

# **PAWNEE CITY PUBLIC SCHOOLS**

## **ELEMENTARY HANDBOOK GRADES K – 6**



**2015 – 2016**

**Elementary Phone ~ 402-852-2411**

This handbook is to better acquaint you and your parents with the objectives and functions of the Pawnee City Public Schools. Every parent and student should become familiar with policies and procedures stated in this booklet. Take it home with you and discuss it with your parents. Keep it handy so you may refer to it from time to time.

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**ELEMENTARY HANDBOOK ~ 2015 - 2016**  
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## **GENERAL INFORMATION**

### **TELEPHONES - CONTACTING STAFF MEMBERS AND PUPILS**

The elementary office has a phone line that will directly receive outside phone calls – **the number is 402-852-2411**. If you need to speak or leave a message with an elementary teacher or staff member, please use that number.

All contacts made with elementary school personnel and students should be done through the elementary office. The best time for contacting staff members is before school (7:45 - 8:00 a.m.) and after school (3:45 - 4:00 p.m.). Students and teachers will not be called out of class to answer the phone except for emergencies; however, the office is willing to take messages or you may leave a message on the voice mail.

Students are not permitted to use their personal cell phones during school hours. We will use our professional judgment on if a student needs to call home during the school day.

### **THREE SIMPLE EXPECTATIONS**

Be Safe  
Be Respectful  
Be Responsible

Exhibit these behaviors and you will find that your experience here at Pawnee City Elementary school will be quite enjoyable!

### **ENROLLMENT**

Kindergarten children may be enrolled in the spring for the following school year. For your child to be eligible for enrollment in Kindergarten for the 2015-16 school year, the child must have reached his or her fifth birthday on or before July 31, 2015. To register your child, call the school, 402-852-2411.

Students new to the Pawnee City school district may enroll at the office in the elementary building. It will be necessary to show each student's birth certificate, immunization record and Social Security number when enrolling. If the student is transferring from another school, a request for records will be made to that school. Parental signatures are necessary on all record requests.

### **WITHDRAWAL AND TRANSFER TO ANOTHER SCHOOL**

When withdrawing from Pawnee City, please notify the office as soon as the planned date is known. Any equipment, materials, or payments due to the school must be accounted for before records, requested by the new school with your signature, will be forwarded. When transferring during the school year, the teacher will write a short summary indicating which texts are being used and how the child is progressing in each subject area.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Please notify the elementary office anytime you have a change of address or phone number, or emergency contact person or number.

### **ARRIVAL AT SCHOOL**

The school day is from 8:10 a.m. to 3:40 p.m. Students arriving prior to 8:10 should report to the cafeteria. They will be escorted to their classroom at 8:10. We ask that students not arrive prior to 7:45 as supervision is not present until that time.

### **STUDENT DRESS**

How a student dresses for school DOES have an impact on their performance and success in school. Parents are ultimately responsible for making sure that their child dresses appropriately for school, whether it be for the climate, weather of the day, and appropriate modest appearance. Decisions with regard to what to wear to school should reflect good taste and common sense. The administration and staff urge parental cooperation in avoiding problems regarding dress, grooming, and personal conduct. Shorts are allowed as long as they extend beyond the tips of the fingers. Students are not allowed to wear hats in the building or clothing that advertises alcoholic beverages, tobacco companies, or have suggestive writing.

Please help your child dress appropriately for the weather on any given day. Appropriate dress for cool weather would include: jacket or coat, sweater, stocking cap, gloves or mittens, and rubber boots when needed. During snowy or rainy weather, students must have “boots” to go off paved areas. Boots need to be leather, rubber, or other waterproof material, that is not to be worn in the classroom during regular classes.

***BE SURE TO MARK EACH ITEM WITH YOUR CHILD’S NAME FOR IDENTIFICATION.***

### **Use of Buildings and Grounds**

#### **Smoke-Free Environment**

All of our school buildings and grounds are smoke, tobacco, and vapor products (alternative nicotine products) –free environments. We would appreciate your help in meeting the goal of smoke and tobacco-free environment for our students. When you attend school events, including athletic events, please abide by our District’s policy.

#### **Care of School Property**

Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or replace the item.

## **ATTENDANCE**

### **ATTENDANCE AND ABSENCES**

Regular and punctual attendance habits are encouraged for all students to insure continuity in the school program. Parents are asked to call the elementary school at 402-852-2411 by 8:30 a.m. on days when their children will be absent.

Upon returning to school after an absence, a note must be brought to the teacher stating the reasons and the date of absence. The parent or guardian must sign this note. A phone call on the day of the absence is needed, but ***does not*** eliminate the need for a note.

**If parents fail to call in regarding absences or tardiness, the secretary or Principal will place a call to the child's home to find out the reason for the child's absence.**

Section 79-201 of the Nebraska School Law states that "every person residing in a school district within the State of Nebraska who has a legal or actual charge or control of any child not less than seven, nor more than eighteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial day school each day that such school is open and in session..." Punctual and regular attendance is important since absence from school is the greatest single cause of lack of achievement in school.

1. Reporting

Normal school hours for students are 8:10 a.m. to 3:40 p.m. PARENTS SHOULD CALL THE SCHOOL OFFICE (852-2411) STARTING AT 7:45 A.M. We will contact the child's parent/legal guardian by 9:00 a.m. if they are absent and not accounted for.

2. Students must be in school for the entire day of a scheduled activity or performance in which the student is to participate. The principal must grant exceptions to this rule.

3. MAKING UP SCHOOL WORK

- a. Pre-Arranged absences must have schoolwork made-up prior to the absence when possible. All other absences may require the student to spend time after school to meet with teachers and get schoolwork complete.
- b. Schoolwork should be accomplished within ONE CALENDAR SCHOOL DAY unless the teacher grants an extension due to the nature of the schoolwork that was missed.
- c. Administration may require students to spend additional time at school to complete schoolwork.
- d. These provisions only apply through 8 absences.

4. DEFINITIONS

a. Excused Absences

School Activities	Bereavement
Hospital Stay and Recovery	504/IEP plans
Serious Illness, Dr. Verified	Spectator Attendance at State Events
Court Related A	College Visitations (2)
Suspensions	Weather Related (Confirmed by State Patrol)

b. Absences

Illness	College Visitations (3 or more)
Court Related B	Planned Absences
Church activities	

c. Unexcused Absences

Truancy Unverified Absence

A planned absence without prior notification and make-up.

d. Court Related A: Court related absences other than described in B

e. Court Related B: Court related absences due to a student's civil or criminal misbehavior

5. DUE PROCESS

- a. Students who exceed the nine (9) absence limit may petition the principal for an extension.
- b. The parent/guardian will be notified when the student is on pace to reach 20 absences in a year (5 per quarter).
- c. Attendance decisions regarding students who are in the resource program, whose educational programs is governed by an Individual Educational Plan (I.E.P.) will be made by the student's multidisciplinary team (M.D.T.) and the principal.

- d. Students who skip school will be classified as truant (unexcused absence). Truancy may result in detention, or in/out of school suspension.
6. ATTENDANCE INCENTIVES
- a. There will be special recognition of students who have missed 1 day or less each quarter
  - b. At the discretion of the classroom teacher, there may be excusal from certain classroom assignments (final exam, written report, etc.) for students who have 95% or greater attendance per semester.
  - c. There may also be special rewards for students who have 95% or greater attendance.

7. ATTENDANCE OFFICER

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

When students are absent from school, district staff will respond as follows:

- a. A member of the staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
  - b. After a student's fifth absence in any given quarter, the school's attendance officer, principal, will contact the student's parent or guardians and may schedule a meeting.
  - c. This meeting must be attended by the attendance officer (principal), parents, school counselor, and the student (if appropriate).
  - d. The meeting shall be documented.
  - e. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.
8. SECOND STAGE RESPONSE TO ABSENCES
- As per state statute, students who accrue more than 20 absences in a school year may be referred to the county attorney for action.

**EXCESSIVE ABSENTEEISM**

Habitual truancy shall be five days per quarter (or twenty days of absences per year) or the hourly equivalent. The twenty days should not include absences due to extended illnesses or other extenuating circumstances. Excessive truancy may lead to the notification of the County Attorney.

Children who must remain indoors because of health reasons must bring a note to that effect. The school takes special care in maintaining respect for each child's health and well being. No child will be sent outside during inclement weather if it would jeopardize his/her health in any way. We ask parents to cooperate by not sending notes asking for their child to remain inside during recess period unless it is an absolute necessity.

Children will not be excused from school before dismissal time without a note or a phone call from their parents. ***Parents must check in at the office before their child can be excused from class.***

Please request permission from the office if you wish for your child to ride a bus they do not regularly ride. Routes are set at the beginning of the year so as to use the most possible seats so there may not be room for additional students.

**APPOINTMENTS ~ MEDICAL AND DENTAL**

Whenever possible, medical and dental appointments should be scheduled before or after school and on weekends. If an appointment must be scheduled during school time, the office is to be notified and parents **must** check in at the office before children can be excused from class.

### **COMMUNICABLE DISEASES**

It is the intention of the Board of Education to prevent the spread of contagious diseases, especially those that are spread by general and incidental contact with students carrying the disease. Of particular concern are those communicable diseases, which include head lice, body mites, and other similar infestations or rash illnesses.

In general, a student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion (**Board Policy 5023**).

### **HEAD LICE**

As stated above, it is the intention of the Board of Education to prevent the spread of contagious diseases. Since head lice are especially contagious, it is the Board's position that any child who is found to have head lice is subject to an emergency exclusion (**Board Policy 5062**). ***Such student will not be allowed to return to school until they have been treated AND are nit free.***

### **ADMINISTERING MEDICINES TO STUDENTS**

It is the preference of the Pawnee City Board of Education that neither prescribed nor over-the-counter medications be brought to school or administered at school if at all possible. It is the parent's and student's responsibility to have their family physician be aware of this policy in order that the medication prescribed may be administered at times that do not involve the student's time at school or at school activities.

School personnel designated by the principal may give prescribed medication that must be administered during the school day. This medication shall be kept in a secured cabinet or safe. The medication must be provided by the parent or guardian in an individual pharmacy labeled bottle for the student who is to receive it. The label must include the name of the child, time of day the medicine is to be taken and expected duration of treatment.

Permission for giving prescription medication at school shall be signed by the parent or guardian and physician, and filed in the office for the student who is to receive medicine. Secondary level students on prescribed drugs may be allowed to take their medication and thus relieve adult school personnel of this responsibility. If such is the case, the written permission and/or the receipt of the parent's receiving the students handbook shall verify that the student is responsible for administering his/her own medication thus releasing liability against the district.

The superintendent shall organize a practical plan for the administration of medicine subject to the physician's recommendation. The precise time and medication dose should be clearly stated so that in the absence of designated personnel, specific directions are available. ***Additional information and forms are contained later in this handbook.***

### **VISITORS**



Parents and patrons of the school are encouraged to visit school anytime except the first two weeks and the last two weeks of school. We recommend that parents of kindergarten children wait three weeks before visiting. A call to the elementary office, or your child's teacher, prior to a visit would be appreciated. All visitors should check in at the elementary office before contacting anyone in the school. We ask that you limit the visit of relatives, former students and friends of children in school to one (1) hour unless special permission is granted.

The sending to school of little brothers, sisters, cousins, etc., with your child is not permitted. These preschoolers generally get bored before the day is finished and can cause disruptions. Former students who wish to visit with teachers and former classmates should make prior arrangements with the teacher involved or the school office.

***IT IS VERY IMPORTANT THAT PARENTS ATTEND PARENT-TEACHER CONFERENCES IN THE FALL AND SPRING.***

### **SCHOOL CLOSING**

The radio stations KTNC-Falls City (1230 AM), KNZA (101.3 FM), and TV stations KETV (Channel 7), and KOLN-TV-Lincoln, (Channel 10-11) will carry all school closing announcements due to inclement weather or other emergencies. We will also be using the *SchoolReach Instant Parent Contact*. **Please be sure to keep us up to date on phone numbers so you are on the calling list.** We will use this calling service for other informational notices and emergencies. Telephone lines should not be tied up by calling the school for closing information.

### **FIRE AND TORNADO DRILLS**

Fire and Tornado drills will be held periodically and are an important safety precaution for students and staff. In the event of a fire or tornado, the School Safety Plan that is posted in each classroom or office will be followed.

### **PUPIL PROPERTY ~ LOST AND FOUND**

Parents are advised to mark children's clothing and other articles brought to school. The office will handle the lost and founds, however, dangerous and illegal articles will be confiscated. Students should be discouraged from bringing expensive items or large sums of money to school.

### **SCHOOL PICTURES**

School pictures are scheduled for Tuesday, September 1<sup>st</sup>. Students must bring their money prior to pictures being taken. Students will be able to choose from several packages available.

### **STUDENT AND PERMANENT RECORDS**

Each student's permanent records will be kept on file in the office. This file contains student evaluation reports, personal and family background information, enrollment information, health records, and achievement test scores. Parents may review their child's file upon request. The student's name, address, phone number, grade placement and age are considered directory information and may be released as public information.

### **TITLE IX AND CIVIL RIGHTS**

Pawnee City Elementary school will adhere to the stipulations set forth in the Title IX guidelines on sex discrimination and will not discriminate in any of its programs or activities on the basis of a student's sex, race, religion, color, creed or handicapping condition.

The school district officer in charge of compliance is the Superintendent of Schools, 729 "E" Street, Pawnee City, NE 68420, 402-852-2411.

### **STUDENT PARTICIPATION IN PHYSICAL EDUCATION**

Physical Education is an important part of our curriculum and enhances each child's physical development. Each child is expected to participate in physical education class. Children, who should not participate for medical reasons, should bring a note from either the parent or a physician stating the reason and duration for not participating. Tennis shoes - children are required to have an additional pair of tennis shoes for participation in Physical Education in the gym.

### **STUDENT PARTICIPATION IN RECESS**

Recess is an important part of a child's educational experience that provides him/her an opportunity to learn to play and share with other children. Students are expected to go outside for recess whenever weather permits. Children who must remain indoors because of colds or who are recovering from an illness should bring a note stating the reason and duration for staying indoors.

### **FIELD TRIPS**

Educational field trips will be taken by various classes throughout the school year. Such trips will be taken in school buses with a teacher in charge. Parents are always encouraged to go along on these field trips to assist in sponsoring; however, transportation will be limited to the space available on the bus.

Permission slips will be sent home with the students. Parents/guardians are to return these the following day indicating their approval for their child to attend the field trip.

On certain occasions it may be necessary to assess each student with a small fee to cover the cost of admission while on a field trip.

### **BOOKS ~ CLASSROOM AND LIBRARY**

Each student is responsible for all books checked out to him/her, whether it is textbooks or library books. If these books are lost or damaged, the student is expected to make restitution.

### **INSTRUMENT RENT**

Student rental for the use of school instruments is \$50.00 per year for wind instruments and should be paid during the first two weeks of the school year. Excessive damage as a result of neglect will result in the student paying for the repairs. Repairs costing above and beyond the rental fee paid will be the responsibility of the student.

All percussion players in grades 5-6 will be asked to pay \$25.00 per semester for the use of the various percussion equipments. This also should be paid the first two weeks of the school year. The replacement of drumheads costing above and beyond the rental fee paid will be the

responsibility of the student. Additional fines are assessed in the event of damage or loss as a result of misuse by a student.

### **CLASS PARTIES - BIRTHDAYS**

Various class parties for special holidays may be held during the year. If a child brings treats for the room on his/her birthday, the last 10 minutes of the day may be used for passing out treats. Parents need to make prior arrangements with the teacher with regard to the number of treats to be sent.

### **PARTY INVITATIONS**

Party invitations are considered an “out of school” activity and should be delivered away from the classroom. This procedure can help prevent unnecessary tears and hurt feelings of children not given an invitation.

### **PETS**

If a child has a special pet he/she would enjoy showing to classmates, he/she may do so at the discretion of the teacher/principal with prior arrangements with the teacher. The parent must bring the pet and stay during the visit.

## **HEALTH INFORMATION**

### **PHYSICALS AND IMMUNIZATION RECORDS FOR STUDENTS**

The Nebraska State Department of Health requires all kindergarten and 7th grade students to have a health examination prior to the beginning of the school year unless there was an examination within the last 6 months; in which instance, there must be a copy of the examination on file at the school. Forms for these examinations are available from the school office.

With regard to immunizations and records, the State Department of Health and School Board policy require that:

1. All students, kindergarten through the twelfth grade must furnish proof of adequate immunizations to the school by listing at least the month and the year of each immunization.
2. All students are required to be immunized as follows:

#### **Students Entering School for the First Time (Kindergarten or First Grade)**

3 doses of DTaP, DTP, or DT vaccine, one given on or after the 4th birthday - 3 doses of Polio vaccine - 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month - 3 doses of Hepatitis B vaccine

You are now required to have 2 doses of Varicella (chickenpox) given on or after 12 months of age. Written documentation (including year) of Varicella disease from parent, guardian, or health care provider will be accepted.

Kindergarten students must also have a vision evaluation prior to enrolling in kindergarten.

### Students Entering Seventh Grade

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday - 3 doses of Polio vaccine - 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month - 3 doses of Hepatitis B vaccine.

You are now required to have 2 doses of Varicella (chickenpox) given on or after 12 months of age. Written documentation (including year) of Varicella disease from parent, guardian, or health care provider will be accepted.

You are also required to have 1 dose of Tdap (must contain Pertussis booster).

### All Transfer Students from Outside the State of Nebraska, Regardless of Grade

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday - 3 doses of Polio vaccine - 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month - 3 doses of Hepatitis B vaccine.

You are now required to have 2 doses of Varicella (chickenpox) given on or after 12 months of age. Written documentation (including year) of Varicella disease from parent, guardian, or health care provider will be accepted.

### All Other Students

3 doses of DTaP, DTP, DT, or Td vaccine - 3 doses of Polio vaccine - 2 doses of MMR  
***Parents and guardians need to take note of this information and talk with health care providers to obtain the necessary immunizations in order to be in compliance with the new laws.***

3. It will be necessary to have either an adequate immunization history on file at the school or signed "Refusal of Immunization Statement" for each student. Students not complying with this requirement may be excluded from attending classes.
4. In the event of a disease outbreak, any student determined to be susceptible may be excluded from school until the required proof of immunity is provided or until the outbreak is over. This includes those students who have a Refusal of Immunization in their records.

## **HEALTH POLICIES AND PROCEDURES**

1. Each year the Educational Service Unit health van will screen all students. Parents will be notified if any problems have been found and urged to seek medical attention as soon as possible.
2. The school does not diagnose or treat illness or injury. We will provide first aid for sudden illness or injury; however, parents will be notified. To notify parents in case of sudden illness or injury, it is extremely important that we have a current phone number of where you can be reached during the day, along with an alternative person to call if you are not home. The school's responsibility continues until the emergency is placed in the care of the family or physician of choice.

## **INSURANCE**

Two types of accident insurance are available for students: (1) a 24-hour plan, and (2) a school-time accident plan. A brochure explaining the insurance program in detail will be sent home with your child.

## HOT LUNCH PROGRAM

### LUNCH AND MILK

Pawnee City participates in the Federal Hot Lunch and Breakfast program. Students must pay for meals in advance. On occasion students may charge meals, not to exceed five (5) charges, at which time meals will no longer be served to the student. Lunch prices will change this year as follows: \$2.55 for grades PreK-6, \$2.65 for students in grades 7-12, and adults are charged \$3.35. Regular breakfast is \$1.75. Additional milk may be purchased for 45¢ per carton. The Free and Reduced Program does not cover the cost of seconds or ala carte. These items must be paid for in advance for students to receive.

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, sex, age, gender identity, religion, reprisal, disability, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)"*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*Individuals who are deaf, hard of hearing, or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).  
USDA is an equal opportunity provider and employer."*

*As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability, and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.*

## SCHOOL BUS INFORMATION

Pawnee City School District operates four (4) bus routes each day. Any child in the Pawnee City School District living outside of the city limits is welcome to ride to and from school on the bus.

Prior to the opening of school, the following information will be sent to the parents:

1. Approximate pick up and drop off times.
2. The name and phone number of the driver so parents may call him or her on those days their children will not be riding the bus.

Transportation is a very important function in a rural school district such as Pawnee City and takes the cooperation of everyone to allow it to perform safely and efficiently. In order for safety to prevail in the program, it is vital to have good student behavior on the bus and cooperation.

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras are placed on buses to monitor behavior on the bus.

b) **Consequences:**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges

- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

## **COMMUNICATION WITH PARENTS**

Good communication between the school and the home is essential to insure quality education for your children. Please feel free to call or visit the school at any time and don't hesitate to let us know if you have a question or concern. We also like to hear when we do things you like and would like to have continued.

### **NEWSLETTERS, BULLETINS, AND NEWSPAPER**

Every other month a newsletter containing information about your school district will be mailed to every family in the district. Please read the information carefully and call if you have any questions. When necessary, additional information will be sent home with your child in the form of a note or bulletin. We will also be using the *SchoolReach Instant Parent Contact* via telephone (on the back page of this handbook is information about the phone numbers we will use). Be sure to check with your children periodically to see if they received any notes at school.

### **PARENT-TEACHER CONFERENCES**

Some of the information that schools and parents need to share can be communicated best in parent-teacher conferences. Your school provides two (2) scheduled conferences with you each year and others can be arranged if you wish. If you will be unable to keep the appointment set up for you for those conferences, please contact the elementary office at 402-852-2411.

### **GRADES**

Report cards are prepared each 9-week grading period. The report cards for grades 1 - 6 contain two portions for each subject, Achievement and Effort. The Effort grade will consist of a letter, **G** for very good, **S** for satisfactory, or **I** for improvement needed. The Achievement grade will consist of a letter:

**A** 94-100%, **B** 86-93%, **C** 78-85%, **D** 70-77%, **F** below 70%.

Since math and reading are taught primarily in small groups the achievement grade may not tell the entire picture of your child's growth.

For those families that have a single parent, a copy of the report card will be prepared for the non-custodial parent upon written request and providing that the divorce settlement does not forbid



such practice. Unless there are court-imposed restrictions, the non-custodial parent, upon request, will be given a copy of the same reports and notices about the student that the custodial parent receives. It will be the responsibility of the custodial parent to bring a copy of the most recent court-imposed restrictions if any of these rights are forbidden.

### **RETENTION**

The question of whether a child should repeat a level of instruction is always a difficult one. The teacher will carefully analyze each child's individual situation on the basis of maturity, development, achievement, and potential.

If the teacher feels a child would benefit from retention, a recommendation will be made to the parents. This would be done after the teacher has consulted with resource staff members and the principal for their input. The final decision of whether a child will be retained will be made by the parent and school staff, with all school recommendations documented in the student file.

## **YOUR SCHOOL'S APPROACH TO GOOD DISCIPLINE**

The discipline at Pawnee City Elementary is similar to the Assertive Discipline program coupled with positive behavior supports. Our program is aimed at establishing a consistent discipline code. Students know the conduct expected of them and also clearly know the consequences of inappropriate behavior. Teachers know how they want their classrooms to run for effective teaching.

As you read through the information that follows you will find the philosophy statement concerning school discipline as well as the objectives for this program. You will see that our plan is consistent in approach and expectations from classroom to classroom. The result is that a child in our building can be secure in understanding the conduct expected of him in school from kindergarten to grade six. This consistency should help the student achieve the worthwhile goal of self-discipline.

Our goals are that student discipline will improve, communication with parents will increase, consistency of discipline methods used by teachers will be achieved, and as the ultimate benefit, the most favorable climate for learning for all children will evolve.

### **OBJECTIVES**

1. To achieve consistency in discipline at Pawnee City Elementary from Kindergarten through Grade Six.
2. To increase classroom time on task.
3. To provide students with clear expectations concerning behavior.
4. To create the optimal classroom environment.
5. To improve home and school communication and cooperation for the benefit of the students.
6. To establish a philosophy of discipline and discipline code for Pawnee City Elementary School.

## **PHILOSOPHY**

The Pawnee City Elementary School staff, committed to excellence in our school program, considers discipline essential to the education process. The school believes all students can behave at school, and have a responsibility to behave in a manner that allows teachers to teach and students to learn, and which does not violate the best interest of any person in the school community.

The school believes pupil control should be maintained with procedures that will advance the purposes of education and at the same time consistent with applicable state law and established Board of Education policies.

### **TEACHER RIGHTS**

1. To have a classroom that provides the optimal learning environment.
2. To determine and expect appropriate behavior from students.
3. To expect support from parents, the administration, and other school personnel when assistance is needed for a student.

### **STUDENT RIGHTS**

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will reinforce and provide positive support of a student's appropriate behavior.
3. To be provided with a teacher who will teach the student to manage his/her behavior in an appropriate manner.

### **GENERAL CLASSROOM RULES**

1. Follow directions the first time given.
2. Respect others personal space.
3. Use the student or teachers proper name.
4. Complete all assignments on time.

### **CONSEQUENCES FOR NOT FOLLOWING THE GENERAL SCHOOL RULES**

First time: Student's name on board - warning.

Second time: One check after name.

Third time: Two checks after name.

Fourth time: Three checks after name

- loss of next recess.

- parents called or notice sent home.

- student sent to Principal

***Severe disruption – sent immediately to Principal***

The choice of behavior belongs to the student. Appropriate student behavior will be recognized. As professional educators, the Pawnee City staff believes that children need to learn in a very positive environment. We will continue to praise the positive efforts of our students. We hope you notice positive reinforcement in the form of special activities, praise, notes sent home, and positive phone calls to parents.

### **DISCIPLINE PLAN**

When a child is sent to the Principal for disciplinary reasons, it is regarded as a serious matter. There will be a record of the student visit made by the Principal. The following consequences will apply:

***First referral*** - Principal will have a conference with the child to counsel about behavior.

**Second referral** - Principal will make parental contact concerning the child by phone or letter, and the possible discipline consequences may include in-school suspension, out of school suspension, or detention.

It is in the best interest of elementary students that home and school work together for the children's education. The Pawnee City staff pledges its efforts in maintaining close contact with parents concerning the process of their children in school. We hope to develop a mutual respect between students and teachers so that all realize that the best discipline is self-discipline.

### **DETENTION**

Examples of detention-level behaviors:

- Any aggressive physical contact (kicking, hitting),
- Rude behavior,
- Consistently talking during class (redirected multiple times),
- Stealing,
- Swearing,
- Consistently being out of their seat,
- Any other inappropriate behavior not listed above at the discretion of a staff member.

A detention slip will be mailed home and every attempt made to contact the child's parent/guardian by phone. The child will have the following three (3) school days to serve his/her detention. Detention will be spent after school until 4:00 p.m. in a designated classroom (not necessarily the child's own classroom). This is an independent study time, not a tutorial session. Parents will be responsible for picking their child up after serving detention.

### **SUSPENSION FROM SCHOOL**

The following student conduct shall constitute grounds for suspension when such activity occurs on school grounds or during an educational function off school grounds or at school activities.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Obscene language or behavior.
3. Willfully causing or attempting to cause substantial damage to private or school property; stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
4. Causing or attempting to cause physical injury to a school employee or to a student. Physical 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. (Fighting in the school or on the school grounds.)
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
7. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, including look-a-like drugs, or alcoholic liquor, smoking or the use of tobacco in any form.
8. Possession of a gun or a look-alike gun on school property.
9. Harassment (sexual or physical).

## **STUDENT RIGHTS**

Due process requires that prior to any suspension, a student shall receive verbal or written notification of the charges against him/her, the conduct which forms the basis of the charges, and the policy, rule, or regulation violated. If the student denies the charges, he/she shall have the right to an explanation of the evidence supporting the charge and an opportunity to present his/her side of the story. A student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school provided that, as soon as practical thereafter, the student shall be informed of the nature of the charges against him/her and the evidence supporting the charges, and be given the opportunity to present his/her side.

1. Rules must be clear and definite to provide clear notice to students.
2. Rules must be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents.

The statute provides for five types of exclusions:

1. *SHORT TERM*: Up to (and including) 5 days.
2. *EMERGENCY*: Immediate exclusion if the student has a dangerous disease, or his/her conduct presents a threat to the physical safety of the school community, or is very disruptive.
3. *LONG TERM*: More than 5 days, less than 20.
4. *EXPULSION*: Remainder of semester.
5. *MANDATORY REASSIGNMENT*: Involuntary transfer to another school within the system in connection with any disciplinary action.

The statute provides the conditions and applicable procedures for each type of exclusion.

1. *SHORT TERM*: Up to (and including) 5 days.

The following student conduct shall constitute grounds for short-term suspension, subject to the procedural provisions of this act, when such activity occurs on school grounds or during an educational function or event off school grounds:

- a. Use of violence, force, coercion, threat, substantial interference with school function.
- b. Destruction or theft of personal or school property.
- c. Causing or attempting to cause physical injury to a school employee or to any student.
- d. Harassment of students or school personnel.
- e. Threatening or intimidating students or school personnel.
- f. Fighting in the school or on school grounds.
- g. Insubordination.
- h. Obscene or foul language.
- i. Disrupting classrooms.
- j. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, alcoholic beverages or any other drug.
- k. Smoking in the school building or on school grounds--or having a reasonable belief the student was smoking with smoke in evidence and tobacco in his/her possession.
- l. 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.
- m. A repeated violation of any rules if such violations constitute a substantial interference with school purposes.

- n. Student having four unexcused absences each semester.
- o. Student repeatedly cuts classes.

The following procedure is required to exclude up to, and including five (5) days:

- Principal must make an investigation.
- Principal may suspend after he/she determines it is necessary to help the student, or to prevent interference with school purposes.
- Student must be given oral or written notice of charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.
- Following suspension within 24 hours (or such time as is reasonably necessary), the Principal must:
  1. Send a written statement to student, student's parents or guardian describing the student's conduct or violation of rule.
  2. Give reason for the action taken.
  3. Make a reasonable effort to confer with parents before, or at the time student returns to school.

*2. PROCEDURE FOR EMERGENCY EXCLUSION:*

- a. Exclusion may not last longer than necessary to avoid the threats of the emergency.
- b. If longer than 5 days, there must be substantial compliance with the procedures provided for long-term exclusion (listed below).

*3. LONG TERM, EXPULSION, AND MANDATORY REASSIGNMENT:*

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

- a. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
- b. Willfully causing or attempting to cause substantial damage to private property or school property, stealing or attempting to steal private or school property, of substantial value, or repeated damage or theft involving private or school property of small value.
- c. Causing or attempting to cause physical injury to a school employee or to any student. Physical 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.
- d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
- f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, alcoholic beverage or any other drug.
- g. 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.
- h. A repeated violation of any rules validly established pursuant to section 79-4, 176, of this act if such violations constitute a substantial interference with school purpose.

The following procedure is required to exclude longer than five (5) days:

- A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
- Within two (2) days written notice must be sent by Registered Mail to the student, the student's parents or guardian, informing them of the rights under the act.
- This notice shall include the following:
  1. Rule violated and summary of evidence.
  2. Penalty that Principal has recommended.
  3. Notice of defendant's right to a hearing.
  4. Hearing procedures provided by this act and appeal procedures.
  5. A statement concerning the right to examine all records of the case.
  6. A statement concerning the right to know the identity of witnesses who will appear, and substance of their testimony.
  7. The written notice letter shall include a form to the student's parents to request a hearing.

The following preliminary procedure must be followed if a hearing is requested within five (5) days of the notice:

1. Superintendent must appoint a hearing examiner.
  2. Hearing examiner must give written notice to Principal, student and student's parents or guardian of the time and place for the hearing.
- REQUIREMENTS FOR THE HEARING EXAMINER:*
- a. Has not brought the charges against the student.
  - b. Shall not be a witness at the hearing.
  - c. Has no involvement in the charge; be impartial.
  - d. Must be available to answer any questions relative to the hearing.
  - e. May be anyone, even a school employee.
3. Hearing must be held within five (5) days after the request, but cannot be held without providing the Principal, student, and student's parents of at least two (2) school days notice.
  4. The right to examine the record and written statements (including the statement of any witnesses for the school), prior to the hearing with the Principal, must be provided to legal counsel, student, student's parents, guardian, or representative.
  5. If no hearing is requested, the punishment goes into effect on the 5th day following notice. A hearing may be held, if requested after five (5) days, but no later than thirty (30) calendar days following receipt of notice, here punishment continues, pending final determination.

The following rules apply when a hearing is conducted:

1. The following shall attend the hearing; hearing examiner, the student, his/her representative (if any), the student's parents or guardian, and if necessary, the counsel for the School Board.
2. Witnesses may be present only when testifying.
3. The examiner may exclude an individual if the proceeding is disrupted.
4. Student may speak in his/her own behalf and question witnesses; he/she may request not to speak; may be excluded, if necessary, when discussing student's emotional problems.
5. The Principal shall present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents, guardian, or representative prior to the hearing.
6. Hearing officer is not bound by rules of evidence or other courtroom procedure.
7. The following persons may ask persons to testify at the hearing: the student, the student's parents, guardian, or representative, the Principal and Hearing Examiner.

8. Testimony shall be under oath; the Hearing Examiner shall administer the oath.
9. The persons listed in #7 above, shall have the right to question any witness giving information at the hearing.
10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
11. The proceeding shall be recorded at the expense of the school district.
12. If more than one student is charged with violation of the same rule and acted in, a single hearing may be held, unless student interest may be substantially prejudiced as determined by the Hearing Officer.

Report of the Hearing Examiner:

1. Report shall include Hearing Examiner's recommendations and the reasons for the decision.
2. Report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent's changes be more severe than the Examiner's recommendations.
3. Written notice of the recommendations by the Examiner and Superintendent shall be sent by Registered Mail or personal delivery to the student, the student's parents or guardian.
4. Upon receipt of the written notice, the determination recommended shall take effect.

The Record and Appeal:

1. The record shall consist of the charge, the notice, the evidence presented and the hearing examiner's findings and recommendations.
2. On appeal to a court, the record shall also consist of any additional evidence taken and any additional action taken in the case.
3. Appeal to the School Board may be made within fifteen (15) days by the student, the student's parents or guardian, by a written request, filed with the Secretary of the Board or the Superintendent.
4. Hearings of the School Board:
  - a. At least 3 Board members must be present.
  - b. Must be held on or before next regular board meeting.
  - c. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be a part of the record.
  - d. When the School Board deliberates, it may reopen hearings to receive evidence subject to the right of all parties to be present.
  - e. The School Board may alter the Superintendent's recommendations, but may never impose more severe sanctions.
  - f. Final determination of the Board shall be personally delivered or sent by Registered Mail to the student and his/her parents or guardian.
  - g. Appeal of the decision of the School Board is to be given to the district court of the county where the action is taken. Appeal must be made within thirty (30) days after service of the final decision of the School Board.

### **ELEMENTARY GYM RULES**

1. Only on cold and/or wet days will students stay in the gym over the noon recess. Students will share the gym with the PE class during morning and afternoon recesses. The lunchroom supervisor will dismiss the children to the gym at the end of their lunch period.

2. Balls for 4-square, volleyball, or basketball will be provided. Balls are not to be kicked, thrown against the wall, or at other students. Please try to keep balls in the designated area.
3. Two (2) balls will be handed out to the grade leaders only. Each grade will have only two (2) balls.
4. Students are allowed to play in the gym area only.
5. Students will play in socked feet only. Metal objects on clothing will be removed prior to playing on the gym floor, to protect floor.
6. Jump ropes are for jumping only.
7. Students may be asked to sit out of recess, against the wall, if their behavior is unsafe or if they do not respond appropriately to redirection. Repeated problems will be reported to the Principal.
8. Students will quietly walk single file in the halls.

### **ELEMENTARY PLAYGROUND RULES**

1. The students will:
  - a. Use only appropriate language.
  - b. Use each child's proper name.
  - c. Stay off and away from fence.
  - d. Stay on the school grounds at all times.
  - e. Play only on the North and West sides of the building (not behind gym-except on basketball court).
  - f. Use the cafeteria restroom before, during and after lunch (for noon recess).
  - g. Obey all orders from teacher or aides.
  - h. Show and Tell toys will remain in the classroom.
  - i. Play only flag football.
2. Only the following balls are allowed on the playground:
  - a. Whiffle
  - b. Soccer
  - c. Football
  - d. Basketball (basketball court or dribbling on sidewalk only - not to be kicked).
  - e. Volleyball (not to be kicked)
  - f. Red rubber balls (not to be kicked)

Balls are not to be thrown or kicked against the building.
3. When playing on the playground, the students will:
  - a. Swing one at a time, in the seated position.
  - b. Leave the swing only when it is properly stopped.
  - c. Slide down only in a seated position.
4. Tag games will be played with hand touching only and in an open area, away from playground equipment.
5. During snowy weather the students will:
  - a. Stay away from piles of snow removed from play area.
  - b. Stay away from the slippery hill and other dangerous areas.
  - c. Wear proper clothes and boots to leave cleared sidewalk areas.



6. The end of recess bell indicates that all play must stop and students should quickly and carefully line up at the door of their designated area.
7. Students are responsible for the balls that they take to the playground. This means they are responsible for returning it to the school at the end of recess.
8. Students who exhibit unsafe behavior or who do not respond to redirection may be asked to sit out where designated by the supervisor.
9. Students will quietly walk single file in the halls. Grades PreK-2 will enter the building by the South doors and grades 3-5 will enter the building by the North doors.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

If a student chooses to bring an electronic device (cell phone or handheld gaming system) to school, they need to keep it turned off and put away during the school day. Without permission, we should not see or hear it.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

## **EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)**

**DEFINITION:** Life-threatening asthma consists of an acute episode of worsening airflow obstruction. *Immediate action and monitoring are necessary.*

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

**LIFE-THREATENING ASTHMA SYMPTOMS:** Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

**ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:** Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)

### **EMERGENCY PROTOCOL:**

1. **CALL 911**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility

## **SPECIAL PROGRAMS**

### **SPECIAL EDUCATION**

The purpose of this program is to give additional help to children who have significant learning disabilities. Students must be referred by either a parent or classroom teacher and verified as learning disabled by a psychologist. No child will be tested or included in this program until parental approval is granted.

### **SPEECH THERAPY**

Our speech therapist works with children who need extra help in speech and language development. Students may be referred by either a parent or classroom teacher and verified as needing speech therapy by a speech therapist. A scheduled time for the therapist to work with the child will be mutually agreed upon by the classroom teacher and speech therapist. No child will be tested or included in this program until parental approval is granted.

### **SCHOOL-WIDE TITLE I PROGRAM**

Pawnee City Elementary School has implemented school wide Title I services. Our services are being provided within regular education classrooms. Students are served in the areas of reading and math. All students are eligible for Title I services. Please note the notices in the addendum pertaining to the Notification of School Wide Title I, Teacher Qualifications, and the School-Parent Compact.

## **PARENT INVOLVEMENT IN EDUCATION**

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

- a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
  - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
    - a. Building principals will excuse a student from any single school experience at the parent's written request.
    - b. When appropriate, alternative experiences will be provided for the student by the school.
  4. Informed through the student handbook of the manner that the district will provide access to records of students.
  5. Informed of the standardized and criterion-referenced district-testing program. Parents may request additional information from the building principal.
  6. Notified of their right to remove their children from surveys prior to district participation in surveys.
    - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
    - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

### **PARENTAL RIGHT TO KNOW NOTIFICATION**

In compliance with Section 1111 of Title I law, Pawnee City Public Schools will provide upon request, timely and understandable information concerning the following issues:

- \* The status of the professional qualifications of the students' classroom teachers in regard to licensing criteria for the grade levels and subject areas taught, as well as the baccalaureate and advanced degrees held, and the field of certification.
- \* Information concerning whether a teacher is teaching under emergency or provisional status through which state qualifications have been waived, and timely notice if their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.
- \* Whether the parent's child received paraprofessional services and, if so, the qualifications of the paraprofessional.
- \* Information defining their child's level of achievement in each of the required state academic assessments.

# **Parent-Student-Teacher Learning Compact**

## **Pawnee City Elementary School**

### **2015 / 2016 School Year**

#### **Parent / Caring Adult:**

*I want my child to achieve; therefore I will encourage him/her by doing the following:*

1. See that my child has the necessary supplies needed throughout the school year.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
4. Communicate and work with teachers and school staff to support and challenge my child.

#### **Student:**

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.

#### **Teacher:**

*It is important that students achieve. I agree to do the following:*

1. Provide a safe, positive, and healthy learning environment for your child.
2. Provide high-quality curriculum and instruction to your child while being aware of the specific needs of your child.
3. Regularly communicate with you on your child's progress.
4. Demonstrate professional behavior and positive attitude.

*I understand my signature on the student handbook return form indicates a willingness to be a partner in this school-parent compact.*

## **SEXUAL HARASSMENT**

In compliance with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and the Nebraska Equal Opportunity and Education Act, Pawnee City Public Schools policy prohibits discrimination based on race, color, age, sex, marital status, handicap, or religious or political affiliation.

### **PURPOSE**

To establish procedures for handling allegations of sexual harassment of (1) school employees by other school employees, (2) school employees by school students, (3) school students by school employees, and (4) school students by other school students.

### **POLICY**

Sexual harassment of any employee, certified or non-certified, or student by any individual under the jurisdiction of the Pawnee City Public Schools is expressly prohibited as a violation of law and board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions as set forth herein.

Regarding school employees, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

1. Submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Regarding students, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school-sanctioned program.
2. Submission to or rejection of such conduct by an individual is used as a basis for any decision that may affect the educational standing of an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive environment.

### **RESPONSIBILITY**

All Pawnee City Public Schools employees have the responsibility of keeping school officers informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual harassment. It is the responsibility of each administrative officer, principal, department head, and supervisor to provide a working and academic environment free of sexual harassment or sexual intimidation. The school will take prompt action to investigate and act upon instances of alleged sexual harassment.

## **PROCEDURES REGARDING COMPLAINTS OF SEXUAL HARASSMENT**

Allegations of sexual harassment will be thoroughly investigated. A person who believes he or she has been sexually harassed, or persons having knowledge of incidents of alleged sexual harassment (hereinafter referred to as "complainant"), should notify a member of the certified staff concerning the alleged action. Such notification shall be by the most direct means possible and shall be considered confidential. The complaint shall be made within thirty (30) days of the alleged incident.

Any school employee contacted by a complainant shall advise complainant to notify one of the certificated staff. The contacted employee shall not take any action with regard to this matter. If the complainant is a student, his or her parents or legal guardians shall be notified immediately, in writing, by the individual conducting the informal procedure.

Upon notification of conduct, which allegedly constitutes sexual harassment, the person notified by complainant will investigate the complaint and attempt to resolve the situation on an informal basis. Every effort shall be made to maintain full confidentiality throughout the investigation and implementation of these procedures.

### **INFORMAL PROCEDURE**

The person notified by complainant shall:

1. Meet with the complainant to determine the nature and extent of the alleged incident. If the complainant is a student, his or her parents or legal guardians shall be present. The accused shall be allowed to have a representative of his or her choice present. A record shall be kept of the complaint, including names of the complainant and the person accused of sexual harassment, date, time, location, description of the incident, witnesses and any redress sought by the complainant.
2. If the complainant is a student, immediately refer the complaint to the principal, principal's designee or counselor and encourage the student to consult with him or her.
3. Meet with the person accused of sexual harassment and inform him or her that a complaint of sexual harassment has been made against him or her. A record of information furnished by the person accused of sexual harassment shall be made.
4. Meet with witnesses, if any, and record information gathered.
5. Determine if the educational or work situation of the complainant is threatened and, if so, take appropriate corrective measures.
6. Conclude the informal investigation in a period, not to exceed thirty (30) days, with one of the following findings:
  - a. Resolve the matter to the satisfaction of both the complainant and person accused of sexual harassment.
  - b. Find that the parties are unable to resolve the matter informally, in which case the complainant may file a formal complaint.

Upon filing of a formal complaint, the file of the informal procedure shall be forwarded to the individual conducting the formal procedure. If no formal complaint is filed, the record of the informal investigation shall be kept in a confidential file in the office of the central administration. If the complaint involves a central office administrator or employee, the file shall be kept at the office of the school attorney.

## **FORMAL PROCEDURES**

If the complainant of sexual harassment is not satisfied with the result of the informal procedure, he or she may file a formal written complaint with an individual elected by a designated committee. The complaint must include information on the alleged incident such as names(s), date(s), time(s), location(s), description of the incident(s), and redress requested. The complaint must be filed within thirty (30) days of the final determination under the informal procedure. The report of the informal complaint investigation shall become part of the formal complaint. A record will be kept of all formal procedures.

The individual conducting the formal procedure shall meet with all parties involved to review the complaint, the report of the informal investigation and the academic or employment of the complainant.

If deemed necessary, the academic or employment situation of the complainant may be changed to provide for a non-intimidating or non-hostile atmosphere. These changes may include transfer of work situations, change of instructor, and, if pertinent, waiver of academic requirements. Decisions concerning such action must consider that the complainant is not to be inadvertently or otherwise punished because he or she has allegedly been sexually harassed.

The individual conducting the formal procedure will render a written decision concerning the validity of the formal complaint within fifteen (15) class days after receiving the formal complaint.

In determining whether conduct constitutes sexual harassment, the individual conducting the formal procedure will examine the record as a whole and the totality of the circumstances, such as the nature of the alleged sexual advances and the context in which the alleged incident occurred. The determination will be on a case-by-case basis.

Copies of the decision shall be furnished to the complainant and the person accused of sexual harassment. The record of the formal investigation will be kept in a confidential file in the office of the central administration. If the complainant involves a central office administrator or employee, this file shall be kept at the office of the school attorney.

The complainant or person accused of sexual harassment may appeal the decision at the conclusion of the formal procedure by filing a grievance through the established grievance procedures of the Pawnee City Public Schools.

The complainant may withdraw a complaint and stop the proceedings at any time. In the event a complaint is withdrawn, all records of the proceedings shall be expunged from the files of the individuals involved and complete confidentiality shall be maintained.

Any person who is found to have engaged in sexual harassment of a subordinate, coworker, or student will be subject to disciplinary sanctions, which may include, but not be limited to, written reprimand, probation, demotion, transfer, required professional counseling, or termination of employment. A student who is found to have engaged in sexual harassment against an employee or fellow student will be subject to disciplinary sanctions, which may include, but not be limited to, written reprimand, disciplinary probation, suspension and/or expulsion.

Bad faith allegations of sexual harassment or use of this policy for purposes unrelated to its clear intent are expressly prohibited.



## **SEXUAL ASSAULT**

If criminal charges for sexual assault have been formally filed against any employee, certificated or non-certificated, on the basis of alleged criminal conduct committed on the school premises or within the scope of school employment, the employee shall be suspended with pay without prejudice pending the outcome of the trial. No hearing regarding, or evaluation of, the alleged conduct shall be made until the criminal matter is dismissed or decided.

## **LOCAL SCHOOL BOARD POLICY - STUDENT FEES**

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for free instruction with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

### **A. Definitions**

1. "Students" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. "Post secondary education costs" shall mean tuition and other fees associated with obtaining credit from a post secondary educational institution.

### **B. Listing of Fees Charged by this District**

1. ***Guidelines for Clothing Required for Specific Courses and Activities***  
Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. ***Safety Equipment and Attire***  
The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. ***Personal or Consumable Items***  
Students are responsible for furnishing personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The District will provide students with facilities, equipment, materials and

supplies, including books; the students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

4. ***Materials Required for Course Projects***

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

5. ***Extracurricular Activities***

The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of District-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity. The District, by activity, may maintain an inventory of used and/or new equipment to fulfill fee waiver requests.

6. ***Musical Instruments and Activities***

Students shall be required to furnish musical instruments for participation in optional music courses except that a musical instrument shall be provided without charge for accepted fee waivers. The District is not obligated to provide a particular instrument and/or fulfill a student's request.

7. ***Post Secondary Education Costs***

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses. However, for a course in which students receive both high school and post secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post secondary educational institution.

8. ***Transportation Costs***

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

9. ***Copies of Student Files or Records***

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the student's files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

10. ***Participation in Before-and-After-School or Pre-kindergarten Services***

The District will charge reasonable fees for participation in before-and-after school or pre- kindergarten services offered by the District pursuant to statute.

11. ***Participation in Summer School or Night School***

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

12. ***Charges for Food Consumed by Students***

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost

of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

13. ***School Stores***

The District shall operate school stores in which students may purchase food, beverages, and personable and consumable items. Such purchases are not subject to any fee waiver.

14. ***Any Other Fee Authorized by Law***

**C. Waiver Policy**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) "home" fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students. Application for allowable fee waivers must be received in the office of the Superintendent of Schools before the activity or project in question is commenced for a fee waiver.

**D. Distribution or Policy**

This policy will be included in the Elementary and Secondary Handbooks that will be provided to students at no cost.

**E. Student Fee Fund**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a depository for all moneys collected from students for (1) participation in extracurricular activities, (2) post secondary education costs, and (3) summer school or night school courses. Moneys in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. Students in an activity that depend upon fundraising to offset costs of the activity are required to participate in such fundraising as determined necessary and approved.

**F. Funds to Students**

In no case will the District provide funds directly to students to satisfy a fee waiver. Fee waivers must be applied for and approved before an activity begins.

**CERTIFICATION**

On the 13<sup>th</sup> day of August 2015, the Board of Education of the Pawnee City Public Schools held a public hearing on the student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2015 – 2016 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

# FEES

## ADMINISTRATIVE REGULATION

The following list details the fees charged of students, and the kinds of supplies and materials students are expected to provide for participation in various programs and activities.

(Board Policy 5045)

Students who wish to have particular fees waived must submit a fee waiver application to the office of the Superintendent of Schools.

## FEES CHARGED WITHIN THE DISTRICT:

Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade must provide for his/her use.

Students in middle school and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs and the like.

Student activity card (per season) – Optional <i>Covers admission to all extracurricular events.</i>	<u>\$ 27.00</u> ~ Fall Season <u>\$ 21.00</u> ~ Winter Season
Student Participation Fee <i>Required of all students who participate in athletics and/or other extracurricular activities.</i>	<u>\$ .00</u>
Industrial Technology Classes	<u>\$ .00</u>
National Honor Society	<u>\$ .00</u>
Band	<u>\$ .00</u> Students must provide their own instruments.
Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group.
Football	Students must provide their own shoes, undergarments, and mouth guards.
Track, Volleyball, and Basketball	Students must provide their own shoes and undergarments.
Swing Choirs	Students must purchase outfits and shoes selected by the sponsor and/or student group.
FFA	Students must purchase their own jackets and pay dues of <u>\$ 25.00</u>
Dual Credit Courses	Students must pay the tuition fee set by the post-secondary institution.

Breakfast Program - Grades PreK-6	
Regular Price	\$ <u>1.75</u>
Reduced Price	\$ <u>0.30</u>
Breakfast Program - Grades 7-12	
Regular Price	\$ <u>1.75</u>
Reduced Price	\$ <u>0.30</u>
Lunch Program - Grades PreK-6	
Regular Price	\$ <u>2.55</u>
Reduced Price	\$ <u>0.40</u>
Lunch Program - Grades 7-12	
Regular Price	\$ <u>2.65</u>
Reduced Price	\$ <u>0.40</u>
Lunch Program - Adults	\$ <u>3.35</u>

**LOCAL SCHOOL BOARD POLICY – ACCEPTABLE INTERNET USE  
PAWNEE CITY PUBLIC SCHOOL ~ COMPUTER/LAPTOP ACCEPTABLE USE GUIDELINES**

Pawnee City Public School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Pawnee City Public Schools. Access to the Pawnee City computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges or legal action.

The Superintendent and his designee, as well as the Technical and Information Services Administrator may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Students do not have a right to privacy when they use school equipment or electronic systems and that the computer may be inspected and its contents reviewed by school personnel at any time.

**RELEASE FOR WEB PUBLISHING**

Pawnee City Public Schools can, unless by written authorization, publish on the web site any photograph of active students. The photographs will not have the name of the individual near it, nor will any personal information be given out. The web site could be viewed by millions of people and, by signing the handbook; you give permission to the Pawnee City Public Schools to publish your child's photograph.

**PAWNEE CITY PUBLIC SCHOOLS, DISTRICT #1  
HOMELESS POLICY**

In compliance with the Education for Homeless Children and Youth McKinney-Vento Assistance Act, the Pawnee City Public Schools, District No. 1, has designated the Superintendent of Schools to serve as the local educational agency liaison for students in homeless situations. The district shall

provide an appropriate public, barrier-free education to homeless students. The same services offered to other children will be accessible to them.

It is the intention of this district to conform to the law in the matters of enrollment and attendance of homeless children and youth. The district shall immediately enroll students in homeless situations without waiting for records from the previous school. Placement in the school of origin, or where they are temporarily residing, will be determined by the student's best interest, and correlated with the parent or guardian's request if possible. Enrollment disputes will be mediated by the designated local educational agency liaison in accordance with the dispute resolution section of the law.

### **CIVIL RIGHTS**

The Pawnee City Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Mr. Darron Arlt, Superintendent  
Pawnee City Public Schools  
729 E Street  
P. O. Box 393  
Pawnee City, NE 68420  
(402) 852-2411

## MEDICATION IN SCHOOLS

It is the policy of the Pawnee City Public Schools that all students' medication be administered by a parent at home. If under exceptional circumstances a student is required to take oral medication during school hours, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Under no circumstances will prescription medication be administered that is not brought to school in the prescription container, properly labeled, including the student's name, physician's name, and directions for administering.
2. The school district retains the discretion to reject requests for administration of medicine and/or medical attention.
3. We suggest you consult your licensed medical physician on the timing of medication. Some prescriptions can be so written to eliminate the need for giving medication during school hours. Please do not request medications to be given before or after school hours, as staff is not available.
4. Over the counter medication (i.e., aspirin, cold tablets, etc.) will not be administered without written order from a parent and it must be in original package.
5. All medications not picked up will be properly disposed of at the end of the year or when the student is no longer enrolled in the district.
6. All medications administered at school must be stored in a locked container and/or refrigerator.
7. Please only send a one-month supply to school to facilitate storage and administration.
8. All nutritional or dietary supplements will be administered by the above guidelines if ordered by a licensed physician for that student. You are encouraged to give any other supplements at home. If any other supplements are brought to school, they will be housed in the health office for safety reasons, however, the parent and student are responsible for the administration.

I give permission to the Pawnee City Public Schools to administer prescription medications/including over the counter pain medication (aspirin, ibuprofen, etc.) as directed by our licensed medical physician to:

1. Student's Name \_\_\_\_\_
2. Name of Medication \_\_\_\_\_
3. Reason for Taking \_\_\_\_\_
4. Time(s) to be Given \_\_\_\_\_
5. Amount to be Given \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Licensed Medical Physician (if prescription)

\_\_\_\_\_  
Date

**AUTHORIZATION FOR ADMINISTRATION OF ASTHMA MEDICATION  
AT SCHOOL**

Student Name \_\_\_\_\_

Birth Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

=====

**THIS PORTION TO BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER**

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
---------------------------	---------------	--------------	--------------------

\_\_\_\_\_

Specify the length of time between doses: \_\_\_\_\_

Inhalers: \_\_\_\_\_

*Indicate if student must carry on his/her person.*

Student is capable of self-administration of medication \_\_\_\_\_Yes \_\_\_\_\_No  
(ONLY applicable for students in Grades 7 - 12)

Possible side effects of medication \_\_\_\_\_

It is safe for unlicensed staff to provide this student this medication \_\_\_\_\_Yes \_\_\_\_\_No

Emergency procedure in case of serious side effects \_\_\_\_\_

*I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.*

\_\_\_\_\_  
Physician/Dentist/Provider Signature

\_\_\_\_\_  
Date of Signature

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

\_\_\_\_\_  
Date of Signature

**Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given.**

=====

**THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN**

*I request/authorize the school to give medication to my student in accordance with the health care provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.*

Permission to carry inhaler: \_\_\_\_\_Yes \_\_\_\_\_No

Permission to self-administer medication: \_\_\_\_\_Yes \_\_\_\_\_No



\_\_\_\_\_  
Parent/Guardian/Caretaker Signature

\_\_\_\_\_  
Date of Signature

Home/Cell Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

**PHYSICIAN ORDER FOR MEDICATION**

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Frequency: \_\_\_\_\_ Times Needed at School: \_\_\_\_\_

\*Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Frequency: \_\_\_\_\_ Times Needed at School: \_\_\_\_\_

\*Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Frequency: \_\_\_\_\_ Times Needed at School: \_\_\_\_\_

\*Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

\*Add any additional information required for this procedure.

\_\_\_\_\_  
Physician's Signature/Date/Phone Number

\_\_\_\_\_  
Physician's Signature/Date/Phone Number

\*\*\*\*\*

I (we), the parents/guardians of \_\_\_\_\_, request that the medication on this form be administered during the school day.

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

\_\_\_\_\_  
Date

**ASTHMA / ANAPHYLAXIS ACTION PLAN**  
**(Please fill out and return even in your child has no known allergies or asthma.)**

Student: \_\_\_\_\_ School Year: \_\_\_\_\_

**History of Asthma:** \_\_\_\_ Yes \_\_\_\_ No

Last date of asthma episode requiring emergency medication: \_\_\_\_\_

**History of Allergies:** \_\_\_\_ Yes \_\_\_\_ No

Last date of allergies episode requiring emergency medication: \_\_\_\_\_

Triggers of Asthma/Allergies: (check all that apply)

_____ Cold Air	_____ Perfume	_____ Carpets
_____ Exercise	_____ Strong Odors/Fumes	_____ Molds
_____ Aerosol Sprays	_____ Respiratory Infections	_____ Dust
_____ Humidity	_____ Change in Temperatures	_____ Food
_____ Mowed Grass	_____ Tobacco Smoke	_____ Pollens
_____ Animals	_____ Chalk Dust	_____ Other

Maintenance Medications:

\_\_\_\_\_  
\_\_\_\_\_

Emergency Medications:

1.) \_\_\_\_\_  
At School \_\_\_\_ Yes \_\_\_\_ No

2.) \_\_\_\_\_  
At School \_\_\_\_ Yes \_\_\_\_ No

3.) \_\_\_\_\_  
At School \_\_\_\_ Yes \_\_\_\_ No

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Physician's Printed Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

**STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:**

- Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back
- Administer CPR, if indicated

---

Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian

---

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_



**PAWNEE CITY PUBLIC SCHOOLS**  
**Collaborative Plan Addressing Barriers to Attendance**

Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Building: \_\_\_\_\_ Classroom/Homeroom Teacher: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Number of Absences at Time of Meeting: \_\_\_\_\_

What are the primary reasons the student has been absent?  
\_\_\_\_\_

Based on that information, meeting participants considered the following issues (check all that apply):

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistant team for possible Section 504 or IDEA eligibility
- Other: \_\_\_\_\_

**ATTENDANCE PLAN**

**Based on the above considerations, this attendance plan will be put into place:**

Steps to be taken by school staff: \_\_\_\_\_

Steps to be taken by student: \_\_\_\_\_

Steps to be taken by parent/guardian: \_\_\_\_\_

Steps to be taken by third parties: \_\_\_\_\_

**Signatures of Meeting Attendees:**

Parent/Guardian: \_\_\_\_\_

Student: \_\_\_\_\_

Attendance Officer: \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

**Notice to Family:** Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. *Please note that if your student accrues more than twenty (20) absences, the school district may refer the child to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).*

**I have received a copy of this Plan, including the above notice:**

\*Parent/Guardian: \_\_\_\_\_

Student: \_\_\_\_\_

*\*If parent(s)/guardian(s) are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

**RETURN FORM**

In order to confirm that each family has received a student handbook, understand that consistent school attendance is required by state law and to provide the office with information needed for emergencies and communications, it is necessary that this page be signed and returned to school. This return form also acknowledges that you have received the Board of Education’s new policy on student attendance and have reviewed it. You may either mail it back or send it with your student(s).

This handbook explains student and school responsibilities and contains school year information. I encourage you to read it carefully. If you have questions, please call the school.

**Elementary Student’s Name(s)                      Grade                      Date of Birth                      Hispanic                      Race**

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      Yes - No \_\_\_\_\_  
\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      Yes - No \_\_\_\_\_  
\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      Yes - No \_\_\_\_\_  
\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      Yes - No \_\_\_\_\_

**Two persons to contact in case we cannot locate you:**

**Emergency Contact                      Phone                      Address                      Relationship**

\_\_\_\_\_  
\_\_\_\_\_

**Family Doctor:**

**Name                      Address                      Phone Number**

\_\_\_\_\_

**Place of Employment:**

Father \_\_\_\_\_                      Mother \_\_\_\_\_

*\*SchoolReach calls will go to the Home Phone, Mother’s Day Phone, and Father’s Day Phone listed on this sheet. To opt out of the calls going to one of these numbers and not receive these messages, please call 402-852-2988.*

Father’s Day Phone \_\_\_\_\_                      Mother’s Day Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**I have received a copy of the Pawnee City Elementary Handbook for the 2015-2016 school year.**

\_\_\_\_\_  
Parent’s Printed Name

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_

Mailing Address

City

State

Zip