

O'Neill Elementary School 2018-19



Student Handbook

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

Dear Students, Parents & Guardians;

Welcome to O'Neill Elementary School. It is my goal to work with parents, guardians, students, and staff to make the 2018-19 school year the best school year ever! In order to attain that goal, there must be communication and collaboration. I encourage you to stay aware of the events at school and participate whenever possible, as involvement leads to student success. The teachers and I will communicate through newsletters, notes home, the school website, the Facebook page, 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.

This handbook contains information that is valuable to parents and students and we encourage parents to review the handbook with their student. The rules in this handbook can be connected to our school motto, "The Eagle Way," which is to 'be safe, be respectful, be responsible.'" Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise. With this realization the administration is responsible for interpreting the rules contained in the handbook and will make decisions based on all applicable school district policy, as well as state and federal statutes and regulations.

I would like to encourage all our parents to find a way to get involved in their students education, whether that be by joining the Junior Eagles Boosters, our parent/teacher organization, volunteering in the classroom, or helping with a school or class project. We are excited to see the students again this year and thank you for partnering with us to help your child's year be successful. If you have any questions, please feel free to call the school office at 336-1400 or e-mail me at jimyork@oneillschools.org.

Thank you,

Mr. Jim York
Elementary Principal

2018-2019 O'Neill Public Schools Calendar

Board Approved - 2-12-2018

Practice Starts - CC, GG, FB, SB, VB 6
 New Employees Mtg 10
 School Board Meeting 13
 Marzano Workshop - All Staff 13
 Staff Development 13-15
First Day of School 16
 2:30 pm Dismissal 20,27
 Staff Development

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

No School 7
 9am-12pm Staff Development
 12p-6:30p K-12 P/T Conferences
 School Board Meeting 11
 No School 15
 2:30 pm Dismissal 4,11,18,25
 Staff Development

T - 15 H - 12 E - 12

T - 19 H - 18 E - 18

No School - Labor Day 3
 School Board Meeting 17
 2:30 pm Dismissal 10,17,24
 Staff Development

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No School 1
 No School 8
 School Board Meeting 11
 End of 3rd Quarter 13
 2:30 pm Dismissal 4,11,18,25
 Staff Development

T - 19 H - 19 E - 19

T - 19 H - 19 E - 19

School Board Meeting 15
 End of 1st Quarter 18
 No School - Fall Break 19
 No School 24
 9am-12pm Staff Development
 12-6:30pm K-12 P/T Conferences
 2:30 pm Dismissal 1,8,15,22,29
 Staff Development
 T - 22 H - 21 E - 21

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

No School - District Music Contest 12
 School Board Meeting 15
 No School - Easter Break 19-22
 Optional Student Make Up Day 22
 2:30 pm Dismissal 1,8,15,29
 Staff Development

T - 20 H - 19 E - 19

Veteran's Day Observed 12
 School Board Meeting 12
 Regular Dismissal Time 19
 1:30 pm Dismissal 21
 No School - Thanksgiving Break 22-25
 2:30 pm Dismissal 5,12,26
 Staff Development
 T - 20 H - 20 E - 20

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2019						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Senior's Last Day 8
 Graduation 11
 School Board Meeting 13
 Student's Last Day - End of 2nd Semester 17
 Staff Development 20,21
 Optional Student Make Up Day 20
 Memorial Day 27
 2:30 pm Dismissal 6,13
 Staff Development
 T - 15 H - 13 E - 13

School Board Meeting 10
 Regular Dismissal Time 17
 End of 1st Semester 21
 1:30 pm Dismissal 21
 No School - Winter Break 22-31
 2:30 pm Dismissal 3,10
 Staff Development
 T - 15 H - 15 E - 15

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
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30	31					

JUNE 2019						
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23	24	25	26	27	28	29
30						

School Board Meeting 10

No School - Winter Break 1-3
 Staff Development 3
 School Board Meeting 14
 2:30 pm Dismissal 7,14,21,28
 Staff Development
 T - 21 H - 20 E - 20

JANUARY 2019						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY 2019						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Independence Day 4
 School Board Meeting 15

1st Semester
 T - 91 H - 87 E - 87

Teacher Contract Days 185
JH/HS Student Days 176
Elementary Student Days 176

2nd Semester
 T - 94 H - 89 E - 89

Legend

- First and Last Day of School
- Staff Development - 2:30 Student Dismissal
- School Board Meeting

Be sure to carefully note the dates and descriptions in the margins. For up to date changes, check the calendar on the O'Neill Public Schools website.

- No School
- 1:30 Dismissal - Staff & Students
- Staff Development

PEOPLE WHO CARE... O'NEILL ELEMENTARY STAFF AND THEIR DUTIES

SCHOOL BOARD MEMBERS

Jim Wakefield
Jim Gotschall
Jim Sibbel

Ellen Boshart
Amy Rowse
Tom Stepp

ADMINISTRATION

Amy Shane
Jim York
Jill Brodersen
Corey Fisher
Nick Hostert
Shannon Stelling
Steve Brown

Superintendent of Schools
Elementary School Principal
Elementary Assistant Principal
High School Principal
Activity/Athletic Director
Special Education Director
Building and Grounds Supervisor

CLASSROOM TEACHERS

Preschool – Chelsea McIntosh

KA – Paula Evans
KB – Sarah Havranek
KC – Rebecca Wohlert
KD – Ashley York

1A – Amy Kaup
1B – Heidi Froman
1C – Heather Larsen
1D – Brandi Walters

2A – Michelle Tomjack
2B – Maureen Pischel
2C – Kristi Langan
2D – Rachele Koch

3A – Holly Keil
3B – Julie Pistulka
3C – Kristina Hobbs

4A – Amanda Knight
4B – Melanie Stepp
4C – Derek Camp

5A – Rhea Rider
5B – Alexandra Miller
5C – Denice Atkins

6A – Tara Osborne
6B – Crystal Shoemaker
6C – Charissa Sladek

SPECIALIZED TEACHERS

Special Education
Special Education
Special Education
Special Education
Special Education
Title I Teacher
Title I Teacher
English-Language Learner Teacher
English-Language Learner Teacher
High Ability Learners/Reading Teacher/Library
School Guidance Counselor
School Guidance Counselor
Vocal Music
Band 5th & 6th Grades
Elementary Media Specialist
Art & Technology
Physical Education
Speech Therapist
Speech Therapist
School Nurse
Secretary
School Psychologist
Developing Eagles Directors
Head Custodian

Lori Mathews
Becky Kohtz
Ken Spader
Ann Fritz
Rita Schueth
Sally Wallace
Janene Reynolds
Tricia Wiseman
Katy Rowan
Lynae Hilker
Mindee Hilker
Becky Corkle
Molly Jennings
Chad Dean
Michaela Braun
Shane Kruse
Ashley Belmer
Mary Jo Benson
Katie Owens
Stephanie Prouty
Melanie Ehmen
Kay Mudloff
Deb Sawyer/Margaret Schultz
Steve Yates

ADMISSION

New kindergarten students must be 5 years old on or before July 31 of the school year in which they are enrolling. Preschool students must be 4 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. Admission may be denied to a student 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 may cause immediate expulsion and will be reported to appropriate law enforcement agencies.

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 during these events.

ATTENDANCE AND TARDINESS

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations. All staff are expected to implement these policies of administrative rules and regulations to encourage regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

The first bell rings at 7:50 a.m. and instruction begins promptly at **8:00 a.m.** School dismisses at **3:30 p.m.** unless otherwise documented on the calendar.

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.

TARDY POLICY FOR GRADES K-6th

Unexcused tardies that are excessive, as deemed by the administration, will result in a referral to the school district's attendance/truancy officer. The truancy officer in partnership with administration will contact families to devise a plan to improve on-time arrival and monitor future tardy arrivals to improve timely attendance each and every day. Five unexcused tardies will equal one unexcused absence in the student's attendance record.

ATTENDANCE AND ABSENCES

- 1. Mandatory Ages of Attendance.** School attendance is mandatory for any child who will reach six years of age prior to January 1st of the current year and who has not reached eighteen years of age.
- 2. Absences from School – Definitions:** Daily attendance will be recorded as: (a) Excused or (b) Unexcused.
 - A. Excused:** Field trips, athletic/academic contests, in-school suspension, alternative placement, documented illnesses, and absences approved by the principal.
 - B. Unexcused:** Any undocumented and/or unapproved absence.
- 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. Doctor notes **must communicate any restrictions and/or when the student can return to 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 are detailed below.:

5. **Excessive Absenteeism.** All students who accumulate five (5) absences or the hourly equivalent during the first semester, 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 during the first semester of school a letter notifying parents/guardians will be sent, the building principal or the school's attendance officer will investigate, and if appropriate, will then 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 building principal, 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 documentation of the refusal in the student's attendance records.
 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 building principal and/or 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 letter notifying parents/guardians will be sent and a second meeting will be held between the building principal, school attendance officer, or other person designated by the school administration, the parent/guardian, and the student, to attempt to revise the action plan. The student may be required to enter into an attendance diversion plan to help curb extended truancy.
 - C. The building principal and/or 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 building principal and/or 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 complete 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.

BULLYING PREVENTION

One of the missions of O'Neill Public Schools 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.

Bullying Prevention 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 – Office Referral/Consequence
- 2nd Offense – Office Referral/Consequence + Counseling
- 3rd Offense – Office Referral/Consequence + 1 day of in-school suspension + Counseling
- Additional consequences will be determined on an individual basis

CELL PHONE POLICY

Cell Phones/Mobile Electronic Devices: Students shall not be allowed to use cell phones or other electronic devices for any purpose (including to make calls, send text messages or utilize media (photo and video) except as deemed appropriate in this handbook. Students may not use cell phones or other electronic devices in restrooms or locker rooms. When students arrive at school, it is recommended that cell phones be put in the student’s locker. Cell phones may be used before school and after school, if they do not interfere with classes in session and during passing time between classes.

Any phone used outside of these times without permission may be confiscated. On the first offense the student can pick up their phone after school. On the second offense, a parent may need to come to the office to get their phone. Sexting is prohibited and can result in criminal charges.

Students bringing cell phones to school and the parents of students bringing cellphones to school, consent to the search of the phone brought to school by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules. The teacher must approve any use of a cell phone in a classroom for educational purposes.

Teachers do not use cell phones when students are present unless an emergency is taking place.

COMMUNICATIONS (NEWSLETTER)

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

CONTACT INFORMATION

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 number during the school year.

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.

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 preschool or kindergarten depending upon enrollment 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.

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 cooperation with the school in keeping students neat, clean and appropriately dressed is appreciated. Students who wear clothing with inappropriate slogans or logos, or is too revealing, will be asked to go home and change. Logos or slogans that advertise alcohol or tobacco products are considered inappropriate.

For health and safety reasons, students who wear shorts to school on days below freezing will not be allowed to go outside for school activities (recess, PE, etc.).

DEVELOPING EAGLES AFTER-SCHOOL PROGRAM

O'Neill Elementary School offers a structured after-school program that runs from 3:30-6:00 p.m. Monday through Friday on regular school days. 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 during the school day are carried over to Developing Eagles. Any rule violations will be dealt with by the director and will convey issues to the building principal if necessary. Excessive violations can lead to removal from the program. Any questions about enrollment can be directed to Deb Sawyer or Margret Schultz, Co-Directors of Developing Eagles After-School Program.

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.

GRADING SCALE

Students in grades K-2nd will receive progress reports containing letters which represent categories of competency. These categories are consistent through all three lower level grades.

S- Secure	N- Needs Improvement
P-Practicing	NA- Not Applicable or Not Instructed
B-Beginning	

All students K-6th grade will receive the same grade markings from Specials teachers in the areas of Art, PE and Music.

E- Exemplary	S- Satisfactory
N- Needs Improvement	

All students in 3rd-6th Grade will receive letter grades aligned to the grading scale in core subject areas. The following system of grading is used at O'Neill Elementary School. All grades are entered on report cards and other records by using the letter grade rather than percent.

A+ 100% - 97.5%	C+ 85.4% - 82.5%	F Below 69.4%
A 97.4% - 95.5%	C 82.4% - 79.5%	
A- 95.4% - 93.5%	C- 79.4% - 77.5%	
B+ 93.4% - 90.5%	D+ 77.4% - 74.5%	
B 90.4% - 87.5%	D 74.4% - 71.5%	
B- 87.4% - 85.5%	D- 71.4% - 69.5%	

HOMEWORK/LATE WORK POLICY

Homework and daily assignments are 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, teachers may refer students to a homework catch up group (after school 3:30pm-4:00pm). Attendance is not taken and it is not mandatory to attend, this group is offered as an opportunity to help students succeed. If a child chooses to not utilize their time in this room, they will be asked to leave. Teachers will work in partnership with families to keep parents informed if a student is behind on their homework. Assignments that have not been turned in to the teacher by the end of a given unit or chapter of study will result in a 0% awarded for those assignments.

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 arrive tardy to school. Any student leaving the school campus without permission will result in an immediate call to law enforcement to assist in the safe return of the student to school.

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 Pre-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 each quarter. If the item has not been claimed by the end of that quarter it will be donated to the Community Wardrobe, the Goodwill trailer, or other community groups, so please check the lost and found frequently. O'Neill Public Schools is not responsible for the loss of personal property. Mark your clothing and personal items for identification purposes. Boots, hats, coats, etc., are easily taken unintentionally since they look alike and most are about the same size.

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 ensures 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 or the district office for an application.

Prices for breakfast are as follows:

- Paid students -- \$1.45
- Reduced price students -- \$0.30
- Free students -- \$0.00
- Adult breakfast -- \$2.20

Prices for lunch are as follows:

- Paid students -- \$2.65
- Reduced price students -- \$0.40
- Free students -- \$0.00
- Adult lunch -- \$3.60

Extra entrée \$1.70 (Name brand pizza - \$1.90) 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, they will receive an automated call and/or e-mail reminding them that a deposit should be made. If a family is overdrawn by \$20.00 they will receive an additional call and/or e-mail 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 402-336-3418 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 \$3.60. 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.

TRANSPORTATION: If a family resides in District 7 and that residence is located more than 4 miles from the school their student is attending they are eligible to receive reimbursement for mileage to transport their student(s). Transportation Claim Forms should be submitted monthly. Forms are available at O'Neill Public Schools Administrative Office or online. (Nebraska Revised Statute 79-611)

Section 800 – Support Services

School Food Services

Procedure for Free or Reduced Cost Meals Eligibility and Meal Charges

File: 802.05 – R1

The School Board's procedure regarding lunch account balances effective for the 2017-2018 school year is as follows:

Payment for school meals is expected at the time of purchase or payments may be made in advance to your family lunch account. If a child qualifies for reduced priced meals, but does not have money in their account to cover the cost of their meal at the time of service they will be provided with a meal, but no extras. Their outstanding balance will be subject to the procedures outlined below.

A Point of Sale (POS) software system is used for the school lunch program.

Please note the following important information:

- Each student has an individual lunch ID number, which students should memorize.
- Check or Cash payments may be made at the individual student's school, the Administrative Offices located at 410 East Benton Street or mailed to O'Neill Public Schools, PO Box 230, O'Neill, Nebraska 68763. Checks should be made payable to O'Neill Public Schools.
- Online payments can be made through the website at www.oneillpublicschools.org. Be advised that there is a 4% convenience fee associated with all online payments.
- To insure credit to the proper account, the student's lunch account number should accompany the payment.
- If sending cash with a student, place the payment in a sealed envelope, along with the student's name and lunch account number. *O'Neill Public Schools is not responsible for lost, unidentified, or stolen cash.*
- Students must have funds deposited in their lunch account in order to purchase extra entrées or extra milk, regardless of eligibility status (Paid, Free or Reduced).
- O'Neill Public Schools cannot make change for cash at the schools, so please utilize the lunch account for all purchases.

The procedure will be enforced as follows:

- The lunch room computer will provide the cashier with a "low balance" warning whenever a student's individual account is \$20.00 or less.
- Each Friday, parents will receive an email notification with their current balance if their account is \$20.00 or less.
- Each Wednesday, an automated phone call will be sent to all parents whose balance is negative.
- Once an account is negative \$20.00 or less the students will not be able to purchase any extra entrées or extra milk, regardless of eligibility status (Paid, Free or Reduced)

**Section 800 – Support Services
School Food Services**

Procedure for Free or Reduced Cost Meals Eligibility and Meal Charges

File: 802.05 – R1

Parents can check their account balance by calling the Administrative Office at 402-336-3775 or online at www.oneillpublicschools.org.

After thirty (30) days of a negative balance, collection procedures will be initiated, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is determined that the usual methods to collect the money owed O'Neill Public Schools have failed, action will be taken to collect the amount due in small claims court.

Outside Food and Beverage Policy:

O'Neill Public Schools does not allow the delivery of food or beverages from outside vendors or fast food establishments for as student's breakfast or lunch meal. All meals are to be provided by the School Food Service or a prepared meal from home may be sent with your student. No soda pop is allowed during the breakfast and lunch serving times.

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 or other over the counter medication at school district discretion.

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.

Mr. Jim York
O'Neill Elementary School
1700 N. 4th Street
O'Neill, NE 68763
402-336-1400
jimyork@oneillschools.org

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

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

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

Individuals who are deaf, hard of hearing 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.

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.

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 to those students not complying with state law. Parents may waive immunization because of medical (signed by a doctor), or religious reasons.

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.

BEFORE AND AFTER SCHOOL/RECESS SUPERVISION

School staff will supervise the playground beginning at 7:30 a.m. Students are to report to the commons area if they arrive after 7:10 a.m. and before 7:30 a.m. We respectfully request that no students be dropped off at school prior to 7:10 a.m. as the doors to the building will be locked and there will not be supervision available for children until 7:10 a.m. Other supervised play times are the morning, noon and afternoon recesses. At least two adults are on the playground during regularly scheduled recess breaks. Students are expected to leave for home immediately following dismissal. Any students still at school at 4:00 p.m. without teacher or administrative permission will be required to participate in the after-school program and will be charged accordingly with the program's handbook.

PRESCHOOL

O'Neill Elementary Preschool program for 4 year-olds will be in its fifth year for the 2018-19 school year. Students that turn four years of age before July 31, 2018 are eligible to attend. The preschool will run two sections, one in the morning and one in the afternoon. Registration for each year's preschool classes will be on the O'Neill Public Schools district calendar, and once all spots are filled a waiting list will be created. Preschool students will have their own handbook for their school expectations and days of attendance and will comply with this handbook as well where differences are not notated in the Preschool Handbook.

PROMOTIONS AND RETENTION

Promotions and retentions 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.

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 or hallways on days when bad weather prevents outside recess. Quiet games, talking with friends, listening to music, 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 or teacher may remain in the building during outside recess times. A new note must be sent each day the child is to remain inside.

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 to help them to see what they are 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 O'Neill Public Schools calendar at the beginning of the handbook for the specific dates.

MULTI-TIERED SYSTEMS OF SUPPORT

O'Neill Elementary has implemented the Multi-Tiered Systems of Support (MTSS) Model, formerly RtI. MTSS is a preventative approach used to improve student achievement. MTSS relies heavily upon data to make decisions. Thus, several data points are collected over time to: 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. Please understand, it takes AT LEAST six weeks to collect quality data.

As part of the MTSS 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. Other data that will be factored will be Reading Mastery data from our reading curriculum, MAPS testing data and NeSA testing data. These different tools will help staff identify ways to best serve our students needs of intervention.

Students will then be placed in intervention groups based upon their identifiers. Students will work on skills that are identified as areas in need of assistance. Those skills will be progress monitored and documented to ensure fidelity.

Our hope is that MTSS will provide a school-wide approach for the identification and remediation of students with educational needs. 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 Mr. York or Mrs. Broderson.

RESPONSIBILITIES AND DUTIES OF TEACHERS

The primary responsibility of our teachers is to guide learning experiences within the capabilities of each student. Our goal is 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 extracurricular sponsorships.

RESTRAINT AND SECLUSION

The board prohibits the use of restraint and seclusion 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.

SCHOOL CLOSING, LATE START AND EARLY DISMISSAL

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

If the school officials know in advance that school will dismiss early, we will notify parents in advance of the schedule change on our calendar, by a note sent home with your child, a telephone call or other means of communication.

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 telephone. If you are not on the automatic dialer list contact the O'Neill Public Schools Central Office to be added at 402-336-3775.

O'Neill Public Schools will be dismissing every Monday at 2:30 p.m. The remainder of the week will be a 3:30 p.m. dismissal. Please plan accordingly as a family to ensure that your child is picked up promptly or is attending the Developing Eagles After School Program

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. We will share those expectations using the PBIS Model of Behavior. Students will be taught the expectations of the "Eagle Way". At O'Neill Elementary school students are guided to work on their skills in Fairness, Responsibility, Citizenship, Trustworthiness, Caring and Respectful.

Offenses have been broken into Major and Minor infractions. Minor infractions will be handled at the classroom level and Major infractions will earn immediate office referrals. Major infractions are listed as follows:

- Physical aggression toward another or oneself
- Emotionally in distress, unsafe to have around other students
- Use of profane or inappropriate language toward another
- Sexual harassment, language, gestures or touch
- Theft
- Vandalism
- Possession of a weapon
- Multiple minor infractions after classroom protocol has been utilized
- Any other infraction deemed major by administration

Consequences for student behavior will follow the PBIS Model. Students will be corrected and the behavioral expectations required at O'Neill Elementary will be reviewed. Student infractions have been broken into Major and Minor infractions. Minor infractions will result in the teacher handling the consequence for the action and reteaching the expectation that was not followed, along with any consequences they deem necessary. Major infractions and multiple non-improving minor infractions, will result in an office referral with a more severe consequence. Parent contact and participation will be a part of the process. Our staff wants to work as a partner with our families to teach O'Neill Elementary's student expectations and to correct behaviors that do not fit "The Eagle Way".

Consequences for some infractions will meet the environment in which they were created. For example: If a student is sent to the office for vandalism in the bathroom, their consequence could be to work with the custodial staff to fix such vandalism or pay to replace the vandalized item. A student that is disrespectful to a teacher and after multiple attempts to correct the behavior is sent to the office. That student may have to work with the teacher after school on raising their hand and asking appropriate questions or practice correct classroom behavior for a given period of time. Other traditional corrective actions may also be used. The administration reserves the right to choose punishments dependent upon the severity of the incident. Certain instances may result in more severe punishments such as in or out of school suspension.

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.

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.

SPECIALS CLASSES

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. Students will attend Physical Education two or three times a week depending upon the semester.

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. Students will attend Music two or three times a week depending upon the semester.

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 35 minutes in length. It's the staff belief that the arts do promote achievement in school in different ways.

GUIDANCE

The O'Neill Elementary Guidance staff will present lessons to our students that will work on a multitude of skills as they progress through our system. These lessons will begin with the Kindergarteners learning manners and expectations and continuing in all classes with the sixth grade students completing the All-Stars program. Each student will receive a 35 minute guidance lesson each week to work on these life skills.

LIBRARY

The Library at O'Neill Elementary will be made available to each and every home room class for one class period a week. Students will be allowed to check out books in their reading level and participate in Accelerated Reader, which is a program in which students can test their comprehension of books they have read. The Library is available to students at different times throughout the school day as well as after school for students with teacher permission.

TECHNOLOGY

Students will receive technology instruction on Monday or Friday, in a rotation format. Technology class will be run on days when Art class is not in session. The course material will work to grow technology skills in students as they progress through our school building so when arriving in Junior High School students are proficient in their use of programs and machines utilized at that level.

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 once an evaluation is completed and the student qualifies for services. 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. A 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 a 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) 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 or informal 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 any study period they receive 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.

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.

TITLE I

O'Neill Elementary School operates as a Schoolwide Title I program wherein all students are entitled to extra support as necessary. A Parent-School Compact is in place detailing the responsibilities for the school, parent, and students. This compact is to be signed each year by parents, students, and teachers. A Title I Parent Involvement Policy is also in place meeting the requirements of NCLB (No child left behind). Both the Parent-School Compact and the Title I Parent Involvement Policy are reviewed at an annual Fall, Title I parent meeting. A Title I Parent Advisory Board is in place at the elementary school, and all parents are invited to join. Copies of the Title I Parent Involvement Policy and the Title I Parent-School Compact are found at the end of the handbook.

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 or valuable 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 and returned when exiting the building. Finally, for safety concerns, all visitors will be escorted to and from their destination.

Section 500: STUDENTS
Student Rights and Responsibilities
Student Fees

504.19

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
	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
Soundsational Singers	Costumes	Maximum fee of \$50.00

NASB Policy
Adopted: 08/29/2014
Reviewed: 05/11/2015
Reviewed: 06/13/2016
Reviewed: 06/12/2017
Reviewed: 07/16/2018

O'Neill Board of Education
School District No. 7

Section 500: STUDENTS
 Student Rights and Responsibilities
Student Fees

504.19

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	\$1.45 – Breakfast	\$1.10 – Extra Breakfast Entrée
		\$2.65 – Lunch	\$1.70 – Extra Lunch Entrée
		\$1.90 – Extra Slice of Name Brand Pizza	
		\$1.00 – Side Salad	\$0.75 – Extra Potatoes
		\$0.50 – 4 oz. Juice	\$0.75 – 8 oz. Juice
		\$0.50 – Extra Milk	\$0.85 – Developing Eagle Snack
		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.	

NASB Policy
 Adopted: 08/29/2014
 Reviewed: 05/11/2015
 Reviewed: 06/13/2016
 Reviewed: 06/12/2017
 Reviewed: 07/16/2018

O'Neill Board of Education
 School District No. 7

Section 500: STUDENTS
Student Rights and Responsibilities
Student Fees

504.19

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.

NASB Policy
 Adopted: 08/29/2014
 Reviewed: 05/11/2015
 Reviewed: 06/13/2016
 Reviewed: 06/12/2017
 Reviewed: 07/16/2018

O'Neill Board of Education
 School District No. 7

School Curriculum & Assessments

- Reading
 - Kindergarten-2nd grade---Reading Mastery
 - 3rd-6th grade---Wonders
- Math
 - Kindergarten-5th grade---Math Expressions
 - 6th grade---Big Ideas Math
- Science
 - Kindergarten-6th grade---Amplify Science
- Social Studies
 - Kindergarten-6th grade---MacMillan/Mcgraw-Hill
- Assessments
 - MAP Testing---Twice a year for Kindergarten-6th Grade
 - DIBELS Testing---Three times a year for Kindergarten-6th Grade
 - NSCAS Testing---Spring for 3rd-6th Grade

Title I Parent and Family Member Engagement Policy
District 7
2018-19

The district commits to meeting all requirements of the No Child Left Behind Act of 2001 including Every Student Succeeds Act (ESSA) amendments as they apply to all Title 1 programs conducted within the District. For the purpose of this policy "parents and family members" means "parents and persons in a parental relation to the student." This Policy will be distributed to all parents annually, in a language that parents can understand. The District recognizes the unique needs of students who are being served through the Title 1 Program and stresses the importance of parent and family member involvement in the academic success of their children. Opportunities will be provided for parent and family member involvement in their child's education in the following manner:

1. Parents and family members will be involved in the planning, review, development and approval of the Parent and Family Member Engagement Policy through at least one annual meeting held at a convenient time during the first semester.
2. The District will strive to build the capacity for strong engagement of the school, parents and family members by developing School/Parent Compacts to strengthen communication between the home and school:
 - By providing annual meetings in Title 1 buildings to explain Title 1 to parents and family members;
 - By training parents and family members in how to help their children at home;
 - By sharing district standards, benchmarks, and assessments to parents and family members and explaining to them how to help monitor the progress of their children; and
 - By providing parent and family member resource centers at each site.
3. Parents and family members will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through the student handbook, parent/teacher conferences, report cards and progress reports along with other communications opportunities.
4. Parents and family members will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards through the School Improvement Plan, Title 1 reviews and plans, and other means as available.
5. The District will coordinate and integrate parent and family member engagement programs and activities with other community programs such as Head Start, Reading First, Title III and Migrant programs, public libraries, public preschools, instructional support services and other federal, state and local programs.
6. Parents and family members will be provided assistance, opportunities, and/or materials to build their capacity for strong parent and family member engagement and help them understand the topics relating to their child's academic achievement. This will be done in a language they can understand including participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.
7. The District will conduct an annual evaluation by written survey, telephone survey, or in person, of the content and effectiveness of the Title 1 Parent and Family Member Engagement Policy and its procedural elements. The survey will be used by the District to guide implementation of the Title 1 program, to determine if needs are being met, and reduce barriers to participation

Adopted: September 2017

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.
- communicate and work with teachers and school staff to support and challenge my child.
- as a PK-2 parent I will spend 15 minutes each day reading with my child.
- as a 3-6 parent, I will check for understanding by asking my child questions about the literature they are reading.
- spend 15 minutes on math-related activities (i.e. flashcards)

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 high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
- will hold parent-teacher conferences twice yearly during which time this compact may 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.
- will provide a safe, positive and healthy learning environment for their child.
- will 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

THIS PORTION MUST BE RETURNED BY MONDAY, AUGUST 31, 2018

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

MEDIA RELEASE FORM

(Sign up for ONE of the following)

(Option 1) Students and teachers at O'Neill Public Schools may be videotaping and taking photographs of many of the activities throughout the school year. Your child's image may be used in promotional videos or presentations to outside groups, school web pages, ICTV (local cable channel 7), and/or Eagles on Air. Please be assured that the school will never publish last names along with photographs when sharing with outside sources. By signing below, you agree to allow your child to be in photographs and/or videos used by O'Neill Public Schools.

(Option 2) I do not give consent for O'Neill Public Schools to use photographs of my child in promotional videos, presentations, school web pages, ICTV, and/or Eagles on Air.

Parent Signature	Option #

If you indicated that you did not want your child's image or information shared or used by the school (**Option 2**), we would like some more specific information on this topic to clarify your wishes. Please complete the bottom of this form so that we can abide by your wishes.

If you choose not to have your child in team pictures for yearbook, programs, etc. we will ask them to step out or put a black-out on their faces.

Please be aware that other news outlets and businesses, such as, KBRX, the Holt County Independent, Rosebud Sports, etc. may take your child's picture at events and put those images on their websites. O'Neill Public Schools cannot be responsible for monitoring those instances.

Please mark Yes or No for each of the following:

- | | | |
|--|-----------|----------|
| 1. Picture/name in the paper for Honor Roll or other academic awards | YES _____ | NO _____ |
| 2. Picture/name in the paper related to sports/school activities | YES _____ | NO _____ |
| 3. Picture/name in athletic/activity programs | YES _____ | NO _____ |
| 4. Picture/name in school yearbooks | YES _____ | NO _____ |
| 5. Picture in promotional flyers for the school | YES _____ | NO _____ |
| 6. Picture in promotional videos for the school | YES _____ | NO _____ |
| 7. Picture in videos used only for academic purposes within school | YES _____ | NO _____ |
| 8. Picture/name on O'Neill website | YES _____ | NO _____ |

Failure to return the above form and/or select the options specified will result in all the above sections being marked as (YES) for the 2018-19 school year.

I understand that my son/daughter(first/last name) _____, has received a student handbook which contains the rules and regulations of O'Neill Elementary School and O'Neill Public School for the 2018-19 school year and am aware of 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 Substance-Free Workplace Policy will result in disciplinary sanctions being taken within the bounds of applicable law.

This page must be signed and returned no later than August 31st, 2018.

Parent/Guardian Signature