

SOUTHWEST PUBLIC SCHOOLS

*Elementary Student
Handbook*

2017-2018

Mrs. Latta, Elementary Principal

**Southwest Elementary
719 E Street
Indianola, Nebraska**

308.364.2613

PHILOSOPHY

It is the philosophy of the Southwest Public Schools that education is the cornerstone of a free society, and as such, it is incumbent upon the citizenry to provide the human and physical resources to provide opportunities and experiences to students whereby each may realize his/her individual potential. Every student is welcomed regardless of race, creed, color, or national origin with equal opportunity for educational experiences within the school curricular and co-curricular programs.

MISSION STATEMENT

United We Educate

INTRODUCTION

This handbook is designed to acquaint students and parents with the general requirements and regulations for our school. This handbook will serve as a general guide and will not attempt to cover every detail needed as circumstances arise.

RIGHT TO NOTICE

It shall be the duty of the Superintendent or his/her designee to provide clear notice to each student and his/her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the Board of Education. Such rules or standards which form the basis for discipline shall be distributed to each student and his/her parent or guardian at the beginning of each school year. The Superintendent or his/her designee shall also be responsible for posting in a conspicuous place within each school building during the school year such rules or standards. In the event there are changes in the rules and standards, such changes shall not take effect until the Superintendent or his/her designee has made a reasonable effort to distribute the text of such changes to each student and his/her parent or guardian.

NOTICE OF NONDISCRIMINATION

Southwest Public School does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning Southwest Public School's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent R. Todd Porter, in writing at P.O. Box 187, Bartley, Nebraska 69020 or by telephone at (308) 692-3223. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

NON-DISCRIMINATION STATEMENT FOR THE NATIONAL SCHOOL LUNCH PROGRAM

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

ABUSE / NEGLECT

School employees and all adults are bound by Nebraska State Law LB 28-710 to report any suspected case of child abuse or neglect to authorities for investigation.

AFTER SCHOOL CARE

Students who attend Southwest Elementary are eligible to attend our State Licensed after school care program. The program will run from 11:30 a.m. until 6:00 p.m. on days school is in session. A fee will be charged per child and drop-ins will be welcome as our staff to student ratio permits. Contact the elementary office for additional details.

ATTENDANCE

Many class activities are impossible to duplicate. Therefore, students enrolled in school are expected to be in attendance each day unless illness or prior arrangements have been made with the main office and individual teachers. **When absences occur for any reason, parents are asked to call the school prior to 8:30 a.m. to report your child's absence. Assignments for students who are absent will be collected when requested.** Students who leave early or arrive late during the school day must sign out or in at the office before leaving or upon arrival to school. A maximum of ten (10) days of absences per semester is allowed.

Parents will be notified once their child has 5 absences from school. Then once a student accumulates 10 absences in a semester, the parent will be contacted again. At this time a student, parent, teacher, and principal conference may be held. Students who are truant or continue to have excessive absenteeism will be dealt with according to School Board Policy 5001.

Attendance Terms:

- **Excused absence** is defined as an absence that has been requested by a parent or guardian, and approved by the principal. Examples of an excused absence would be bona fide illness, doctor appointments, and funerals, etc. **Excused absences do count toward the ten (10) days or ten (10) classes absent.**
- **Unexcused absence** is defined as an absence that has not been requested by a parent or guardian, and approved by the principal. A grade of zero will be given for all class assignments during the time the student was absent.

Make Up Work

Students are allowed two days to make up a one-day absence, and three days to make up a two-day absence, etc. Work assigned prior to absence is due on specified date or upon return to school. This does not preclude the teacher and student from making arrangements, which would permit make up work beyond this limit. If a student knows he/she will be absent from school, he/she should make up the class work before missing school.

BAD WEATHER - SCHOOL CLOSING

School will be held and buses will run regularly every school day regardless of weather conditions unless announced on television and radio stations or on the Southwest Public School's hotline 692-9800.

BAND/ INSTRUMENT RENTAL

Band is offered to 5th and 6th grade students. Class is for 30 minutes four days a week. Students choosing not to participate will have a study period. Students using a school instrument will be assessed a fee of \$25.00. This fee will be used for the maintenance and repair of school instruments and equipment.

BILLS AND CHARGES

- * All goods and books will be paid for before the goods are released to the student.
- * Students are not allowed to make any purchases at a place of business and charge the merchandise to the school.
- * In no case will students be allowed to charge meals.

BIRTH CERTIFICATES

State law requires all students sixteen years and younger who enroll in a Nebraska school for the first time to present a certified copy of their birth certificate. This certificate must have the raised state seal. Schools can no longer accept a hospital certificate or photocopies. To obtain a certified Nebraska birth certificate, write to: Bureau of Vital Statistics State Department of Health, P.O. Box 95007, Lincoln, NE 68509-5007.

BIRTHDAY TREATS AND INVITATIONS

Elementary children like to celebrate their birthdays by bringing treats for their classmates. This however is not required. Rules regarding treats are left to individual classroom teachers and parents/guardians should make arrangements in advance should they wish to bring birthday treats for the class.

Students wishing to pass out invitations to birthday parties to all girls, all boys, or the entire class may do so at a time their teacher deems appropriate. Students inviting select friends should use means other than passing them out at school.

BREAKFAST/LUNCH PROGRAM

All students are encouraged to participate in the breakfast/lunch program. At the elementary, breakfast is served from 7:30 to 7:55 AM (late bus students will have the opportunity to eat when the bus arrives). Families meeting the requirements for Free or Reduced meals are asked to fill out the appropriate forms distributed in students packets at the beginning of the school year. Student/family breakfast/lunch accounts are kept by the district and payments must be made before students are allowed to eat. In no case will students be allowed to charge meals.

Students who bring lunches are welcome to purchase milk, get a glass of water, or bring their own drink. No pop is allowed in the lunchroom. If parents choose to carry out food from a restaurant there can be no bags, wrappers, or containers that display the logo of the restaurant.

BUS INFORMATION

The Southwest Public Schools do run bus routes daily to pick up and deliver children of the district. This service is considered a privilege, not a right, and students who ride the bus must behave in a manner which will protect this privilege. Disciplinary policies and procedures have been specifically developed for student bus behavior.

BUS BEHAVIOR CODE

Riding the school bus 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 on the bus.

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

Consequences

Bus 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. Conversation with student and parents
2. Suspension of bus riding privileges, 1 day to 1 week
3. Removal from bus privilege for the remainder of the semester
4. Total loss of transportation

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

BUS ROUTES DURING INCLEMENT WEATHER

During inclement weather, school vehicles will travel on storm routes (hard surface) only. Parents/guardians are expected to meet the school vehicle at a pre-arranged site (hard surface) during this time.

CELL PHONES/RADIOS/GAMES

Headphones and/or radio/CD/ MP-3/I-Pod players, cellular telephones, pagers, walkie-talkies or Gameboy type games are prohibited during school time. Cell phones, radios, CD players, MP3, and iPod players with earphones will be allowed on activity trips with sponsor approval. Students will assume full responsibility for loss or theft of such equipment.

Cell phones are not to be used from 8:00 AM until school has been dismissed for the day and should not be in the classroom at any time. Students found in violation of this rule will face the following consequences: 1st offense – phone will be kept by the principal and returned to the student at the conclusion of the next school day; 2nd offense – parent/guardian will be contacted and required to come to school and pick up the cell phone; 3rd offense- phone will be kept by the principal for 30 calendar days and then returned to student upon request.

CUSTODY AND PARENTAL RIGHTS

Disagreements between family members do take place, however they are not the responsibility of the School District. The School District will not take the “side” of one family member over another in a disagreement about custody or

parental rights. Current court orders that have been issued shall be followed by the School District. Please inform and provide the school with a copy of the most recent court order. This does not prohibit an employee from listening to a student's problems and concerns.

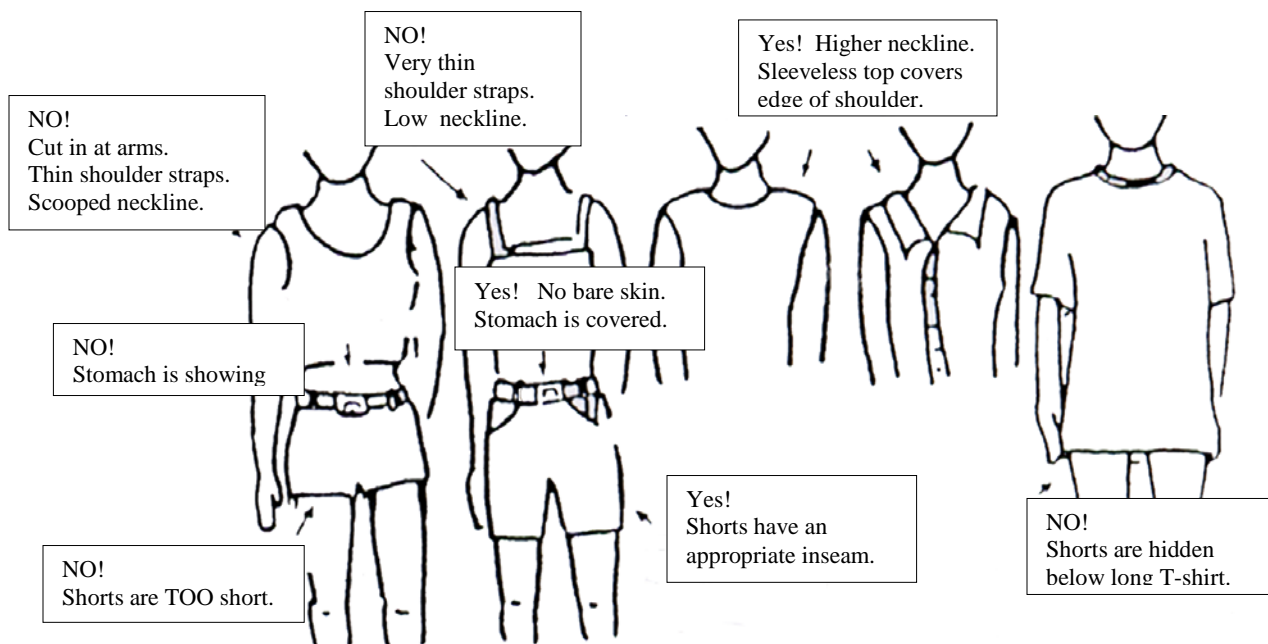
DATING VIOLENCE

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

DRESS CODE

Students will use good taste and judgment regarding the type of clothing worn to school to create an atmosphere conducive to effective instruction and learning. The principal is given the authority and professional discretion in the administration of this policy. The following standards will apply to all students:

- Students are to wear shoes at all times.
- Elementary students will not be permitted to wear shorts during the late fall and winter months, due to the time spent outside for recess.
- Clothing which contains printed wording, pictures, designs which advertise or promote tobacco, alcohol or drugs, or which carries any derogatory connotations, satanic symbols, hate messages, profanity, gang affiliations, and/or sexual innuendoes is strictly prohibited. "Hooters", "Big Johnson", "Homies", "Rollin Hard", "Boner Active Wear", "Co Ed Naked", "Marilyn Manson" shirts are deemed unacceptable. This is not to be an all-inclusive list.
- No caps, hats, bandannas or sunglasses are to be worn in the building during regular school hours. These items are to be placed in the student's locker and should not be carried around during the school day. Violations will result in those items being confiscated.
- Clothing with holes in inappropriate places is not allowed.
- Wallets with chains are not allowed.
- Clothing must properly cover the body. Tube tops and spaghetti strapped shirts are prohibited. T-tops and T-shirts must have a minimum of a three-inch wide strap covering the shoulder and be tight fitting under the arms. Crop tops must at least "touch" the waistline of jeans.
- Slacks/trousers/jeans/shorts are not to be worn "sag." These items must be worn at the natural waistline.
- Shorts may be worn. The following are considered acceptable shorts: Walking shorts, jean shorts (no cutoffs), split skirts, and culottes. Short length should be at least at fingertip length while standing. (Administrators discretion will be used.)
- All tattoos, brands, carvings, and all body piercing that are deemed unacceptable or disrupt the educational process by the administration must be covered when on school property or when participating in or representing Southwest Public Schools during all activities sponsored by Southwest Public Schools.



DROP OFF AND PICK-UP

For the safety of students please drop them off on the east or south side of the school building. Ideally, vehicles would drop students off on the same side of the street as the sidewalk leading to the school. This eliminates the hazard of students crossing between vehicles to reach the sidewalk. Students must follow the directives of crossing guards when leaving the building at dismissal time. **Only school and handicapped vehicles are to use the bus lane.**

E-MAIL

There will be no student e-mail usage during school hours 8:00 am to 4:00 pm with the exception of fifth and sixth grade students' official school email used for school purposes.

EMERGENCY MEDICAL TREATMENT

If a child becomes ill or is injured while at school or while being supervised by a member of the school district's staff, the staff member shall promptly render first aid and, when appropriate, summon rescue squad assistance. Staff will promptly notify a student's parent or guardian when a student needs medical attention.

The school district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. School district staff members will not honor "do not resuscitate/do not intubate" (DNR/DNI) orders, requests for transport to particular medical facilities and the like. Parents/Guardians must arrange for all such requests with rescue squad and medical providers directly.

ENGLISH LANGUAGE LEARNERS

Southwest Public School strives to meet the needs of ALL learners. Students with a home language other than English will be tested for English Language Proficiency and instructed in reading, writing, speaking, and listening of the English language in content areas. A copy of the goals and procedures used by the district can be picked up at each of the school building offices. Additional questions may be directed to the administration. The program is governed by No Child Left Behind legislation, the Office of Civil Rights, and The Equal Opportunity Act.

FIELD TRIPS

Class field trips may be made to supplement regular classroom instruction. Students are required to present a permission slip signed by the parent or guardian before being allowed to participate. All trips shall be approved by the building principal.

FIRE DRILL/ TORNADO DRILL

Specific Fire and Tornado drill routes and procedures will be posted in each classroom and will be explained by staff at least once at the beginning of each semester.

FUNDRAISING

Southwest Elementary is very supportive of extracurricular activities that the community and our high school offers for students: Boy and Girl Scouts, 4H, Honor Society, junior class fundraiser, and various church groups. Students who wish to ask school staff to make a purchase or a donation may do so, but after school hours. Please be respectful of the need for staff to prepare for their day before school and allow them to complete their work during their work day.

GRADING

Kindergarten and First Grade use the Primary Scale for grading all classes (see the scale below). Students in 2nd – 6th grade will be assigned percentages for core subjects such as reading, math, and spelling. Their specialty classes such as PE, art, music and handwriting will use the Primary Scale.

PRIMARY SCALE

C= Commendable S= Satisfactory P= Progressing N= Needs Improvement

LETTER GRADE

A
B
C
D
F

PERCENT GRADE

93-100
85-92
78-84
70-77
69 or below

HOLIDAY PARTIES

Classrooms are allowed three holiday parties each year. These are usually at Halloween, Christmas, and on Valentine's Day. Planning for refreshments for students for these events is left to the individual classroom teacher and parents of students. Parents who wish not to have their child participate in these room parties should inform the classroom teacher and make other arrangements for the child during that time.

ILLNESS

In order to ensure an optimal learning environment for all students, parents should send healthy children to school. The following is the guidelines of when students SHOULD NOT come to school:

- a. Fever over 100 degrees within the last 24 hours.
- b. Presence of vomiting or diarrhea in the last 24 hours.
- c. Child feels too ill to function properly in the school setting.
- d. An onset of communicable diseases such as chicken pox, strep infections, scabies, lice, and ringworm.
- e. Sore throat accompanied by fever or visible pus.
- f. Earache with discharge or fever.

Children with the following conditions will be allowed to return to school with a follow-up done by the school nurse:

Chicken Pox: usually 7-10 days when lesions are crusted over and no fever is present.

Head Lice: after treatment is completed at home.

The State Department of Health's guidelines for treatment and exclusion of students from school will be followed for all other illnesses. Parents can call the school nurse for these guidelines during any school day at 364-2613.

IMMUNIZATION LAWS

As of May 2011, students are required to be immunized against Measles, Mumps, Rubella, Polio, Hepatitis B, Diphtheria, Pertussis, Tetanus, and Chicken Pox prior to enrollment; and any student not in compliance shall not be permitted to continue in school. Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The law applies to all students enrolled in Nebraska schools. Students must have two MMR, **three DPT, two varicella or the chicken pox** disease and three polio immunizations. These immunizations may be obtained at your family physician's office or at the Red Willow County Immunization Clinic. (Call 345-1790 for more information.)

INSURANCE

Forms for student accident insurance are available in each school office.

MEDICATION

The policy of Southwest Public School is not to administer any medication without a written order from the doctor and parent. No unauthorized medication shall be administered by school personnel.

Procedure:

- The principal shall have in writing the permission of the parent and the directions of the doctor telling when the medication is to be taken and the amount.
- The medication shall be brought to school in its original container.
- The medication shall be stored and kept locked up in the school.
- A log will be kept as to when the medication was administered, by whom, and in what amount.

OPENING OF BUILDING

The building will be open for the regular school day from 8:00 A.M. - 3:30 P.M., unless by special arrangements. School begins at 8:00 A.M. Monday through Friday. Students entering class after 8:10 will be counted tardy. School dismisses at 3:30 P.M. Monday through Thursday and 2:30 P.M. on Fridays. Students are not allowed to remain within the building without teacher permission.

PARENT-TEACHER CONFERENCES

- Parents are encouraged to contact their child's teacher any time a concern arises.
- Scheduled conferences are held once during the fall semester and once during the spring semester. Notification of dates and times will be announced in the school newsletter, local papers, and on the school's website. The parent brings to the conference his own understanding of what the child is like at home. The teacher presents an insight of what the child is like at school. With these two observations, everyone gains--especially the child. Notes are sent home with the students prior to the conference date, stating the scheduled time for the conference. Music, P.E., Art, Title I, and Special Ed. teachers are available to visit with parents either prior to or following the conference with the regular classroom teacher. Please note that only one appointment will be made per child for the evening session. This is due to the high number of parents that request the evening hours.

PETS AND TOYS AT SCHOOL

Children and parents should request permission from their teachers before bringing pets to school. Toys, CD players, money, or other non-required personal items should not be brought to school unless it is part of a teacher assignment or permission has been granted by the teacher. Personal items are the student's responsibility. The school is not responsible for damage to, or the theft of, items brought to school. Children are not to bring any items which might be

potentially dangerous to themselves or others. This might include such things as matches, knives, toy guns, and any type of toy which can be readily converted to expel any projectile, etc.

PERMANENT RECORDS

Permanent records are kept in the office and brought up to date at the end of each semester. Any student enrolled in Southwest Public School, his/her parents/guardian, teachers, counselors, or school administration shall have access to the school's files or records maintained concerning said student. No other person shall have access thereto, nor shall the contents thereof be divulged in any manner to any unauthorized person. All files/records shall be maintained as to separate academic and disciplinary matters.

PHYSICAL EXAMINATIONS FOR ENTERING STUDENTS

The Physical Examination Standards require a physical examination by a qualified physician within six (6) months prior to the entrance of the child into kindergarten. A physical exam is also required in the case of a transfer from out-of-state to any other grade in the local school. The parent is responsible for the cost of the physical.

Students entering school for the first time, including all kindergarten and any transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the student's entrance. A certificate or form stating results of the evaluation must be signed by an optometrist, physician, physician assistant, or advanced practice registered nurse.

PROGRESS REPORTS

The school will keep parents informed concerning the academic progress of students. Progress reports will be sent to parents of students who are: 1) working substantially above their ability level; 2) working substantially below their ability level; 3) failing or near failing in their course work and/or 4) doing outstanding work regardless of their ability level. At any time the performance level of a student changes significantly, parents will be informed of this change. This applies to both positive and negative changes in performance. In addition, we will appreciate any inquiry that a parent wishes to make in regard to the classroom performance of their son or daughter. Report cards will be issued during the week following the end of each term.

RECESS

Please see that your child is adequately dressed with warm clothing during cold weather. Students will be taken outside for playground breaks if either wind chill index or temperature is at or above +10 degrees F. Clothing should include a heavy winter coat or a snowsuit, cap, mittens or gloves, and snow boots. During recess in winter when snow is on the ground, students not wearing snow pants and snow boots are asked to stay on areas with no snow. (Hard surfaced area if snow is removed). Boots, coats, mittens, stocking caps and other personal belongings should be clearly marked with the owner's full name. Unmarked items that are found will be placed on the Lost & Found table near the principal's office. Clothing that is not claimed at the end of the year will be given to charity. The school is not responsible for lost, stolen, or damaged items.

RELEASE FROM PHYSICAL EDUCATION ACTIVITY

A student shall be released for physical education activity only when a licensed physician submits a written report to the principal. The physician's written release shall be on file in the nurse's office.

STUDENT ACTIVITY PASSES

All students may purchase an activity pass for \$20.00. This will admit the student to all Southwest activities, excluding conference and special tournament activities.

TELEPHONE

The school telephone is for business purposes. Students will not be allowed to use the phones at school unless it is determined to be an emergency. Students need to remember their homework, lunch money, shoes for P.E., etc. This will not only help teach students responsibility, but will also clear the phone lines for parents who need to contact the school to report absences. Only in the case of an emergency will a student be called to the telephone during class time. However, if parents leave a message for the student, the message will be delivered as soon as possible.

TEXTBOOKS

All students are responsible for textbooks issued to them. Any books lost must be paid for, and fines will be assessed for undue damage to books and school property. Reasonable wear is expected.

VISITORS

Parents/guardians are encouraged to visit school. Please check with your child's teacher regarding the best time to visit. We request that parents not plan visits during the first two weeks or the last two weeks of school and during NeSA testing. All parents and visitors must enter and exit the building through the east doors during school hours. Before visiting a classroom visitors will need to check in at the office. Children not attending the school may visit during lunch and lunch recess as long as prior arrangements are made with the classroom teacher. Parents, grandparents, etc. are

welcome to eat school lunch with their child, but are asked to inform office personnel prior to lunchtime. Persons wishing to post bulletins, announcements, or distribute information in the school building must first receive permission from the building principal.

SOUTHWEST STUDENT CODE OF CONDUCT

At Southwest Elementary there are three clear and concise rules of conduct. Be respectful. Be responsible. Be safe. Students will be taught these rules at the beginning of the school year, and given examples of behaviors that are respectful, responsible and safe. Teachers will review the rules periodically with students. The goal is self-discipline. If/When the rules are broken the following consequences could apply, based on the severity of the infraction: 1) reprimand 2) loss of recess privileges; 3) time-out; 4) thirty minute detention before or after school; 5) long term detention; 6) short term in-school or out-of-school suspension for five (5) or fewer days; 7) long term suspension or expulsion. Students may be detained after school by faculty members for reasons of discipline or to provide extra assistance with their academic progress. Students who ride the bus will be given an opportunity to arrange transportation home before they are detained. This can be arranged by a telephone call or postponing the detention time until the next school day. Students who are detained will be given meaningful work to do during this time. Students who are suspended, either in-school or out-of-school, may not attend or participate in any school activity during the suspension. Students who serve an in-school suspension may receive full credit for their school assignments.

SUSPENSIONS AND EXPULSIONS

The information provided in this booklet is intended to clearly define student rights in suspension, expulsion or exclusion from classes in Southwest Public Schools. The board policy providing for these actions is based upon Nebraska statutes. A principal (or designee) may determine that is necessary to exclude a student from classes. The decision to exclude would be made after the principal has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. The principal will decide whether the charges against the student are substantially true and whether suspension is necessary 1) to help any student, 2) to further school purposes, or 3) to prevent an interference with school purposes. The range of possible exclusions includes: short term suspension, emergency exclusion, long term suspension, or expulsion. In addition, administrative and teaching personnel may take other actions regarding student behavior, such as counseling of students, parent conferences, rearrangement of schedules, requiring a student to remain in school after regular hours to do additional work, requiring that a student receive counseling, or restricting extracurricular activity. It is the principal's responsibility to determine the type of exclusion and/or actions recommended. Parents will be notified of the principal's recommendation in the case involving the student. It shall be the responsibility of the student to obtain and make up class work during the time that he/she is suspended, and all class work is to be completed by the end of the suspension period if the student is to receive credit for the work.

A. Short Term Suspension.

- (1) Short term suspension may be for a period of time up to five (5) school days. Short term suspension may be an in school or an out-of-school suspension as determined by the principal to best serve the purposes of the school.
- (2) Suspension from school includes suspension from participating in all extracurricular activities for the same period of time.

B. Emergency Exclusion.

- (1) Emergency exclusion may be recommended for a period of time as long as the student's presence in the school presents a threat to himself/herself or others. This threat may be the result of dangerous communicable disease or student conduct, which present a clear threat to the physical safety of himself/herself or others, or student conduct which is so disruptive that it prevents other students from pursuing an education.
- (2) During the period of exclusion, a student cannot attend school or take part in any school function.
- (3) If the danger lasts beyond five (5) school days, you may request a hearing.
- (4) The hearing request is made by completing and delivering as required the "Request for Hearing" form.
- (5) The student may return to school when it is determined that the danger no longer exists.

C. Student Conduct Constituting Grounds for Long Term Suspension, Expulsion, or Mandatory Reassignment; Enumerated; Alternatives for Truant or Tardy Students.

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

- (1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- (2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- (4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.

(5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

(6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Nebraska statutes, a substance represented to be a controlled substance, or alcoholic liquor as defined in Nebraska statutes or being under the influence of a controlled substance or alcoholic liquor.

(7) Public indecency as defined in Nebraska statutes except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.

(8) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Nebraska statutes.

(9) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.

(10) A repeated violation of any rules and standards validly established pursuant to Nebraska statutes in which such violations constitute a substantial interference with school purposes.

D. Maximum Length of Expulsion.

(1) In General. Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

(2) Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon. If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the exclusion shall remain in effect for summer school and may remain in effect for the first semester of the following year.

If a hearing shall be requested within five (5) days of the receipt of the written notice by the student and/or the student's parents or guardian, as described in these rules and regulations, the superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.

If there is any conflict between these policies and Nebraska statutes, the applicable Nebraska statutes shall govern and have priority.

SOUTHWEST PUBLIC SCHOOL TITLE IX, TITLE VI, SECTION 504 GRIEVANCE PROCEDURES FOR STUDENTS, FACULTY, AND STAFF

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance hereunder is a claim by a student, faculty member, or staff member that a violation of Title IX (discrimination based on sex), Title VI (discrimination based on race, color, or national origin), or Section 504 (discrimination based on disability) has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

- As used herein, the term grievant means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term days shall mean days when school is in session (except that when a grievance is filed on or after May 15, days shall refer to Mondays through Fridays, excepting legal holidays).
- A grievance may be filed by an individual grievant (or by a parent on behalf of a student grievant) if the grievant feels that discrimination on the basis of sex, race, color, national origin, or disability has occurred in this school district.
- No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event, which is the subject of the grievance.
- The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

PROCEDURES

- A grievant shall, within ten days after the occurrence of the event, which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.
- In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign, and submit it to the principal or immediate supervisor within five days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts results in discrimination.

The principal or immediate supervisor must submit a written answer within five days after receipt of the written grievance.

- In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five days thereafter to the superintendent. The superintendent will respond in writing to the written grievance within five days thereafter.
- In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the designated coordinator for Title IX, Title VI, and Section 504, who will convene a grievance committee for the purpose of examining evidence of discrimination in the submitted case. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final, and a copy of such decision shall be delivered to the grievant.

INTERNET USER POLICY

We are pleased to offer students of Southwest Public Schools access to the district computer network for the Internet.

To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the acknowledgement form to the office. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Southwest supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. ACCESS IS A PRIVILEGE - NOT A RIGHT. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are not permitted:

- | | |
|---|---|
| *Sending or displaying offensive messages or pictures. | *Using obscene language. |
| *Harassing, insulting or attacking others. | *Violating copyright laws. |
| *Damaging computers, computer systems or computer networks. | *Using another's password. |
| *Trespassing in another's folders, work or files. | *Intentionally wasting limited resources. |
| *Employing the network for commercial purposes. | |
| *Any other action deemed unsuitable by the district's administration. | |

Netiquette

You are expected to abide by the generally accepted rules of the network etiquette. These include (but are not limited to) the following:

- * Be Polite. Do not write or send abusive messages to others.
- * Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- * Do not reveal personal addresses or phone numbers of students or colleagues.
- * Note that email is not guaranteed to be private. People who operate the system do have access to all mail.
- * Messages relating to or in support of illegal activities may be reported to the authorities.
- * Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass email messages; annoying other users using the talk or write functions).
- * All communications and information accessible via the network should be assumed to be private property.

Vandalism

Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user. This includes but is not limited to, the uploading or creation of computer viruses.

Filtering

All computers that students have access to will be filtered through the ESU15 Proxy server. This filter will block access to visual depictions that are: obscene, pornographic, harmful to minors, and any other Internet content Southwest or ESU15 finds inappropriate for minors which includes email, chat rooms and other forms of direct electronic communications.

Family Educational Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Southwest Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Southwest Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Southwest Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- School web site.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.

If you do not want Southwest Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Southwest Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

STUDENT-PARENT-TEACHER COMPACT

SOUTHWEST ELEMENTARY SCHOOL

STUDENT AGREES TO:

- Be prepared and work hard in class
- Complete daily assignments on time
- Obey school rules
- Respect and cooperate with other students and adults
- Let my parents know my goals
- Read my library books and return them to school promptly

PARENT AGREES TO:

- Encourage punctual and regular attendance
- Support school discipline and classroom discipline rules
- Provide a good study environment at home
- Check homework nightly and help my child review
- Attempt to participate in my child's activities
- Promote the importance of reading to my child by reading or listening to him/her

TEACHER AGREES TO:

- Provide high-quality curriculum and instruction in a supportive and effective environment to enable children to meet the challenging state academic standards
- Ensure a safe and orderly classroom where maximum learning can take place
- Strive to meet the student's individual needs
- Communicate regularly with parents regarding special concerns, successes, and progress
- Provide free choice reading time

SOUTHWEST AFTERSCHOOL CARE PROGRAM

Description of Services

The afterschool care is open to students in PK starting at 7:30 a.m. and to students in grades K-6th starting at their dismissal time. Children must be enrolled in Southwest Elementary to use the afterschool care. It is open until 6pm each day. The daycare is only open on days that school is in session, at the elementary.

The afterschool program includes snacks, free playtime, structured large group time, craft time, outdoor/indoor playtime, homework help, reading and book exploration time.

Southwest Public Schools charges \$2.00/hour per child in care. You will receive a bill on Wednesday for the previous week's charges. Payment is to be made at the elementary school office by the end of each week. If you are eligible, the school will bill the Department of Health and Human Services for charges. Failure to pay the bill in a timely manner will result in the cancellation of your child's spot in the program.

Southwest Public Schools is licensed for 29 children and cannot surpass this number.

For information concerning the regulations and other information you can contact the Nebraska Department Health and Human Services.

Philosophy

Our afterschool daycare believes that all children are unique, and it is our responsibility to help them develop to their fullest potential. We believe that a positive, caring environment, where children are safe and healthy, is essential. We believe that parents are the most important part of a child's life and we will work with parents for the benefit of the child. We believe in providing children with opportunities that are appropriate to their age and stage of development.

SOUTHWEST AFTER SCHOOL CARE POLICIES

Illness

In order to ensure an optimal learning environment for all students, parent should send healthy children to school. The following is the guidelines of when students SHOULD NOT come to school.

- a. Fever over 100 degrees within the last 24 hours.
- b. Presence of vomiting or diarrhea in the last 24 hours.
- c. Child feels too ill to function properly in the school setting.

- d. An onset of communicable diseases such as Chicken Pox, Strep Infections, Scabies, Lice and Ringworm.
- e. Sore throat accompanied by fever or visible pus.
- f. Earache with discharge or fever.

Conditions for suspending and terminating care

Children will be suspended or terminated if the daycare bill is not paid in a timely manner.

Children will be suspended or terminated for behavior that is dangerous to other children; example biting, hitting, or aggressive behavior that is dangerous to others.

Fees/contact information

The fee for afterschool care is \$2.00 per hour per child. Children must attend Southwest Elementary School to attend.

The school must have a list of individuals who are approved to remove child from the daycare facility. This must be on file. Individuals must be able to verify who they are before picking up a child from daycare with a picture ID such as a drivers' license.

Parent grievances, questions, or concerns

Parents should first address concerns and questions to the director of the program, 308-364-2613. If concerns cannot be resolved in this manner, parents should address them with the superintendent of school, 308-692-3223.

Afterschool Care Discipline Plan

Prohibited forms of Discipline:

- 1. Spanking
- 2. Shaking
- 3. Striking with an object
- 4. Isolating a child in a locked or closed closet
- 5. Handling roughly
- 6. Denial of food
- 7. Forced napping
- 8. Yelling or screaming at children
- 9. Threats of physical punishment

Child Behavior that cannot be disciplined

- 1. Toileting accidents
- 2. Refusal to eat
- 3. Refusal to take medications

Use of time out:

- 1. Take to place within a safe well lighted and well-ventilated area.
- 2. Occur within direct vision of staff
- 3. Not to exceed more than one minute for each year of child's age. If the time a child spends in time out is extended, it must be carried out as indicated by behavioral management plan developed and monitored by a licensed or certified professional qualified to identify the special needs of the child, having a physical, emotional, or social developmental delay or impairment.

Child Development Program:

- 1. Indoor play
- 2. Outdoor play
- 3. Nap and/or rest periods and quiet times
- 4. Opportunities for individual and group play times
- 5. Opportunities for children to read and explore books
- 6. Daily reading with children of developmentally appropriate literature
- 7. Fostering language and social development by talking and interacting with children and modeling appropriate language and behavior

Reporting of incident:

If a child has an injury afterschool care time, an incident report must be filled out within 24 hours.

Reporting Abuse:

Adult & Child Abuse & Neglect Hotline

1-800-652-1999

State law requires any person who suspects that a child has been physically or sexually abused or neglected to report it promptly to the Nebraska Department of Health and Human Services.

Receipt of Student Handbook

The Southwest Student Handbook is developed for students, parents and the faculty of our school. Its purpose is to provide for the smooth and efficient operation of the school by giving notice about our policies, rules, regulations and general information to those needing to know. By providing this handbook, it is also intended that the rights of those affected will be better protected.

Please read this handbook with your student. Feel free to ask questions and make suggestions about the contents herein. Copies of district policies, student handbook and teacher handbook are available at the school office. The handbooks are adopted yearly by the Board of Education as official district policy.

After reading this handbook, we ask that parent(s)/guardian(s) and their student(s) sign below and return this sheet to the school office. Your signature does not mean that you agree with or endorse the handbook contents, only that you have read it and understand it.

The administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of education in the Southwest Public School District, or to act on situations not specifically covered in this handbook.

“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR SOUTHWEST PUBLIC SCHOOL DISTRICT.”

PARENT/GUARDIAN

SIGNATURE: _____ DATE: _____

“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR SOUTHWEST PUBLIC SCHOOL DISTRICT and pledge to do the following:

- make every effort to help my school be the best that it can be by doing the best in the classroom, in activities, or wherever I may be representing it;
- have pride in my school, my family, and my community, and show it in my behavior and attitude;
- follow the rules and regulations of this handbook;
- acknowledge the drug and alcohol policies and to understand that their purpose is to provide a learning environment that is safe, healthy and productive.”

STUDENT’S

SIGNATURE: _____ DATE: _____

PLEASE SIGN AND RETURN THIS SHEET TO THE OFFICE BY SEPT. 1