participation will be determined on an as-needed basis by the Principal and the student's classroom teacher. Things that would limit the student's participation in a field trip are, but not limited to, the following: excessive absences, discipline referrals, grades, health concerns, inappropriate behavior prior to leaving on the trip, and any other circumstances as determined by the building Principal.

## **PARENT VOLUNTEERS AT SCHOOL**

Our schools definitely encourage parent volunteer help. Parent volunteers help in the individual classrooms, work with individual students or small groups, help with parties, help with programs and field trips, help in libraries, and in many other ways.

Parents and teachers working together will help make our schools – not just better, but GREAT!

If you have time to give, do contact your child's teacher or the school office. There is a place for you!

For the sake of the classroom setting, we are asking you to NOT bring younger siblings. This should be a special time for you and your child.

## **STUDENT RECOGNITION**

Throughout the year, students participate in various activities or projects in which the school may release information to the media. If you DO NOT want your child's name or picture to appear in the media, you need to contact the school so we can make sure this does not happen. If you do not contact the school, we will assume that it is all right for your child's name or picture to appear in the media. The term "MEDIA" in this sense shall include but is not limited to: newspapers, radio, television, and the internet\*.

\*School events, activities, awards, etc. may be published as part of the school's website.

## **REQUESTS FOR PLACEMENT**

Gordon and Rushville Elementary Schools encourage communication with parents at all times. Through this open communication hopefully we can place your student in the best educational setting possible. We feel that it is important that parents understand the process that is used by staff for placement of each student. It is our goal that each student will be assigned to the classroom where he or she will have the most educational success. Unfortunately, we do not accept requests for placement of Kindergarten children.

Placement will be made by recommendations from: the teachers from the current grade level, Title I teachers (if applicable), resource teachers (if applicable), the guidance counselor, the principal, and the upcoming grade level teachers if deemed necessary to have their input. Factors taken into consideration

by the staff would include: student's academic needs, student's learning style, teacher's teaching style, student's ability to get along with others, student's social development, student's physical/motor skill development, and the student's emotional development. Through a study of these factors, by the staff, placement for the following year is then made.

If parents feel a need to request a certain room placement, they may do so by writing a letter to the principal explaining why they feel that their child would benefit from this placement. Requests must be made in writing and must be made prior to the *first Monday in May*. The principal will take these requests into consideration when placing students; a request from a parent for a classroom is not a guarantee that the child will be placed in that room. The school has the final decision as to where a child will be placed.

NO REQUEST WILL BE TAKEN FOLLOWING THE MAY DEADLINE.

## **BREAKFAST AND LUNCH PROGRAMS**

The Gordon-Rushville Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the Gordon Elementary and Rushville Elementary Schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income fall within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: unusually high medical expenses, shelter costs in excess of 30 percent of reported income, special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits. A separate application is required for children who are wards of the state or are foster children.

#### **Other Food Services Information**

1. Students are encouraged to pre-pay their meals by taking a check to the elementary office secretary. Students are issued an ID number and each day a meal is purchased, that four-digit number is entered into a program and keeps a daily balance of each students account.
2. All meals include one (1) milk with the meal.
3. Students are allowed to bring a lunch from home, but food ordered from outside eating establishments cannot be brought into the cafeteria.
4. Prices for school meals at the Elementary buildings are published with the free and reduced lunch applications and are available on the website [www.grmustangs.org](http://www.grmustangs.org).

**Breakfast Program.** Breakfast will be served from 7:30 a.m. to 7:55 a.m.

**Lunch Program.** We encourage parents who wish to visit school to join their child for lunch. If you are planning on joining your student for lunch we ask that you contact your child's school by 8:30 a.m. to have your name on the lunch count.

Federal law does not allow your child to bring soda pop to school for his or her lunch. We ask that you not send candy in your child's lunch.

## ***ATTENDANCE***

Regular and punctual student attendance is required. The responsibility for attending the public schools of the school district each day that such schools are open and in session lies with the student and the parent or person who has legal or actual charge or control of the student. It is essential for a child to be

in school on a regular basis if a strong educational foundation is to be established. Without this foundation, it is felt that success in school will become more and more difficult to attain. In keeping with this philosophy on regular attendance, our school system is following the state mandated law of compulsory education by all students up to age 16.

## **ATTENDANCE & ABSENTEEISM**

### **Absences From School – Definitions**

1. **Excused Absences.** An absence for any of the following reasons will be excused as long as there is a written note on file in the school office for:
  - a. Illness which causes a student to be absent from school;
  - b. Family trips in which student accompanies parent(s) / legal guardian(s);
  - c. Other absences, which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the test or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during the non-school time and the educational nature of the trip.

2. **Unexcused Absences.** If a written note is not received by the school office, the absence is recorded as unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

***For excused absences, students have 2 days for each day of absences to complete make-up work. If requested, assignment sheets will be prepared for students who are ill. If parents or guardians request assignment sheets the school should be contacted no later than 9:30 a.m. of the day they are requested.***

It is the policy of the Gordon-Rushville Public Schools that written notices will be mailed to parents or guardians to notify them of the number of absences their student has and to the legal actions that the school can take to improve attendance. Letters will be sent at 5, 10, 15, & 20 days absent to all students regardless of reasons for absences. When the student reaches 20 days absent, the County Attorney will be notified and he or she will proceed with legal options if warranted. The teacher and administration will consider students who miss 20 days in a school year for retention of their current grade.

### **ABSENTEEISM:**

*When the student is ill or has other medical needs, A **WRITTEN EXCUSE** signed by the parent or guardian will be acceptable. Students with chronic health problems and special medical needs as verified by a doctor will be handled individually through the school nurse. School board policy rule 5113.1 of the Compulsory Education Attendance Policy states when a student is ill or has other medical*

*needs, a written excuse signed by the parent shall be acceptable for the first ten (10) absences each semester from any/or all classes due to illness. For absence due to illness **AFTER** the ten (10) days, the parent or student **MUST** supply the building principal with written verification for each absence from a doctor to the school nurse.*

*When a request is made for an educational trip or family – related activity, the parent or guardian must submit to the building administrator in advance a written explanation. The administrator shall determine if the requested absence will be excused. When a request has been approved for a **PREARRANGED ABSENCE**, the student is responsible for making arrangements for make-up work and/or assignments with the teacher of any scheduled class, which the student will miss. **PREARRANGEMENTS** must be made at least three (3) calendar days before the first day of the scheduled release from class. Failure to follow this procedure will result in an unexcused absence.*

*It is the responsibility of the parent to contact the school when their child is absent. Failure to do so will result in the school calling the parent/guardian.*

**Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend all classes.**

## **TARDINESS**

**Tardy to School:** Students will be considered tardy to school if they arrive at school after 8:05 a.m. After three tardies per quarter, the student will not be considered for perfect attendance.

## **LEAVING SCHOOL**

Students who must leave school for any reason during the school day **MUST** have a parent / guardian check the student out of the office before leaving. Upon returning to school that same day, parent or guardian is expected to sign the student in at the office. A sheet will be available by the office for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

## **SCHOLASTIC ACHIEVEMENT**

### **GRADING SYSTEM**

Gordon and Rushville Elementary Schools (2nd-5th grades) will use the letter grading system as follows:

A 94-100

B 86-93

C 78-85

D 70-77

F 69 and Below

Each teacher should define for students the grading procedures to be used in their classes.

Gordon and Rushville Elementary Schools (Kindergarten – 1st grade) will use the following grading

system as follows:

4 – Exceeds Expectations for Proficiency

3 – Meets Expectations for Proficiency

2 – Needs Additional Support/Practice

1 – Not Addressed this Quarter

Effort: E, S, N = Excellent, Satisfactory, Needs Improvement

## HONOR ROLL

3rd–5th Grade Only

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd, and 4th quarters. Students will be recognized accordingly:

1. Students receiving all “A’s” will be listed on the All A Honor Roll.
2. Students receiving at least 2 A’s in the core classes (reading, math, science, social studies) and the rest B’s will be listed on the A/B Honor Roll.

## PROMOTION / RETENTION

1. Promotion will be determined upon the basis of school work accomplishment and reviewed in light of benefits for each individual child.
2. If a student has excessive absences, which affect their academic achievement, it may be a factor in considering promotion or retention.
3. Students should be retained only when there is evidence that the child will benefit from retention. Certain guidelines will be followed in deciding retention.
  - a. Retention should be as early in the child’s school experience as possible, preferably in kindergarten or grade one.
  - b. Students in the elementary grades shall not be retained more than one year.
  - c. Students will be retained at a grade level when such is determined in judgment of the Principal, in consultation with the student’s teachers and counselor, to be appropriate for the educational interests of the student and the school’s educational program.

### **TERMS:**

**PROMOTION: Advancement from one grade level to the next.**

**RETENTION: Retaining a student at their present grade level placement.**

## REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week sessions.

## **PARENT – TEACHER CONFERENCES**

Parent – teacher conferences will be held (2) two times during the year. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## ***SUPPORT SERVICES***

### **GUIDANCE & COUNSELING**

Our elementary school guidance program is designed to help all students in their adjustment to school. The program consists of classroom guidance lessons, group and individual counseling, and parent and teacher consultations. The goal of the guidance program is to help students feel good about themselves and their school experience.

### **SPECIAL PROGRAMS AND COUNSELING**

Classes in special education, remedial reading, learning disabilities, and speech therapy offer educational experiences adapted to the specific needs of children. Because these classes are kept small, more attention can be given to individual instruction.

Special education classes are offered on an as-needed basis in accordance with student's individual verification needs.

### **TITLE I**

Gordon-Rushville Elementary Schools are School Wide Title I schools. Any student that attends one of these elementary buildings is eligible to receive assistance in Reading or Math.

### **SECTION 504 OF THE REHABILITATION ACT**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.

4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

## **HEALTH SERVICES**

Nursing services are available to all students. Students leaving school due to illness are required to check out through the office. Parents will be notified of illness and any serious injury. Students must have emergency procedure forms filled out and on file with the current information including family physician, and relative or friend, in case of emergency when the parent(s) cannot be reached.

## **STUDENT ILLNESS**

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include the following: temperature greater than 100 degrees F, vomiting, diarrhea, unexplained rashes, head lice, or on determination by the school nurse or school employee that the child's condition prevents meaningful participation in the educational program, presents a high risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please inform the school office of health related information you feel is important for your student's success in the classroom and safety at school.

## **HEAD LICE**

For the safety of the students and staff of Gordon-Rushville Public Schools, any student who has **live** head lice will be sent home for treatment. Head lice are passed easily from person to person and must be treated immediately.

The student's parent(s) or guardian(s) is responsible for treatment. A note and head lice fact sheet will be sent home with the student. After the child is treated and all nits are removed, the student may return to school.



## **GUIDELINES FOR ADMINISTERING MEDICATION**

Whenever possible medications should be given at home by parent/guardian. If it is necessary that your child take medication at school, the following guidelines must be followed:

1. Medication must be presented to the office with a signed medication authorization form from parent/guardian. Medication will not be given unless written permission has been obtained.
2. Prescription medication must be sent in the original container with the name of the drug, dosage, time interval, and student's name.
3. Medication will be stored in a locked container or cabinet in the office, with the exception of the asthma inhalers.
4. No (over-the-counter) medication will be given by the school personnel, unless it has been prescribed by a physician.
5. The school district retains the discretion to reject requests for administration of medication.
6. Parents must assume responsibility for informing the school of any change in the child's health or change in medication.

## **ATTACK ON ASTHMA – NEBRASKA STATE MANDATE**

Nebraska has a mandated specific policy to treat life-threatening asthma/anaphylactic emergencies. Please contact the school nurse regarding this protocol. If parents DO NOT want this protocol followed, a personal Asthma/Allergy care plan must be filed in the school office. We request an inhaler be kept in the office for any student having asthma.

## **PHYSICAL/VISION/DENTAL EXAMINATIONS**

A physical examination by a qualified physician is required within six months prior to the entrance of Kindergarten, Seventh grade or in the case of a transfer from "out of state" to any other grade.

A vision examination by a qualified physician is required for Kindergarten and "out-of-state" students prior to school entrance.

A dental examination by a qualified dentist is required prior to entering Kindergarten.

A parent or guardian who objects may submit a written statement of refusal for his or her child.

Waiver forms are available in the school health office.

## **IMMUNIZATIONS**

Students must show proof of immunization upon enrollment in Gordon-Rushville Public Schools. Any student who does not comply with the Nebraska immunization requirements will not be permitted to enter school. Students with medical conditions or sincerely held religious beliefs which do not have all immunizations may complete a waiver. Students with a signed waiver may be excluded from school in the event of disease outbreak.

The following immunizations are currently required by Nebraska State Law:

- 3 doses of DTP, DtaP, DT, or Td vaccine

- 3 doses of Polio vaccine
- 2 doses of MMR vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of varicella (chickenpox) or MMRV given after 12 months of age or written documentation of disease.

## **BIRTH CERTIFICATE REQUIREMENTS**

State law requires that a certified copy of a student’s birth certificate be used when enrolling a new student in school. If your child is registering with Gordon-Rushville Elementary Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

If a birth certificate is unavailable, other reliable proof of a student’s identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## ***DRUGS, ALCOHOL & TOBACCO***

### **DRUG – FREE SCHOOLS**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District’s safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **EDUCATION & PREVENTION:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

#### **Tobacco Use or Possession.**

The possession, use, selling, or dispensing of tobacco products, including but not limited to cigarettes and smokeless tobacco products, is prohibited on school grounds, in school vehicles, at any school-sponsored activity or event, or off school grounds if there is substantial interference with school purposes.

#### **Drug and Alcohol Use and Prevention.**

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of tobacco, illicit drugs and alcohol on school premises or as a part of any of the school's activities.

**Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.**

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol.

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

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

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

**Safe and Drug-Free Schools-- Parental Notice**

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

***STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS***

**STUDENT CONDUCT & DISCIPLINE POLICIES:**

The common goal of students, parents, faculty and administration of Gordon-Rushville Public Schools is to maintain a school atmosphere, which is conducive to learning. In order to achieve this, Gordon-Rushville Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE GORDON-RUSHVILLE PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

## FORMS OF SCHOOL DISCIPLINE

### **Short-Term Suspension:**

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

### **Long-Term Suspension:**

The students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### **Expulsion:**

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

any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

**Other forms of Student Discipline:**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned disciplines as directed will serve as grounds for further discipline, up to expulsion from school.

**STUDENT CONDUCT:**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Gordon-Rushville Public Schools, all students are expected to refrain from the following conduct.

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

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a

- stimulant);
7. Public indecency;
  8. Sexually assaulting or attempting to sexually assault any person. In addition, 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, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
  9. Truancy or failure to attend assigned classes or assigned activities;
  10. Tardiness to school, assigned classes or assigned activities;
  11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
  13. Willfully violating the behavioral expectations for those students riding Gordon-Rushville Public School buses.
  14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
  15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
  16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
  17. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
  18. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the

following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

## **STUDENT DRESS**

Gordon-Rushville Public Schools takes pride in the appearance of our students. Dress reflects the quality of the school, of conduct, and of schoolwork. School personnel reserve the right to determine if an individual student's clothing is appropriate for school. The following dress and grooming manner will be prohibited:

- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, and discriminatory or which promotes or advertises alcohol, chemicals, tobacco, or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit or, which conveys sexual innuendo, or that may be construed as sexual.
- Wearing any headwear (i.e. hats, scarves, bandanas,) during the school day. Exceptions will be made for religious reasons.
- Wearing extremely short shorts, sagging pants/shorts, muscle shirts, halter tops, spaghetti strap tops, or exposing midriffs.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- Wearing makeup or strong smelling perfume or cologne.
- Hairstyles that are disruptive to the classroom environment (i.e. Mohawk hair cut, dyed a wild color).

### **Consequences:**

If your child dresses inappropriately, parents or guardians will be notified and asked to bring appropriate clothing to school for your child to change into. Students who choose to wear inappropriate clothing will be required to change clothes. Further violations will be handled through the student discipline section of our management plan.

## **BULLYING**

Bullying is a form of harassment. For the purpose of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically



transmitted, or emotional abuse, or through attacks on property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money, or possessions, and exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension or expulsion as per the student handbook Offenses and Penalties. As may be required by law, law enforcement officials shall be notified of bullying incidents.

## **HARASSMENT**

It is the policy of the Gordon-Rushville Public Schools to provide a learning environment free from discriminatory insult, intimidation, and other forms of harassment. Harassment may be overt or subtle, but whatever form it takes, verbal, non-verbal, or physical, harassment is insulting and demeaning to the recipient and cannot be tolerated in the school environment. The use of abusive, profane, or obscene language or gestures is prohibited. Abusive, profane, or obscene language includes, but is not limited to, slandering or libeling the ethnic background, sex, race, religious preference or physical appearance of any student or school employee. Any student who feels their right to a learning environment, free of all types of harassment, has been jeopardized should report such incidents to parents, teachers, counselor, or principal. Offenders may be suspended short term, long term, or expelled, depending on the severity of the offense.

### **Preventing Harassment and Discrimination of Employees and/or Students**

#### **Purpose:**

The Gordon-Rushville Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, the Gordon-Rushville Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For the purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex disability or age is prohibited. The following are general definitions of what constitute prohibited harassment:

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

- (i) Sexual harassment may exist when:
  - (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
  - (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
  - (c) The 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, classroom or educational environment.
- (ii) Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene painted or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of the Gordon-Rushville Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of the Gordon Public Schools, the complaint may be presented to the Board of Education.
- c. The supervisor, teacher or the Superintendent of the Gordon-Rushville Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc. may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

Sexual harassment is further covered in School Board Policy Section 7.15

## **CHAIN OF COMMAND**

The School Board Policy states:

All business between board members and school employees will be transacted through the Superintendent of Schools. Board members shall handle no complaints individually, or deal individually with those who have complaints, or commit the board to a course of action. All complaints shall be handled through the regular chain of command process. No person or group shall be deprived of the right to a hearing before the Board of Education, providing the normal chain of command has been exhausted.

The chain of command process, as related to student-teacher relations, consists of four levels:

Level 1 – The teacher

Level 2 – The building principal

Level 3 – The Superintendent of Schools

Level 4 – The Board of Education

All problems are to be solved at the lowest possible level. Complaints will be accepted at any level only if remedies at lower levels have been exhausted. Requests for appearances before the Board of Education will be accepted only if the request is made in written form, signed by the complainant, and carrying signatures indicating that the problem has been unresolved at each of the lower levels.

Hopefully, these procedures will give every person at the Gordon and Rushville Elementary Schools, Rural Attendance Centers, and Gordon-Rushville School District the opportunity to be heard.

## **FIREARMS & WEAPONS**

The Gordon-Rushville Public Schools will follow Federal and State Laws. If a student is determined to have brought a firearm to school, the student shall be expelled from school for a period not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis. Additional information and explanation is located in Addendum's #17 & #18 of the School Board policies.

1. Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds except as permitted by policy.
2. Weapons: Students and visitors under the age of 18 may not knowingly possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by policy.

### **Definitions:**

- Firearms: The term firearm is defined as any object that is designed to or may readily be converted to expel any projectile by the action of an explosive; or frame or receiver of any such weapon.
- Weapons: The term weapon is defined as a firearm or any object or material that is ordinarily considered a weapon.

## **ASBESTOS NOTIFICATION**

The federal government and the State of Nebraska require that all patrons and staff of each school building be notified each year of the asbestos condition within each building. This requirement is to insure a safe and wholesome environment for our children and employees. A six-month surveillance program is in place whereby the asbestos-containing material is reviewed and inspected. This is to insure there is no change in its status since the last inspection. If you have concerns, please call the office or come in and discuss the management plan. It is the school's intention to keep the school a safe and wholesome environment for all the children and staff.

## ***STUDENT FEES POLICY***

The Board of Education of Gordon-Rushville High School adopts the following student fees policy in

accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations that may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2015-2016 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required

for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extra-curricular activities for the school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education

costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from

students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## ***SUMMARY OF NO CHILD LEFT BEHIND ACT***

### **I. TEACHER QUALIFICATIONS**

Requirements ("Highly Qualified")

- A. State Certification: Full State certification as a teacher. Waiver on emergency, temporary or provisional basis not permitted.
- B. Bachelor's Degree, and
- C. Pass State Test or Demonstrate Competence
  - 1. "New Teachers" (means new to the profession) Elementary teacher must pass State test, showing subject knowledge and teaching skills in reading, writing, math and other areas of basic curriculum.
  - 2. Middle school or high school teachers must: (1) pass State academic subject test or have major, degree, course work equal to major, or advanced certification or credentialing for subjects which the teacher teaches
  - 3. Non-"new teachers" must either: (1) meet requirements of a new teacher or (2) demonstrate

Applicability of Requirements:

\*Applies to all teachers in programs receiving Title I funds who are hired on or after first day of 2010-11 school year.

\*Applies to all teachers of "core academic subjects" by end of 2010-11 school year.

(The term "core academic subjects" means English, reading or language arts, mathematics, science, foreign language, civics and government, economics, arts, history, and geography.)

### **II. PARAEducATOR QUALIFICATIONS**

Requirements:

- A. High School Diploma or GED, and
- B. Meet "Quality Standards"
  - 1. 2 years. Of study at college or university
  - 2. Associate Degree, or
- C. Meet rigorous standard of quality and can demonstrate knowledge of and ability to instruct in: reading, writing, and math, or readiness in such, as appropriate, through formal academic assessment(State's or Local School District's Test).
- D. Permitted duties of Title I paras
  - 1. One-on-one tutoring (cannot be provided at a time when child would otherwise be instructed by a teacher)
  - 2. Classroom management (e.g., assist with organizing instructional or other materials)
  - 3. Assist in instruction in computer lab
  - 4. Parent involvement activities
  - 5. Library or media support
  - 6. Translator
  - 7. Instructional services (restrictions: (1) must work under direct supervision of a teacher and (2) non-instructional work assigned to Title I Para must be equal to amount of non-instructional work other similar paras are assigned.

Applicability of Requirements:

\* Applies to programs receiving Title I funds who are hired from and after January 8, 2002

\* Applies to all paras in program receiving Title I funds from and after January 8, 2002

\* Exceptions: translators and parent involvement paras do not have to meet "quality standards"

(but must still have HS diploma or GED)

### III. NOTICE TO PARENTS ABOUT STAFF QUALIFICATIONS

A. Annual Notice School District must give notice to parents at the beginning of the school year that, upon request, the School District will provide information regarding student's classroom teachers.

Information to be provided:

1. Teacher's Certification: whether teacher meets State qualifications and licensing criteria for grade levels and subject areas assigned, and whether teacher is teaching under emergency or other provisional status.
2. Major: teacher's degree major, plus any other graduate certification or degree held and the field of discipline of the certification or degree.
3. Paraeducator: whether a para will provide services and the para's qualifications

Notice of Non-Highly Qualified Teacher:

Must also give notice to parent if child has been assigned a non-highly qualified teacher, or been taught for four consecutive weeks by a non-highly qualified teacher.

Applicability of Notice Requirements:

\* Applies to any school receiving Title I funds (not limited to just Title I students or staff)

### IV. PROVISIONS RELATING TO STUDENTS

#### A. School Prayer

As a condition of receiving Federal funds, a local school district shall certify in writing to the State educational agency that no policy of the local school district prevents, or otherwise denies participation in, Constitutionally protected prayer in public elementary and secondary schools.

#### B. Sex Education

None of the funds authorized under this Act shall be used to : (1) develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity; (2) distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) provide sex education or HIV - prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

#### C. Military Recruiters Access to Students and Student Information

School Districts receiving Federal funding under this act, shall provide, on request made by military recruiters or an institution to higher education, access to secondary school students' names, addresses, and telephone listings. Restriction: A secondary school student or the parent of the student may request that the student's name, address, and telephone listing: (1) not be released without prior written consent, and the school district shall notify parents of the option to make a request and shall comply with any request.

#### D. Student Privacy (Hatch Act: Health Screenings)

Amends the Hatch Act to provide further privacy to students in health screenings' questions, and requires local school districts to develop local policies concerning student privacy, parental



access to information, and administration of certain physical exams to minors.

#### Notice to Parents

Requires annual notice to parents of any changes in policies referred to above, and provides opportunity for parents to opt students out of participation in student survey activities or non-emergency, invasive, physical exams not necessary to protect the immediate health and safety of the student, or of other students.

#### E. Safe School: Student Victim Reassignment

Each school district receiving Title I funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary or secondary school, as determined by the State, or who becomes a victim of a violent criminal offense while on the grounds of a public elementary or secondary school, be allowed to attend a safe public elementary or secondary school.

### V. PROVISIONS RELATING TO PARENTS

#### A. School Parental Involvement Policy

School district shall jointly develop with, and distribute to parents, a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out: (1) building the schools' and parents' capacity for strong parental involvement; (2) coordinate and integrate parental involvement strategies with parental involvement with other programs (e.g. Head start, Special Education, et al.); (3) conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools, including identifying barriers to greater participation by parents in activities, with particular attention to parents who are economically disadvantaged, are disabled, or have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement; and (4) involve the parents in the activities of the schools served by Title I.

Each school district shall reserve not less than 1% of the Title I allocation to carry out the purposes of promoting family literacy and parenting skills, and parents involved shall be involved in determining how these funds shall be used.

### ***STUDENT RECORDS: Right of Privacy***

Federal regulations require the school to inform parents of our intent to comply with Public Law 90-247. This law reestablishes the rights of parents and students concerning the privacy of student records and access to those records. The complete school policy concerning student records is available in the school office for review by a patron. The law requires that certain parts of student's records be designated as DIRECTORY INFORMATION. You are hereby informed that DIRECTORY INFORMATION INCLUDES the student's name, address, date and place of birth, participation in officially recognized activities and sports, the weight and height of members of athletic teams, dates of attendance, lists of degrees or awards received, the school attended by the student and other similar information.

Gordon-Rushville Public Schools has designated the above listed information as DIRECTORY INFORMATION. The school may therefore, release it without prior notice to the student or parent UNLESS:

1. THE PARENT OR STUDENT NOTIFIES THE SCHOOL IN WRITING THAT THIS INFORMATION IS NOT TO BE RELEASED.
2. THE WRITTEN NOTICE SHALL INCLUDE A STATEMENT THAT THIS PERSONALLY IDENTIFIABLE INFORMATION IS NOT TO BE DESIGNATED AS DIRECTORY INFORMATION FOR A PARTICULAR STUDENT OR STUDENTS.
3. THIS INFORMATION AND NOTICE MUST BE RECEIVED BY THE FIRST FRIDAY IN SEPTEMBER.

Gordon-Rushville Public Schools shall forward education records on request to a school in which a student seeks to enroll upon the written request of the student, a student's parent or guardian, or the school in which a student is to be enrolled.

Parents or eligible students may inspect certain student records. This rule does not apply to records made and kept by one person such as a psychologist or social worker, which are not shared with anyone but a substitute for that person.

Parents or eligible students may challenge student records in a hearing to make sure that they are not misleading or inaccurate.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:  
The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or

assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

## ***DESIGNATION OF COORDINATORS FOR STATE AND FEDERAL PROGRAMS***

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: PO Box 530, Gordon, Nebraska 69343, telephone number (308) 282-1322.

## ***HOMELESS STUDENTS POLICY***

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their

status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The

District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## ***CORPORAL PUNISHMENT***

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior or the use of physical force in an attempt to modify the behavior, thoughts or attitudes of a student.

The use of corporal punishment in any form is strictly prohibited in the public schools. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator or other school personnel.

Restraint or force by a staff member may, however, be used in the following situations:

- for the purpose of self-defense
- to prevent the student from injuring himself/herself or others
- to protect property of the school or others

## ***PARENTAL INVOLVEMENT POLICIES***

### **GENERAL – PARENTAL / COMMUNITY INVOLVEMENT IN SCHOOLS**

Gordon-Rushville Elementary Schools & Rural Attendance Centers welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Gordon-Rushville Elementary Schools policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.

4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents may express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

## ***CHILD FIND PROGRAM***

Nebraska and Federal laws guarantee a free appropriate education (FAPE) to all children. Special programs are available through the public schools for all children with special education needs.

Child find is a community-wide effort to provide opportunities for children with disabilities. Parents, community members, educators and members of the medical community take part in the program to locate children who may have a disability.

Parents or community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech/language skills
- Motor skills
- Thinking skills
- Emotional/social skills

Child Find provides developmental screening and when appropriate a comprehensive, multidisciplinary evaluation for children from birth to age 21. If you live within the Gordon-Rushville District and have, or know of a child who may have a disability, contact Scott Plummer, Director of Special Education at 327-2448, during school hours.



**RECEIPT OF 2016-2017 STUDENT-PARENT HANDBOOK  
OF GORDON-RUSHVILLE ELEMENTARY SCHOOLS**

This signed receipt acknowledges receipt of the 2016-2017 Student-Parent Handbook of Gordon-Rushville Elementary Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules as well as Special Education and Title 1 guidelines. The undersigned, as student agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

**DRUG-FREE SCHOOLS STATEMENT:**

Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Gordon-Rushville Elementary Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Printed Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Date

Return to: Your child's elementary building office



