

2014-15
O'Neill Elementary School



Student Handbook

To access all School Board policies go to:
<http://www.oneillpublicschools.org/>

Dear Students & Parents;

Welcome to O'Neill Elementary School. I enjoy being part of this educational team of teachers, staff, students, administrators and parents. I encourage you to stay aware of the events at school and participate whenever possible. Involvement leads to student success. The teachers and I will communicate through newsletters, notes home, the school web site and meetings to keep you informed of the activities coming up. If at any time you have questions, please call. Working together, as a team, we can help each child reach their full educational potential.

Student achievement and growth will be our focus again during the year. Students will receive reading instruction at the appropriate level based on test data, DIBLES data and in class data and observations. Students will "walk to reading" so their homeroom teacher may not be their reading teacher. This system allows each student to benefit from instruction designed to meet his or her specific needs. We will continue to offer our intervention block during the day to work to meet individual student needs. This time will focus instruction on areas of improvement for our students.

We have many new staff members that have joined our team this school year. Please take the opportunity to get to know these new staff members. I also encourage parents to join the Junior Eagles Boosters, our parent/teacher organization. There will be opportunities to work with the staff to help the students at O'Neill Elementary. We are excited to see the children again this year and thank you for partnering with us to help your children succeed.

Dan Woodle
Elementary Principal

SCHOOL CALENDAR 2014-15

Teacher Workshop _____	August 13-14-15
Elementary Open House 5-6 pm _____	August 15
School Begins -- 1:30 Dismiss _____	August 18
Labor Day Vacation -- No School _____	September 1
10:00 Late Start Staff Development _____	September 17
P/T Conference K-12 -- No School _____	October 7
District FCCLA -- No School _____	October 8
End of 1st Quarter _____	October 17
Fall Break -- No School _____	October 24
10:00 Late Start Staff Development _____	November 19
Thanksgiving Vacation -- 1:30 Dismissal -- 26 th _____	November 26-28
End of 2nd Quarter --1st Semester _____	December 19
Staff Development/Snow Makeup Day -- No School _____	December 22
Winter Break _____	Dec.23-Jan. 2
Staff Development/Snow Makeup Day – No School _____	January 5
School Resumes _____	January 6
Staff Development – No School _____	January 22
P/T Conference K-12 -- No School _____	February 12
10:00 Late Start Staff Development _____	February 13
1:30 Dismissal _____	March 11
Spring Break -- No School _____	March 12-13
10:00 Late Start Staff Development _____	March 18
End of 3rd Quarter _____	March 27
Easter Break -- No School _____	April 3-6
Optional Student Make Up Day _____	April 6
10:00 Late Start Staff Development _____	April 15
Last Day of School – End of 4th Quarter – 2nd Semester _____	May 21
Staff Development/Snow Makeup Day _____	May 22

2014 – 2015 O’Neill Public Schools Calendar

Approved @ 3-17-2014 School Board Meeting – Amended 4-14-2014

Practice Starts – FB, SB, GG.....11
 School Board Meeting11
 New Employees Mtg.....13
 Staff Development14-15
 First Day of School – 1:30 Dismissal . 18
 Practice Starts – VB, CC18
 T – 12 H – 10 E – 10

AUGUST 2014						
S	M	T	W	T	F	S
					1	2
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31						

FEBRUARY 2015						
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22	23	24	25	26	27	28

No School
 8am-12pm Staff Development
 12p-6:30p K-12 P/T Conferences... 12
 10:00 am Late Start
 Staff Development..... 13
 School Board Meeting..... 16
 T – 20 H – 19 E – 19

No School – Labor Day 1
 School Board Meeting15
 10:00 am Late Start
 Staff Development17
 T – 21 H – 21 E – 21

SEPTEMBER 2014						
S	M	T	W	T	F	S
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MARCH 2015						
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29	30	31				

1:30pm Dismissal..... 11
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 School Board Meeting..... 16
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 T – 20 H – 20 E – 20

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APRIL 2015						
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No School – Easter Break..... 3-6
 Optional Student Make Up Day 6
 School Board Meeting 13
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 Staff Development..... 15
 T – 20 H – 20 E – 20

School Board Meeting10
 Veteran’s Day Observed11
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 Staff Development19
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 No School – Thanksgiving Break ..27,28
 T – 18 H – 18 E – 18

NOVEMBER 2014						
S	M	T	W	T	F	S
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MAY 2015						
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24	25	26	27	28	29	30
31						

School Board Meeting..... 11
 Senior’s Last Day 13
 Graduation..... 16
 Student’s Last Day
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 T – 16 H – 15 E – 15

School Board Meeting15
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 Optional Student Make Up Day.....22
 No School – Winter Break23-31
 T – 16 H – 15 E – 15

DECEMBER 2014						
S	M	T	W	T	F	S
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JUNE 2015						
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School Board Meeting..... 15

No School – Winter Break1-5
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JANUARY 2015						
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JULY 2015						
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Independence Day 4
 School Board Meeting..... 13

1 st Semester T – 89 H – 84 E – 84	Teacher Contract Days – 185 JH/HS Student Days – 176 Elementary Student Days – 176	2 nd Semester T – 96 H – 92 E – 92
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PEOPLE WHO CARE...

O'NEILL STAFF AND THEIR DUTIES

School Board Members –

Delight Becker	Ellen Boshart
Gene Chohon	Brad Ducker
Jim Gotschall	Amy Rowse

Administration –

Amy Shane	Superintendent of Schools
Dan Woodle	Elementary School Principal
Corey Fisher	High School Principal
Nick Hostert	Activity Director
Kathy Grossnicklaus	SPED Director

CLASSROOM TEACHERS

KA – Paula Evans	1A – Amy Kaup	2A – Michelle Tomjack
KB – Sarah Havranek	1B – Janie Robertson	2B – Maureen Pischel
KC – Karen Richardson	1C – Katie Rowan	2C – Kristi Langan
3A – Holly Keil	4A – Lynae Hilker	5A – Cindy Sellers
3B – Julie Pistulka	4B – Melanie Stepp	5B – Kathy Kloppenborg
3C – Janene Reynolds	4C – Curtis Chiders	5C – Kelly Young
	6A – Bill Walters	
	6B – Crystal Shoemaker	
	6C – Megan Pommer	

SPECIAL SERVICES

Special Education K-2 nd	Lori Mathews
Special Education 3 rd & 4 th	Becky Kohtz
Special Education 5 th & 6 th	Jody Fox
Title I Teacher	Sally Wallace
Title I Teacher	Ronda Hanson
English-Language Learner Teacher	Tricia Wiseman
English-Language Learner Teacher	Pat Ruther
Reading Teacher	Alex Miller
Reading Coach	Jill Brodersen
School Guidance Counselor	Mindee Hilker
School Guidance Counselor	Cole Hilker
Vocal Music Grades K-6	Molly Jennings
Band 5 th & 6 th Grades	Chad Dean
Elementary Media Specialist	Dianne Milne
Speech Therapist	Shannon Stelling
Speech Therapist	Katie Owens
Speech-Language Resource	Denice Atkins
School Nurse	Carolyn Gottsch
Secretary	Carolyn Larson
Art K-6 & 4 th – 6 th High Ability Learner Teacher	Melissa Polinoski
P.E. K-6 -- Afternoon	Kevin Morrow
P.E. K-6 -- Morning	Brock Eichelberger
School Psychologist	Kay Mudloff
Developing Eagles	Rhonda Olson

ADMISSION

New kindergarten students must be 5 years old on or before July 31 of the school year in which they are enrolling. A physical examination and eye examination are required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be complete. No student will be admitted unless immunization records include the vaccine name, month and year of administration and name of health practitioner or agency where immunization was obtained.

ALCOHOL AND DRUGS

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus or buses, is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.

ANTI-BULLYING POLICY

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Anti-bullying education, strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. This policy will be reviewed annually.

Anti-Bullying Procedure

Bullying behavior at our school is defined as:

- Aggressive or intentional "harm doing"
- Typically repeated behavior
- An imbalance of power
- Something that causes physical and/or psychological discomfort or harm

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal.
- Anonymous reporting can be completed on the link at the O'Neill Public School web site or written reports can be placed in the locked mailboxes outside of the Guidance Office.

Complaints will be investigated by the guidance staff or the building principal. The investigator will communicate with the students and their families to remediate the situation and restore a positive climate.

Consequences for students involved in a pattern of harassment are:

- 1st Offense – Detention
- 2nd Offense – Detention + Counseling
- 3rd Offense – Detention + 1 day of in-school suspension + Counseling
- Additional consequences will be determined on an individual basis

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. Special attention to etiquette and good citizenship is expected of all students.

ATTENDANCE & TARDINESS

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

The school day begins promptly at 8:00 a.m. and dismisses at 3:20 p.m. Students may not arrive prior to 7:10 a.m., as the doors are not unlocked until that time. Any student remaining at the school after 4:00 pm unless approved by a teacher or administration will be required to attend the Developing Eagles After School Program at their family's expense.

Attendance and Absences

- 1. Mandatory Ages of Attendance.** The mandatory ages of attendance for compulsory education purposes are as follows: For the 2004-05 school year (that is, prior to July 1, 2005), the mandatory ages of attendance are age 7 to age 18. For the 2005-06 school year (that is, after July 1, 2005), the mandatory ages of attendance are age 6 (as of January 1 of the then-current school year) to age 18.
- 2. Absences from School – Definitions:** Daily attendance will be recorded as: (a) present or (b) absent.
 - A. Present:** Regular school attendance and school activities including: field trips, athletic/academic contests, in-school suspension, or alternative placement.
 - B. Absent:** Not in attendance including: medical appointments, predestines, illness, and out-of-school suspension.
- 3. Attendance and Absence Procedures.** Students are expected to attend school regularly. Students who plan to miss class for any reason should follow the following procedures:
 - A. Elementary:** Parent should notify the elementary office by note or phone call regarding the dates and reasons for their child's absence from school.
- 4. Reporting and Responding to Truant Behavior.** Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the superintendent

believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Excessive Absenteeism" sections of this policy.

- 5. Excessive Absenteeism.** All students who accumulate five (5) absences or the hourly equivalent shall be deemed to have "excessive absences". Such absences shall be determined on a per day basis or per class basis.
- A. Upon a student's fifth absence, the school's attendance officer will investigate, and if appropriate, attempt to remediate the child's truant behavior. This may be accomplished in one or more of the following ways:
 - 1. One or more meetings shall be held between the school attendance officer, or other person designated by the school administration, the parent/guardian, and the student, to report and attempt to solve the truancy problem with an action plan. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
 - 2. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child and would help solve the truancy problem of excessive absenteeism.
 - 3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
 - 4. Identify conditions that may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
 - B. The attendance officer will monitor the student's attendance following the implementation of the action plan. If the student accumulates up to ten (10) absences or the hourly equivalent, a second meeting will be held between the school attendance officer, or other person designated by the school administration, the parent/guardian, and the student, to attempt to revise the action plan.
 - C. The attendance officer will continue to monitor the student's attendance following the implementation of the revised action plan. If the student accumulates up to fifteen (15) absences or the hourly equivalent the truancy officer shall serve a written notice to the person violating Neb. Rev. Stat. §79-201,

(i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute.

- 6. Reporting Excessive Absenteeism.** The attendance officer will file a report with the county attorney of the county in which such person resides upon the student's accumulation of twenty (20) absences or the hourly equivalent. The superintendent shall file reports with the Commissioner of Education as directed by the commissioner or as otherwise required by law regarding the number of and reason for any excessive absenteeism of a student or referral of a student to the county attorney's office for excessive absenteeism.

BICYCLE SAFETY

The O'Neill Elementary School is deeply concerned with the safety of our children when they are coming to school and returning home. Especially during this time, bicycles present a hazard for motorists, to student pedestrians, and to themselves. We suggest the following guidelines in our continuing effort to improve bicycle safety. It might be helpful for you as parents to go over these suggestions with your child to make sure he/she understands them.

ALWAYS WEAR A BICYCLE HELMET.

1. Ride alone with no big bundles. Another person or a large package on your bike can block your vision and throw you off balance.
2. Keep your bicycle under control--no tricky steering, weaving or racing.
3. Stay on the right side of the street, close to the curb. Move with traffic and watch for parked cars turning out or car doors opening suddenly.
4. Travel in single file when riding with others. Follow a full bike's length behind.
5. Steer with both hands on the handle grips except to signal when turning, stopping or leaving the curb.
6. Come to a dead stop at all stop signs, yield signs and red or amber traffic lights.
7. Cross only at intersections.
8. Stop, look and listen before entering a street from a sidewalk, driveway or alley. Drivers may not see you.
9. Use your own power. Hitching onto moving vehicles is against the law and in case of a sudden stop or swerve; off the bike you will go.
10. Be ready to put on the brakes at intersections--no pedal pumping as you approach. Get off and walk your bike across streets.
11. Let people on foot and other vehicles go first when they're about to cross in front of you.
12. Walk your bike all the way to the street if leaving to the west, and to the bike trail if leaving to the east.

CELL PHONE POLICY

Students shall not use personal cell phones during the school day.

- 1st time -- Teacher takes the phone and returns the phone after school.
- 2nd time -- Teacher takes the phone, calls the parent and returns the phone after school.
- 3rd time -- Teacher takes the phone, brings the student to the office, parent meeting, appropriate punishment determined by principal.
- Additional consequences determined on an individual basis.
- Teachers do not use cell phones during class time.

CHANGE OF ADDRESS OR PHONE NUMBERS

It is very important, for emergency and administrative reasons that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address or phone during the school year.

COMMUNICATIONS (NEWSLETTER)

A newsletter containing items of interest to students and parents will be distributed the first of each month. It will include monthly menus and timely information.

COUNSELORS

There will be full time counselors on duty. They are available to assist students with questions regarding social problems, crisis situations and other concerns that children have. Students and parents are encouraged to make use of this service by arranging for an appointment directly or through the classroom teacher.

CRISIS SERVICES

Crisis services are coordinated by the school's professional counselors and are intended to assist students who find themselves overwhelmed by any type of personal crisis. Although confidentiality is guaranteed to the student, every effort is made to assist students in working out their problems with the support of their families.

CUMULATIVE RECORDS

Cumulative records and a battery of tests are used to help determine the special needs of our students. These records begin with your child in kindergarten and are passed along from room to room as he\she moves through school. If you move, these records help your child's placement in a new school.

DATING VIOLENCE PREVENTION

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

DETENTIONS

Detention is served from 3:20 - 3:50, or a half hour from when the student arrives. The staff member issuing the detention will contact families with an explanation of the reason for the detention being issued and when the detention will be served. While in detention the student will be required to explain, in writing, their reason for being in detention and what they will do to correct their actions moving forward.

IN-SCHOOL SUSPENSION

A student who has received 3 detentions will be required to serve a day of in-school suspension the following day. The student will be isolated from the rest of his/her class, and will be required to complete the day's assignments. The principal may assign in-school suspension of a day or portion of a day based on a student's disciplinary history at any time.

DRESS CODE

Parents are reminded that we expect our students to be in good taste in their grooming and dress when they come to school. Parental co-operation with the school in keeping students neat and clean is appreciated. Students who wear clothing with inappropriate slogans or logos will be asked to go home and change. Logos or slogans that advertise alcohol or tobacco products are considered inappropriate.

DEVELOPING EAGLES AFTER-SCHOOL PROGRAM

O'Neill Elementary School offers a structured after-school program that runs from 3:20-6:00 Monday - Friday. This program has a maximum number of slots, and registration for the program will occur prior to the beginning of school. Developing Eagles is open to any student in District 7 and offers their services free to anyone qualifying for the free or reduced lunch program. Students who do not qualify in this manner are charged \$4.00 per day. The same rules and expectations of students are carried over to Developing Eagles. Any rule violations will be dealt with by the director and will convey issues to the building principal. Excessive violations can lead to removal from the program. Any questions about enrollment can be directed to Rhonda Olson, Director of Developing Eagles After-School Program.

EMERGENCY INFORMATION

In case of an emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home telephone and parent(s) work telephone
4. Emergency telephone number of friend or relative.
5. Physician's name and telephone
6. Medical alert information.

FIELD TRIPS

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum. THESE TRIPS ARE A PRIVILEGE NOT A RIGHT, AND STUDENTS CAN BE EXCLUDED DUE TO ACADEMIC OR BEHAVIOR ISSUES. Parents will receive notices of field trips well in advance of the scheduled trip date and will usually be asked to sign field trip permission forms.

HOMEWORK/LATE WORK POLICY

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and seeing that assignments are completed. For students that fall behind with their homework (Grades 3-6), a homework catch up room (this is not a study hall or group) will be used. Classroom teachers will contact parents when their child has accumulated 4 or more, late assignments and will need to attend the homework catch up room. When the child has completed any late or missing work parents will be contacted again to no longer attend. This is not a punishment but an opportunity to help our students achieve at their fullest potential.

IDENTIFICATION

Mark your clothing for identification. Also any personal item that can be marked please do so. Overshoes, coats, etc., are easily taken unintentionally since they look alike and most are about the same size.

ILLNESS OR INJURY

In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available the child will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school ground will only be granted upon written or verbal request from the student's parent or guardian. The student must sign out in the office when leaving the building and sign back in when they return to school, or if they come in late.

LIBRARY

The O'Neill Elementary School has a fine library and the school district is in the constant process of maintaining the quality of both reference works and the literature housed in the library. The library is open for use by all students K-6; in any given year over 20,000 checkouts are made. Shelved books can be checked out for two weeks and reference books on a 24 hour basis. There is a fine for overdue books, counting only those days school is in session. The number of books a student may check out at any one given time is limited to two. The fine for lost books will be based on the cost of replacing the book.

LOST AND FOUND

Lost items should be reported to the teacher. Items that are found are turned into the Principal's office. They will be collected and stored for one month. If the item has not been claimed by the end of the month it will be donated to the Community Wardrobe, so please check the lost and found frequently. The O'Neill Public Schools is not responsible for the loss of personal property.

MEALS

Each family in the District has their own lunch account. Your children's lunches will be charged to this account. Keeping this account current by making timely deposits insures uninterrupted serving in the lunchroom.

O'Neill Public Schools provides a USDA approved breakfast and lunch program. The lunch program will be operating the first day of school. Breakfast will be served from 7:20-7:50 before the beginning of the school day. We encourage all students to eat breakfast each day, either at home or at school. Studies show that students who eat breakfast are more successful in their schoolwork.

Free and Reduced priced meals are available for qualifying families. Contact the principal for an application.

Prices for breakfast are as follows:

- Paid students -- \$1.35
- Reduced price students -- \$.30
- Free students -- \$0.00
- Adult breakfast -- \$1.75

Prices for lunch are as follows:

- Paid students -- \$2.50
- Reduced price students -- \$.40
- Free students -- \$0.00
- Adult lunch -- \$3.00

Extra entrée \$1.60 for lunches and \$1.10 for breakfast

Each family has a lunch account to which they may charge. If a family's lunch account is \$10.00 or less, a yellow notice will be given to the student to inform them that a deposit should be made. If a family is overdrawn by \$20.00 they will receive a red notice informing them that until they make a deposit to their account students must pay for school lunches with cash or bring their lunch from home.

Diet Modifications Families are responsible for notifying the School Food Service if their child requires a diet modification to be addressed and monitored by the School Food Service. A licensed physician must provide specific written medical documentation. Please contact the School Food Service office at 336-3418 for more information and the proper forms.

Please feel free to join your child for lunch on any day. The cost for an adult meal is \$3.00. The cost of your meal can be deducted from your student's lunch account or please bring the exact amount in cash, as we are not able to make change.

NON-DISCRIMINATION STATEMENT

The O'Neill Public School 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(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of non-discrimination.

This explains what to do if you believe you have been treated unfairly.

"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."

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the O'Neill Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want

any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

MEDICATIONS

The school recognizes many children are only able to attend regular school because of the effective use of medication in the treatment of chronic disabilities and acute illnesses. Any student who is required to take medication during the regular school day must comply with school regulations. Those regulations should include the following:

1. Written orders from a physician detailing the name of the drug, dosage, time interval and medications that are to be taken.
2. Written permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. The medication should be administered by the school nurse or the person designated to do so.
5. The school nurse or physician should inform the appropriate school personnel of the potential benefits and possible side effects of the drug being administered.
6. A locked cabinet will be provided for the storage of medication.
7. Opportunities must be provided for communication with the student, parent and physician regarding the efficiency of medication administered during school.
8. The school recognizes that some children have minor headaches and are able to complete the school day due to being able to take aspirin. We need to have a permission slip if a parent or guardian wants his\her child to receive aspirin at our discretion.

NURSE

The school nurse's offices are located at both the High School and Elementary School sites. The nurse is responsible for the maintenance of health records, routine health checks, and parental contact concerning health problems. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children.

The nurse's office is open 5 days per week. School health personnel are on call if any emergency should occur.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

State law requires all students entering the O'Neill Public Schools for the first time to have a physical examination and vision examination by a licensed physician. This means all new kindergarten students and all students moving to our school system from out of state.

All students must be immunized against measles, mumps, rubella (MMR, 2 doses), polio, diphtheria, pertussis, tetanus (dpt), and hepatitis B-3 doses. Entrance into school will be denied those students not complying with state law. Parents may waive immunization because of medical (signed by a doctor), or religious reasons.

PHYSICAL EDUCATION

The staff at O'Neill Public School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through our physical education program.

MUSIC

The music program provides opportunities for children to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various cycles of experience involving singing, playing instruments, listening, movement, expression and music reading.

ART

The Elementary Art Program provides the students with a variety of academic tasks, experiences and opportunities to develop their mental and intellectual capabilities and a new form to express knowledge about themselves and their world. Elements of design are studied by the students through various types of activities, structured according to their level of maturity. Those activities include: cutting, pasting, drawing, painting, coloring, sculpting, printing, weaving, and appreciating art history. Art classes are offered to all students once a week 30 minutes in length. It's the staff belief that the arts do promote achievement in school in different ways.

PETS

No pets, of any kind, are allowed at school. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school.

PLAYGROUND SUPERVISION

School staff will supervise the playground beginning at 7:30 a.m. Students are to report to the commons area if they arrive before 7:30 a.m. Other supervised playtimes are the morning, noon and afternoon recesses. At least two adults are on the playground during regularly scheduled breaks. Students are expected to leave for home immediately following dismissal. Any students still at school at 3:45 will be required to participate in the after-school program and will be charged accordingly.

RECESS POLICIES

Weather permitting; students are given several recesses each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. Always dress your child with the expectation of them having outside recess.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, playing records, etc., are usually allowed by the teacher in charge. All students must be on the playground during outside recess. Only students with a note signed by a parent may remain in the building during outside recess times. A new note must be sent each day the child is to remain inside.

SCHOOL RULES

We at O'Neill elementary are guided by the following general rules:

- 1. Be Safe**
- 2. Be Respectful**

3. Be Responsible

All students are expected to be safe, respectful and responsible in their interactions with other students, staff and the school building.

Detention will be given for fighting, swearing, vandalism, and other flagrant or intentional violations of the above rules. Detention will be issued by the teacher that observed the incident, classroom teacher, or the administration. Parents will be contacted by the person issuing the detention by telephone with a minimum of 3 attempts to contact prior to sending a written note home with the date and time of the detention. Detention will be served from 3:20-3:50 on the date assigned by the teacher or administration. If a student acquires 3 detentions over the course of the school year, a 4th detention referral will result in a day of in-school suspension to be designated by the principal. Further infractions will be dealt with on a situational basis by the principal.

PLAYGROUND RULES AND CONSEQUENCES

Students are supervised at all times while on the playground. In order to insure a safe and pleasant playground atmosphere the following system will be implemented.

Fighting or intentionally injuring another student = a detention
Swearing = a detention

Lesser playground infractions will result in being benched for the remainder of that recess.

PROMOTIONS AND RETENTION

Promotions and retention's are based on an evaluation of academic, physical, social and emotional growth. Consideration will be given to the following during the Student Assistance Team process:

1. The student's ability
2. The student's actual achievement level
3. The student's attendance

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

REPORT CARDS

Report cards will be sent home within a week of the close of each nine weeks. Please go over your child's card with him\her. Help him\her to see that he is achieving. Not all children earn top grades but they DO learn. They need YOUR encouragement. Developing a positive attitude toward school is one of the most important factors for success in school. Discussing the character development records is also important. If you have questions, contact your child's teacher.

There will be two parent teacher conferences again this year. Please see the calendar at the beginning of the handbook for the specific dates.

RESPONSIBILITIES AND DUTIES OF TEACHERS

The primary responsibility of our teachers is to guide learning experiences within the capabilities of each student. We hope to develop the skills, knowledge, appreciation and ideals necessary to create a productive member of society. There are five areas of specific responsibility for each teacher:

1. Continued acquisition of subject matter knowledge and effective techniques of instruction.
2. Daily professional preparation including lesson plans for substitutes.
3. Providing a favorable learning environment through effective classroom management.
4. Continuous pupil evaluation and periodic reporting based on subjective and objective observation.
5. Outside classroom duties such as attendance at professional meetings, hall duty, playground assignments, and extra curricular sponsorships.

RESTRAINT AND SECLUSION

The board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as a disciplinary consequence or when a known medical or psychological condition makes its use inadvisable. The superintendent will ensure that district guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year.

Except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the district's policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion.

RESPONSE TO INTERVENTION

O'Neill Elementary has implemented the Response to Intervention (RtI) Model in the area of reading. RtI is a preventative approach used to improve student achievement. RtI relies heavily upon data to make decisions. Thus several data points are collected over time a) to identify struggling students, b) to decide which students need more intense research based intervention, and c) to determine the effectiveness of those interventions.

As part of the RtI process, O'Neill Elementary screens all students in grades K-6 using a test called, Dynamic Indicators of Basic Early Literacy Next (DIBELS Next) three times per year in the fall, winter, and spring to determine progress of individual students and pinpoint struggling readers.

Students falling below benchmark or grade level, will be given another probe or Dibels test to confirm their lower ranking. If the student continues to fall below benchmark, they will be probed or tested once per month or as often as once per week, depending upon the magnitude of their reading concern. In addition, some students may need to complete diagnostic assessments in order to collect more information. Since these assessments are available to all students, individual consent from parents will not be required.

Our hope is that RtI will provide a school-wide approach for the identification and remediation of students with reading delays. This approach relies heavily upon assessment data and thus, your child may need to take assessments in order to plan effective remediation programs. If you have any questions or concerns, do not hesitate to contact the principal.

SCHOOL CLOSING AND EARLY DISMISSAL

At various times during the school year there will be days when school dismisses earlier than the regular time. Snow storms or teacher workshops are just a few of the possible reasons for early dismissal.

If the school officials know in advance that school will dismiss early, we will notify parents in advance of the schedule change by a note sent home with your child.

In the case of an emergency dismissal we will have the information on the radio. During the winter months the decision to call off school is usually made by 6:30 a.m. and radio station, KBRX, is notified immediately. The school also uses an automatic dialer to deliver messages to each family's phone.

SEXUAL HARASSMENT

The school district clearly and unequivocally prohibits sexual harassment. Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. If you feel you have been sexually harassed you should immediately do the following:

1. Inform the offending person that the conduct or communication is offensive and must stop.
2. If you do not want to communicate directly with the offender or if direct communication has been ineffective, immediately report the conduct or communication to a teacher, counselor, principal, superintendent, or other adult staff member with whom you feel comfortable.
3. Although not required, it would be helpful to the investigation if you provide a written statement that includes the allegations, the name of the offending person, and the names of any witnesses.

The school district shall investigate the complaint according to policy. The complainant, the alleged offender, and their parents shall be informed of the resolution of the complaint upon the completion of the investigation.

SPEECH THERAPIST

A speech therapist is available to all qualifying students. Students who are referred by their teachers can work with the therapist on a regular basis. If any parent feels their child needs help in the area of speech development they should contact their child's teacher to see about obtaining an evaluation from the therapist.

STUDENTS RIGHTS (as provided in LB 503)

Legislative Bill 503 was passed by the Nebraska Legislature in 1976. This bill provided the conditions under which students may be excluded from public schools. Its purpose is to insure elementary and secondary school students in Nebraska their constitutional rights

as provided in the recent case of *Goss v. Lopez*. This brochure is provided by the State Department of Education as a reference to help school districts implement the statute.

Although the bill concerns exclusion from school, its foundation is violation of school rules and regulations. It is important that all district Boards of Education make and disseminate school rules and regulations concerning student conduct.

The statute provides:

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall 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 the conditions and applicable procedures for each type of exclusion:

1. SHORT TERM: up to and including 5 days:
 - a. The Principal must make an investigation.
 - b. The Principal may suspend after he\she determines it is necessary to help the student or to prevent interference with school purposes.
 - c. 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.
 - d. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal must:
 - i. Send a written statement to student, student's parents or guardian describing the student's conduct or violation of rule.
 - ii. Give reason for the action taken.
 - iii. Make a reasonable effort to confer with parents before or at the time the 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:
 - a. The following behavior constitutes grounds for these types of exclusion:
 - i. Use of violence, force, coercion, threat, substantial interference with school purposes.
 - ii. Damage to property (private or school) of substantial value.
 - iii. Physical injury to any student or school employee.
 - iv. Threat to obtain money or anything of value.
 - v. Knowingly possessing or handling a weapon.
 - vi. Possession of controlled substance or alcoholic liquor.
 - vii. Engaging in any activity forbidden by law which interferes with school purposes.
 - viii. Repeated violation of rules and regulations.
 - b. The following procedure is required to exclude longer than 5 days:

- i. A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
 - ii. Within 2 days, written notice must be sent by certified mail to the student, the student's parents or guardian, informing them of the rights under the act.
 - iii. This notice shall include the following:
 - a) Rule violated and summary of evidence
 - b) Penalty which principal has recommended
 - c) Notice of defendant's right to a hearing
 - d) Hearing procedures provided by this act and appeal procedures
 - e) A statement concerning the right to examine all records of the case.
 - f) A statement concerning the right to know the identity of witnesses who will appear, and substance of their testimony.
 - g) The written notice letter shall include a form to the student's parents to request a hearing.
- c. The following preliminary procedure must be followed if a hearing is requested within 5 days of the notice:
 - i. Superintendent must appoint a hearing examiner.
 - ii. Hearing examiner must give written notice to principal, student, and student's parents or guardian of the time and place for the hearing.
 - a) Requirements to be a Hearing Examiner:
 - 1) has not brought the charges against the student
 - 2) shall not be a witness at the hearing
 - 3) has no involvement in the charge; be impartial
 - 4) must be available to answer any questions relative to the hearing
 - 5) to the hearing
 - 6) may be anyone, even a school employee
 - iii. Hearing must be held within 5 days after the request, but cannot be held without providing the principal, student, and student's parents of at least 2 days notice.
 - iv. 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.
 - v. If no hearing is requested, the punishment goes into effect on the 5th day following notice. A hearing may be held, if requested after 5 days, but no later than 30 calendar days following receipt of notice; here punishment continues pending final determination
- d. The following rules apply when a hearing is conducted:
 - i. 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 council for the school board.
 - ii. Witnesses may be present only when testifying.

- iii. Anyone may be excluded by the examiner if he\she disrupts the proceeding.
 - iv. 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.
 - v. 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.
 - vi. Hearing officer is not bound by rules of evidence or other courtroom procedure.
 - vii. The following persons may ask persons to testify at the hearing; the student, the student's parents, guardian, or representative, the principal, hearing examiner.
 - viii. Testimony shall be under oath; the hearing examiner shall administer the oath.
 - ix. The persons listed in (d 7) above, shall have the right to question any witness giving information at the hearing.
 - x. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
 - xi. The proceeding shall be recorded at the expense of the school district.
 - xii. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced, as determined by the hearing examiner.
- e. Report of the hearing examiner:
- i. Report shall include hearing examiner's recommendations and reasons for the decision.
 - ii. 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.
 - iii. Written notice of the recommendations by the examiner and Superintendent shall be sent by certified mail or personal delivery to the student, the student's parents or guardian.
 - iv. Upon receipt of the written notice, the determination recommendations shall take effect.

STUDY PERIODS

Most teachers will include a formal study period in their regular daily schedule. Study period attendance is controlled just like any other class. Work is accomplished on an individual basis and self-discipline is the key to successful use of the study period. Parents should encourage their children to plan their work carefully and use their study period wisely.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Our school uses only highly skilled professionals as substitute teachers. Parents need not be concerned about the presence of a substitute in their child's class.

SCHOOL SUPPLIES

Each teacher will furnish his\her students with an exact list of supplies needed for the semester. These supplies are modestly priced and easy to obtain. The school policy on student fees is attached to this handbook. Supply lists will be distributed to local businesses and posted on the website prior to August 1st of each school year.

TEXTBOOKS

Books, supplies and equipment are expensive. Book bags for carrying texts protect them from one of their worst enemies--the weather. As in any school, restitution will have to be made for lost or damaged items.

UNAUTHORIZED ARTICLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom.

VALUABLES

The school administrators and staff cannot be responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

VISITORS

All visitors are required to report to the school office upon entering the building. They must sign in and will be given a visitor's pass to keep on their person while in the building.

NO CHILD LEFT BEHIND (PARENTS RIGHT TO KNOW)

According to the Federal No Child Left Behind Act school districts are required to provide parents on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided service by paraprofessionals and, if so, their qualifications.
5. Schools will also provide parents with information concerning the following items.
6. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
7. Timely notice that the parent's child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

ARTICLE 5: STUDENTS

Admission and Attendance Student Fee Policy

5150

The Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

A. DEFINITIONS.

- 1) Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
- 2) Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which they may also choose to apply for postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except that if the student chooses to apply for postsecondary education credit, he or she may be charged tuition and other fees only associated with obtaining credits from a postsecondary educational institution.

B. FEES AUTHORIZED. Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

- 1) Participation in extracurricular activities;
- 2) Admission fees and transportation charges for spectators attending extracurricular activities;
- 3) Postsecondary education costs;
- 4) Transportation pursuant to Neb. Rev. Stat. §79-241, 79-605, and 79-611.
- 5) Copies of student files or records pursuant to Neb. Rev. Stat. §79-2,104;
- 6) Reimbursement to the district for school property lost or damaged by the student;
- 7) Before-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. §79-104;
- 8) Summer school or night school;
- 9) Breakfast and lunch programs;
- 10) Any other fee authorized by law.

Policy Adopted: 07/15/2002
Revised: 08/12/2002
Revised: 08/18/2003
Revised: 09/18/2006
Revised: 08/13/2007
Revised: 07/14/2008
Revised: 07/13/2009
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Revised: 05/16/2011
Revised: 05/14/2012
Revised: 06/10/2013
Revised: 06/16/2014

O'Neill Board of Education
School District No. 7

ARTICLE 5: STUDENTS

Admission and Attendance Student Fee Policy

5150

The Public Elementary and Secondary Student Fee Authorization Act does not limit the ability of a governing body to request donations of money, materials, equipment, or attire to defray costs if the request is made in such a way that it is clear that the request is not a requirement. The act does not prohibit a governing body from permitting students to supply materials for course projects.

- C. PERSONAL OR CONSUMABLE ITEMS. The district may require students to furnish minor personal or minor consumable items for participation in extracurricular activities.
- D. NON-SPECIALIZED ATTIRE (CLOTHING). Students may be required to furnish and wear non-specialized attire for specified courses and activities.
- E. COURSE PROJECT MATERIALS. Students may be required to furnish materials for course projects that become the property of the students upon completion.
- F. MUSICAL INSTRUMENTS AND ACTIVITIES. Students may be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that musical instruments shall be provided without charge for any student who qualifies for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.
- G. EXTRACURRICULAR ACTIVITIES/FIELD TRIPS. Students may be required to furnish footwear, field trip fees, and other minor personal and consumable items.
- H. TRANSPORTATION COSTS. Students may be required to pay transportation costs to attend extracurricular activities.
- I. SCHOOL STORE. The district may operate a school store in which students may purchase food, beverages, and personal or consumable items. Said purchases shall not be subject to any fee waiver.
- J. STUDENT RECORD COPY CHARGES. No fee shall be charged to students, their parent(s) and/or their guardian(s) for one copy of a student's files or records.
- K. SUMMER AND NIGHT SCHOOL. Fees may be required for participation in summer or night school.
- L. BREAKFAST AND LUNCH PROGRAM. The district offers lunches that qualify as approved meals pursuant to the federal government guidelines.

Policy Adopted: 07/15/2002
Revised: 08/12/2002
Revised: 08/18/2003
Revised: 09/18/2006
Revised: 08/13/2007
Revised: 07/14/2008
Revised: 07/13/2009
Revised: 07/12/2010
Revised: 05/16/2011
Revised: 05/14/2012
Revised: 06/10/2013
Revised: 06/16/2014

O'Neill Board of Education
School District No. 7

ARTICLE 5: STUDENTS

Admission and Attendance Student Fee Policy

5150

- M. OTHER ITEMS. Yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.
- N. PUBLIC HEARING. On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following 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 prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student, or to every household in which at least one student resides, at no cost to the student or household.
- O. STUDENT FEE FUND. The district hereby establishes a separate student fee fund not funded by tax revenue, into which all money collected from students pursuant to the Public Elementary and Secondary Student Fee Authorization Act shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Fees collected from another school district's students shall be accounted for in the general fund.
- P. FEE WAIVER. Any fees to be charged or materials to be provided for the following may be waived for students who qualify for free or reduced-prices lunches under United States Department of Agriculture child nutrition programs:
- (1) Participation in extracurricular activities;
 - (2) Specialized equipment or specialized attire for participation in extracurricular activities;
 - (3) "Course Project Materials" as provided in paragraph E;
 - (4) Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Other student fees may also be waived at the discretion of the Superintendent or his or her designee for students who qualify for free or reduced-priced lunches under United States Department of Agriculture child nutrition programs.

- Q. PENALTIES. Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.

Policy Adopted: 07/15/2002
Revised: 08/12/2002
Revised: 08/18/2003
Revised: 09/18/2006
Revised: 08/13/2007
Revised: 07/14/2008
Revised: 07/13/2009
Revised: 07/12/2010
Revised: 05/16/2011
Revised: 05/14/2012
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- R. FUND-RAISING. Students may be required to partake in fund-raising activities in order to participate in extracurricular activities. If fund-raising is required for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate in equally and share equally in whatever funds are raised.
- S. SEVERABILITY CLAUSE. If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.
- T. STUDENT FEE SCHEDULE. The Board of Education hereby imposes the following fees for the programs designated:

Legal Reference:

§ 79-2,134

Student Fee Policy; Hearing; Procedure;
contents.

Policy Adopted: 07/15/2002
Revised: 08/12/2002
Revised: 08/18/2003
Revised: 09/18/2006
Revised: 08/13/2007
Revised: 07/14/2008
Revised: 07/13/2009
Revised: 07/12/2010
Revised: 05/16/2011
Revised: 05/14/2012
Revised: 06/10/2013
Revised: 06/16/2014

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Elementary Program

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum or Specified Materials Required)
Grades 4-6	Planner	\$5.00 replacement fee
Summer School	Classes Offered	\$50.00 per student
		----- \$15.00 per student per class when supplies fee is applicable
Night School	Classes Offered	\$50.00 per student
		----- \$15.00 per student per class when supplies fee is applicable
Classroom Supplies	General Supplies; such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None - - necessary items supplied by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teacher.
Technological Equipment	iPods	Not to exceed \$500.00 replacement fee
	iPads	----- Not to exceed \$1,000.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 st Incident - \$75.00 or cost of repair 2 nd Incident – ½ of repair costs 3 rd Incident – Full cost of replacement or repair Intentional Damage Full Cost of Replacement
		----- Not to exceed \$1,500.00 replacement fee Accidental Damage 1 st Incident – \$75.00 or cost of repair 2 nd Incident – ½ of repair costs 3 rd Incident – Full cost of replacement or repair Intentional Damage Full Cost of Replacement
Soundsational Singers	Costumes	Maximum fee of \$50.00

Policy Adopted: 07/15/2002
 Revised: 08/12/2002
 Revised: 08/18/2003
 Revised: 09/18/2006
 Revised: 08/13/2007
 Revised: 07/14/2008
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Elementary Program

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)	
Copies	Use of school copiers (except for one copy of a student's file, which will be provided without charge.)	Black & White Copies	\$0.05
		Black & White Copies (two sided)	\$0.07
		Color Copies	\$0.10
		Color Copies (two sided)	\$0.15
		Above prices are per page when charges apply.	
Field Trips	Transportation and admission costs of field trips	None - - Cost of school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip cost up to \$5.00 to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips.) Meals on field trips will be at the expense of the student. Occasionally school sack lunches will be offered; the cost of these sack lunches will be consistent with typical lunch rates.	
School Meals	School meals and after-school snack program	\$1.35 – Breakfast	\$1.10 – Extra Breakfast Entrée
		\$2.50 – Lunch	\$1.60 – Extra Lunch Entrée
		\$1.80 – Extra Slice of Name Brand Pizza	
		\$1.00 – Side Salad	\$0.75 – Extra Potatoes
		\$0.45 – 4 oz. Juice	\$0.65 – 8 oz. Juice
		\$0.45 – Extra Milk	\$0.75 – Developing Eagles Snacks
		Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.	

Policy Adopted: 07/15/2002
 Revised: 08/12/2002
 Revised: 08/18/2003
 Revised: 09/18/2006
 Revised: 08/13/2007
 Revised: 07/14/2008
 Revised: 07/13/2009
 Revised: 07/12/2010
 Revised: 05/16/2011
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 Revised: 06/10/2013
 Revised: 06/16/2014

O'Neill Board of Education
 School District No. 7

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Elementary Program

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)
Developing Eagles	After School Program	Free for children who qualify for free or reduced meals.
		\$4.00 per day per child for those not qualified for free or reduced meals.
		\$10.00 per day for 'out of school days' (i.e.: Christmas Break, Spring Break, etc.)
Developing Eagles	Summer School Program	Free for children who qualify for free or reduced meals.
		\$5.00 per day per child not to exceed \$10.00 per day per family for those not qualified for free or reduced meals.

Policy Adopted: 07/15/2002
 Revised: 08/12/2002
 Revised: 08/18/2003
 Revised: 09/18/2006
 Revised: 08/13/2007
 Revised: 07/14/2008
 Revised: 07/13/2009
 Revised: 07/12/2010
 Revised: 05/16/2011
 Revised: 05/14/2012
 Revised: 06/10/2013
 Revised: 06/16/2014

O'Neill Board of Education
 School District No. 7

ARTICLE 5: STUDENTS

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Student Fee Policy**

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Secondary Program

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)
Summer School	Classes Offered	\$50.00 per resident student
		\$100.00 per non-resident student
		\$15.00 per student per class when supplies fee is applicable
Night School	Classes Offered	\$50.00 per student \$15.00 per student per class when supplies fee is applicable
Classroom Supplies	General Supplies; such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None - - necessary items supplied by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Driver's Education	Classroom Instruction & Driving	Not to exceed \$250.00
Extra Curricular	Uniform deposit	Not to exceed \$150.00
PE Classes	Appropriate clothing & Physical	Gym shoes, shorts, shirts, socks, etc. Physical – Cost varies; payable directly to student's physician or clinic.
Music Classes	Uniforms and equipment	Not to exceed \$150.00
Yearbook		Not to exceed \$60.00
FCCLA	Membership Dues	Not to exceed \$20.00
FFA	Membership Dues	Not to exceed \$50.00
Class Dues		Not to exceed \$30.00
Art Class	Appropriate clothing, non-specialized	Old shirt for painting, other clothing which may get paint on it or otherwise be damaged.
Industrial and Automotive	Protective eye wear, gloves	Not to exceed \$150.00

Policy Adopted: 07/15/2002
 Revised: 08/12/2002
 Revised: 08/18/2003
 Revised: 09/18/2006
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O'Neill Board of Education
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ARTICLE 5: STUDENTS

**Admission and Attendance
Student Fee Policy**

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Secondary Program

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)	
School Meals	School meals and after-school snack program	\$1.35– Breakfast	\$1.10 – Extra Breakfast Entrée
		\$0.75 – Cereal Bars	\$0.75 – Pop Tarts
		\$0.75 – Fruit Shapes	
		\$2.50 – Lunch	\$1.60 – Extra Lunch Entrée
		\$1.80 – Extra Slice of Name Brand Pizza	
		\$3.95 – Chef's Meal	\$1.00 – Baked Chips
		\$1.00 – Side Salad	\$0.75 – Extra Potatoes
		\$0.45 – Extra Milk	\$0.45 – 4 oz. Juice
		\$0.65 – 8 oz. Juice	\$1.50 – 10 oz. Juice
		\$1.00 – Water	\$0.50 – 1 Cookie
		\$0.75 – Sm. Frozen Yogurt	\$1.00 – Med. Frozen Yogurt
		\$1.50 – Premium Frozen Yogurt	
		Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.	
Copies	Use of school copiers (except for one copy of a student's file, which will be provided without charge.)	Black & White Copies	\$0.05
		Black & White Copies (two sided)	\$0.07
		Color Copies	\$0.10
		Color Copies (two sided)	\$0.15
		Above prices are per page when charges apply.	
Music (optional classes)	Musical Instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by students.	
		Damage fee for school owned instruments not to exceed \$1,500.00	

Policy Adopted: 07/15/2002
 Revised: 08/12/2002
 Revised: 08/18/2003
 Revised: 09/18/2006
 Revised: 08/13/2007
 Revised: 07/14/2008
 Revised: 07/13/2009
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 Revised: 06/16/2014

O'Neill Board of Education
 School District No. 7

ARTICLE 5: STUDENTS

**Admission and Attendance
Student Fee Policy**

5150

Secondary Programs

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)
Field Trips	Transportation and admission costs of field trips	None - - Cost of school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip cost up to \$5.00 to defray costs. (With administrative approval, the requested donation may be up to \$500.00 for special field trips.) Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free or reduced lunch eligible students.
Technological Equipment	iPod	Not to exceed \$500.00 replacement fee
	iPad	Not to exceed \$1,000.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 st Incident - \$75.00 or cost of repair 2 nd Incident – ½ of repair costs 3 rd Incident – Full cost of replacement or repair Intentional Damage Full Cost of Replacement
	Electronic Power Cords	\$50.00 replacement fee
	Lap top Repairs	Not to exceed \$1,500.00 replacement fee Accidental Damage 1 st Incident – \$75.00 or cost of repair 2 nd Incident – ½ of repair costs 3 rd Incident – Full cost of replacement or repair Intentional Damage Full Cost of Replacement
	24/7 Apple Mac Book Computer Fee	Not to exceed \$25.00
Advanced Math or Science Classes	Specialized calculators	Not to exceed \$200.00 replacement fee for lost or damaged calculators.

Policy Adopted: 07/15/2002
 Revised: 08/12/2002
 Revised: 08/18/2003
 Revised: 09/18/2006
 Revised: 08/13/2007
 Revised: 07/14/2008
 Revised: 07/13/2009
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O’Neill Board of Education
 School District No. 7

ARTICLE 5: STUDENTS

**Admission and Attendance
Student Fee Policy**

5150

Secondary Programs

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)
Post Secondary Classes	Tuition and fees for college courses.	None -- Any post secondary education costs are to be paid directly by the student to the college.
College Entrance Tests	Prep programs and tests	<p>Costs of college entrance tests or prep courses, such as ACT preparation, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.</p> <p>-----</p> <p>School Sponsored ACT prep not to exceed \$250.00</p>
Admission	Spectator fees for admission to events	<p>\$5.00 per event maximum</p> <p>-----</p> <p>Students may purchase an annual activity ticket for \$20.00 per year.</p> <p>-----</p> <p>For District and Conference events hosted by the school, cost to be set by the NSAA, not to exceed \$20.00 per event.</p>
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.
Athletic participation fees	Fee to participate in athletic programs	In the event a fee is charged, the fee will be \$50.00 per year maximum.

Policy Adopted: 07/15/2002
 Revised: 08/12/2002
 Revised: 08/18/2003
 Revised: 09/18/2006
 Revised: 08/13/2007
 Revised: 07/14/2008
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O'Neill Board of Education
 School District No. 7

ARTICLE 5: STUDENTS

**Admission and Attendance
Student Fee Policy**

5150

Secondary Programs

Program	General Description of Fee or Material	Amount of Fee (Anticipated of Maximum or Specified Materials Required)	
Attire and equipment	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school and are responsible for optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire including shorts, shirts, socks, undershirts, and shoes suitable for the activity and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads, and personal orthopedic inserts, etc.).	
		Additional required items for particular sports or activities include:	
		Basketball	No additional
		Cross Country	No additional
		Football	No additional
		Golf	No additional
		Speech / Debate	Attire, props
		Track	No additional
		Volleyball	Knee Pads
		Wrestling	Headgear
		Cheerleading	Pom poms
		Dance Squad	Uniform, shoes, props
Softball	Glove		

Policy Adopted: 07/15/2002
 Revised: 08/12/2002
 Revised: 08/18/2003
 Revised: 09/18/2006
 Revised: 08/13/2007
 Revised: 07/14/2008
 Revised: 07/13/2009
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O'Neill Board of Education
 School District No. 7

ARTICLE 5: STUDENTS

**Admission and Attendance
Student Fee Waiver**

5150

Student Name: _____

Student Grade: _____

Fee to be Waived:

- _____ Participation in extracurricular activities;
- _____ Specialized equipment or specialized attire for participation in extracurricular activities;
- _____ Course Project Materials;
- _____ Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Signature of Person Requesting Waiver

Date Waiver Requested

The individual who has requested this waiver qualifies under the provisions of section P of policy # 5150.

_____ Yes _____ No

Signature of Authorized School District Representative

Date

Policy Adopted: 07/15/2002
Revised: 08/12/2002
Revised: 08/18/2003
Revised: 09/18/2006
Revised: 08/13/2007
Revised: 07/14/2008
Revised: 07/13/2009
Revised: 07/12/2010
Revised: 05/16/2011

O'Neill Board of Education
School District No. 7

THIS PORTION MUST BE RETURNED BY MONDAY, AUGUST 25, 2014

I, parent/guardian of _____ understand that my child must meet the State of Nebraska requirements for proof of the following immunizations:

- 3 doses of DtaP, DTP 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
- 2 doses of Varicella vaccine or verification of having the disease

She/He will not be permitted to attend classes at O'Neill Public Schools unless these requirements are met!

Medication(s) that will be taken at school MUST have a completed & signed permit by parent or guardian.

_____ Allergies -- if so please list:

_____ Medical Conditions -- if so please explain:

_____ NO Medical Conditions

I do understand and give my permission for medical information to be made available to the O'Neill Public School staff as necessary for the safety of my child.

Student Signature

Parent Signature

Date

I understand that my son/daughter _____, has received a student handbook which contains the rules and regulations of O'Neill Public School for the 2014-15 school year and agree with the enclosed policies, procedures and rules.

I also am aware that the O'Neill Public School District #7 is in compliance with federal law (PL 101-226, Drug Free School and Community Acts) and has adopted a policy relative to standards of student conduct pertaining to the unlawful possession, use, or distribution of illicit drugs or alcohol on the school premises or as part of the school's activities. It shall further be the policy of School District #7 that violation of the Drug Free School Policy will result in disciplinary sanctions being taken within the bounds of applicable law.

Parent Signature

PARENT-STUDENT-SCHOOL LEARNING COMPACT

Schoolwide Title I Program for O’Neill Elementary School

Parent/Caring Adult:

I understand that my participation in my child’s education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- provide a quiet space and the time to do schoolwork and encourage my child to complete schoolwork
- make sure my child gets adequate sleep and has a healthy diet.
- make sure my child is at school on time.
- spend at least 15 minutes each day reading with my child.
- communicate and work with teachers and school staff to support and challenge my child.

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- return completed schoolwork on time.
- be at school on time unless I am sick.
- help to keep my school safe.
- respect and cooperate with other students and adults.

O’Neill Elementary School:

- is responsible for providing a high quality curriculum and instruction.
- will hold parent-teacher conferences twice yearly during which this compact will be discussed as it relates to the individual child’s academic achievement.
- will provide parents with reports (minimum of 4 reports) on their child’s progress.
- will provide parents reasonable access to staff.
- will provide parents opportunities to volunteer in their child’s school and to participate in their child’s class and observe classroom activities.
- provide a safe, positive and healthy learning environment for their child.
- respect cultural differences of students and their families.

I have read and approve of the Parent-Student-School Learning Compact in place at O’Neill Elementary School.

Parent/Guardian Signature

Date

Student Signature

Date

Classroom Teacher Signature

Date

Title I Teachers’ Signatures

Date