

## WELCOME

We welcome you to Elgin Public Schools. This is a school where we work together with a mutual enthusiasm, with specific goals for children, and with an openness to share new opportunities with our students and parents. It is our hope that students, teachers, and parents can work together to develop the ideal of a strong, motivated, and unified community, working together to provide what is best for our children.

## ELEMENTARY SCHOOL HOURS

The school day begins at 8:15 a.m. and ends at 3:40 p.m. During noon recess the playground area is supervised. We **expect** that all students arrive **no earlier than 7:45 a.m.** and leave the school grounds after dismissal **at the end of the school day**. School staff is responsible for students between the hours of 8:00 a.m. – 4:00 p.m. **The school provides supervision for students from 8:00 a.m. to 4:00 p.m. However, there is NO playground supervision before or after school. Students are not allowed to remain on the playground after school is dismissed.**

## BEFORE SCHOOL

Students will not be permitted into the grades 2-6 elementary building until 8:00 a.m. Students in grades 2-6 will wait in front of the double doors on the west side of the elementary building. In the event of inclement weather, students will be allowed to enter the grades 2-6 elementary building and wait in the hallways. They will be expected to sit or stand quietly. All pre-school, kindergarten and first grade students will be allowed to enter the Preschool-1<sup>st</sup> grade building upon arrival at school providing that it is not before 7:45 a.m. An aide will be assigned to monitor children in the Preschool – 1<sup>st</sup> grade building starting at 7:45 a.m. each day.

Students who wish to eat breakfast at school will be allowed to enter the cafeteria building at 7:45 a.m. Only those students who are eating breakfast at school will be permitted in the building. Breakfast is served starting at 7:45 a.m. When students are finished eating breakfast they should report to their designated building immediately.

## AFTER SCHOOL

All elementary school teachers and aides will be scheduled to supervise and assist students upon dismissal from school each day. Dismissal procedures will be as follows:

With the assistance of the classroom teachers and aides, all students in grades K-6 will line-up at 3:40 p.m. at the main doors in their respective buildings. Bus students in each building will line-up first and leave once they are all lined-up and ready to exit the buildings. Students walking or being picked-up by parents will line-up behind the bus students. Following the departure of the bus students from the buildings, the students who are being picked-up or who are walking home will be allowed to leave the buildings.

- Staff taking the students to the bus will pick-up the students from the other building walk them to the bus and supervise them as they board the bus. **Once students are on the bus, they are to be seated, remain seated and stay on the bus. Students should not leave the bus for any reason.**
- Staff assigned supervision of students on the west side of the elementary facilities will wait for all students to leave school grounds.
- If special circumstances or a crisis does arise for a particular student before the 3:40 p.m. dismissal bell, the classroom teacher will take care of the supervision and dismissal of that child themselves.
- **All children should be off school property no later than 3:50 p.m.**
- **PARENTS/GUARDIANS WILL BE RESPONSIBLE TO NOTIFY THE SCHOOL BY PHONE CALL OR NOTE IF THEY WILL BE UNABLE TO PICK UP THEIR CHILD/CHILDREN BY 3:50 P.M. ELEMENTARY CHILDREN REMAINING ON SCHOOL GROUNDS AFTER 3:50 P.M. WILL BE TAKEN TO THE MAIN OFFICE AND THE CHILD MAY BE PICKED UP IN THAT OFFICE. IF THE CHILD IS NOT PICKED UP BY 4 P.M. THE ADMINISTRATION MAY CALL THE PARENT/GUARDIAN OR OTHER DESIGNATED EMERGENCY CONTACTS TO COME AND PICK-UP THE CHILD/CHILDREN.**

Students being released before the end of the school day will only be released to immediate family members or individuals authorized by parents or legal guardians, and identification is required when an adult picking up the student is unfamiliar to staff. Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody or parental rights. **The district is not responsible for the enforcement of child custody orders or visitation schedules and district personnel will not review court orders for this purpose. The only exception to this practice will be if a biological parent’s visits have been ordered by the court to be supervised or if parental rights have been terminated.**

## MEDICATION

On those occasions when it is necessary for a child to take medication at school, we must have a written request

from parents for school personnel to administer the medication. The medication needs to be in its original container with directions clearly posted. Forms to authorize school personnel to administer medication are available in the main office.

### ATTACK ON ASTHMA

A new state regulation became effective on October 1, 2003. This regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a **life threatening** asthma attack or systemic allergic reaction (anaphylaxis).

If you know that your student has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol.

If for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student's health issues, please contact Mrs. Gwen Kinney during regular school hours.

### RECESS AND THE WEATHER

The superintendent **or their designate** will declare bad weather days. Students will be held inside the school on days when cold is intense, or if there is precipitation. We ask that students come prepared for recess each day being properly dressed, with proper footwear, and all that is needed to enjoy the recess outside in comfort. The playground supervisor will be the final authority on appropriate outdoor clothing due to current weather conditions.

### BICYCLES

Students riding bicycles to school are asked to walk their bicycles from the edge of the school grounds, to the rack located on the northwest corner of the school ground. When leaving in the afternoon, students should walk their bicycles to the street before riding them. Bicycles should not be ridden on the school grounds at any time. Bicycles should not be removed from the rack during the day.

### LUNCH/BREAKFAST PROGRAM

We have an excellent school lunch program. Lunch and breakfast payments may be made on Monday - Friday in the **OFFICE**. We ask that students do not charge their lunches. Lunch prices for this school year are: \$1.75 for grades PreK-6 and \$2:00 for grades 7-12. Breakfast will cost \$1.30 for all grades. Sack lunches are welcome, and all students eating lunch or breakfast will do so in the lunchroom. Extra milk price will be \$ a carton. Breakfast for the elementary will be served from 7:45 to 8:05. Students will not be allowed to enter the gym building for breakfast before 7:45 a.m.

ALL lunch accounts are to be kept current. Notices will be sent from the business office when the account reaches a negative balance. At a -\$10.00 students will no longer be able to charge seconds and at a -\$25.00 students will not be able to continue to participate in the hot lunch program.

### SCHOOL CLOSINGS

During each school year, the Administration is faced with the decision of closing school because of severe weather. The decision to close school, let out early or to start late will be made as early as possible on that specific day. School closing or late start notices will be broadcast on the following radio stations KBRX, US 92/KNEN, WJAG/KEXL, and KZ100. Notice will also be announced on the television stations KOLN/KGIN 10/11 and KLKN TV and posted on the school website [www.elgineagles.org](http://www.elgineagles.org). It is the ultimate decision of the parent to keep their children home if we decide to have school during inclement weather. During these times of inclement and severe weather, it takes the utmost cooperation on the part of parents and school officials to insure that the students get as much education as possible without endangering the students' well being. It is our policy that students in kindergarten, first, second, and third grades are not released from school upon an early dismissal until their parents have been contacted. If you are planning to leave home and severe weather is forecast, please contact the school with instructions for your child.

### TELEPHONE USE

**Students and teachers will not be called from class for phone calls except in emergencies.** Parents may, however, leave messages to be delivered to their children or a teacher. Students may use the phone to call home with the permission of a teacher or administrator.

### STUDENT DRESS/LOST & FOUND

Students should dress appropriately for each day (special events, weather, etc.). Each student's coat, cap, mittens, and tennis shoes should be marked with their names before coming to school. If students have lost articles, please check with their teachers or the main office. We ask that parents assist their children in dressing appropriately for school.

### DRESS CODE

We believe that the educational climate of the school is directly affected by students' appearance. All elementary students are expected to dress in an appropriate manner. Elementary students and parents must be aware of what is and is not appropriate for school. At all grade levels, parents are expected to be aware of the school dress code and to make sure that their children are not in violation of this policy. Elementary students may not always be responsible for what they wear, therefore, it is important for parents to be aware of this policy in its entirety.

For this reason, the following guidelines have been established:

1. No hats or other types of headgear are to be worn at school except for a medical or religious purpose.
2. No chains or other accessories that could be construed to be weapons will be permitted at school.
3. Shirts designed to show a bare midriff are not allowed and shirts must be worn at the waist or below. No mesh or otherwise see-through clothing is permitted unless there is solid clothing worn underneath.
4. Any tank top must have a strap on each shoulder **at least two inches wide**, unless it is covered by another shirt. Shirts with no straps or any low-cut shirt in the front or back are not allowed. No tank tops with ripped or otherwise overly large armpit holes will be allowed.
5. Shorts and pants must be worn at the waist and must be an appropriate length. Skirts must extend to mid-thigh or below.
6. Undergarments should not be seen at any time.
7. Any clothing that has paintings, patches, pictures, decals, symbols, or lettering that, in the judgment of the classroom teacher or the building principal, may be disruptive or offensive in the classroom will not be allowed.
8. Clothing that promotes or advertises in some way alcohol, illegal drugs, tobacco, and/or anti-social behavior is prohibited.

The same standards of dress extend to concerts and other banquet activities. While styles and fads may change over the course of time, the administration reserves the right to use discretionary judgment in cases of student dress that could be considered immoral, immodest, or in any way distracting or offensive to students, teachers, or staff.

### HOMEWORK

One of the hallmarks of a student's commitment to learning is the ability to be self-directed and organized to follow through with responsibilities for completing assigned classwork. For this reason students will be expected to complete homework. Homework may be assigned to students so they will: acquire the skills and concepts missed because of absence, meet the need for extra study or drill provided the child understands the process that is being taught, and most importantly, to provide the child an opportunity to develop regular home study skills and to provide independent work opportunities.

### MAKEUP WORK

So our students can feel caught up, and not get behind due to an absence, we ask that they make up work on the basis of "two days for each day's excused absence." Parents who want to have us provide make up work for students while home ill, may notify the office of their wish. Our teachers will be informed and homework may be picked up by 3:30 p.m. the same day.

### TEXTBOOKS/LIBRARY BOOKS

The school provides textbooks and workbooks for students. Each student is responsible for the care of all books issued to him. Parents will be held financially accountable for loss or damage beyond normal wear. Students are responsible for the care and safe return of all library books they check out. Parents will be financially responsible for any lost books.

### PARTIES/GIFTS

Room parties will be held the last hour of the day for Halloween, Christmas, and Valentines Day. Students may bring treats to school on their birthdays for distribution the last 15 minutes of the day. Parents and students are asked not to give gifts to teachers, or bring birthday presents to school for other students. The only time gifts should be brought to school is for the Christmas party.

From time to time students will host birthday parties at their homes, but will pass out invitations at school. This will be allowed if **ALL** the children in the room are invited. If not, then we request you use another means of

dissemination.

### CONFERENCES/VISITATIONS

Parent/Teacher Conferences are held during the first and third nine weeks. If parents have any problems they wish to discuss during the school year, contact the teacher and/or principal for an additional conference. Parents are welcome and encouraged to visit school.

### GRADING/REPORT CARDS

Report cards will be sent home with the student at the end of every nine weeks. This report is to inform you of your child's progress and growth in school. Grades will be based on: daily assignments, tests, quizzes, and classroom participation. The following grading scale will be used:  
A+ = 99-100; A = 96-98; A- = 94-95; B+ = 92-93; B = 88-91; B- = 86-87; C+ = 84-85; C = 80-83; C- = 78-79; D+ = 76-77; D = 72-75; D- = 70-71.

### STANDARDS AND ASSESSMENTS

The Elgin Public School has submitted, and the state has accepted, local standards for language arts, mathematics, and science. A copy of these standards for each grade is available for parents, if they request it. The curriculum taught is based on these accepted standards. After each standard is taught a summative test is given to determine the individual student's mastery of the material. Students are scored as: Beginning, Progressing, Proficient, or Advanced on each summative test. A student scoring at the beginning or progressing levels will be required to study the material further.

Parents need to be aware that there is a difference between grades and the scoring of the summative tests. While the student's grades are composed of: daily work, formative test scores and summative test scores, the levels achieved on the standards are determined solely by the summative tests. While there will be some correlation, grades and standards proficiencies are not the same. An excellent grade average does not mean that a student mastered a particular standard. Conversely, a student could have a poor grade average but may have scored proficient or advanced on any one standard.

### BUS TRANSPORTATION

Buses will arrive at school each morning by 8:00 a.m. and leave for the afternoon route at approximately 3:50 p.m. Riding the bus is a privilege. For the safety of everyone, the students are asked to conduct themselves in a proper and orderly manner, and obey the following rules:

1. Sit down and remain seated at all times.
2. No yelling or screaming
3. Do not throw rubbish out of windows or on the floor.
4. Obey all instructions given by the driver.
5. Keep the aisle clear at all times.

Repeated behavioral problems may result in the loss of the privilege to ride the bus.

### PLAYGROUND RULES

Students are asked not to leave the school grounds during recess unless they have permission from their teacher. If it is necessary for your child to leave for the noon hour please tell both the teacher and the noon aides. We ask that students not bring sticks, guns, roller skates, or skateboards to school. For the safety of everyone, the students are asked to obey the following rules:

1. Do not throw rocks or snowballs.
2. Stay off the grass in front of the school.
3. Wrestling and tackle football are not allowed.
4. One person on a swing at a time.
5. Use all playground equipment properly
  - a. no standing on swings or the teeter-totters.

### WEAPONS

Students shall not bring any type of weapon or weapon look-alike to school as per state law.

**The Elgin Public School will be using the Boys Town Education Model to reach the following goals:**

- Increase school attendance and punctuality
- Know and follow school and class rules.
- Improve relationships and interactions teachers and administrators.
- Improve academic performance.
- Build appropriate peer interaction skills.

- Increase participation in class and school activities.
- Improve student self-esteem.
- Increase student satisfaction with school.
- Decrease out-of-school suspensions.
- Decrease probability of school drop out.
- Build employability and life skills.

**Elgin Public School will be using the Boys Town Schools Life Skills Curriculum to teach the following:**

- Following Instructions
- Accepting criticism
- Accepting “No” for an answer
- Greeting Others
- Getting the Teacher’s Attention
- Making a Request
- Disagreeing Appropriately
- Giving Criticism
- Resisting Peer Pressure
- Apologizing
- Talking with Others
- Giving Compliments
- Accepting Compliments
- Volunteering
- Reporting Other Youths’ Behavior
- Introducing Yourself

**SATURDAY SCHOOL (Grades 4-12)**

**Reasons for Saturday School Assignment:**

- Students who receive two detentions in a one-week period. (Monday through Friday) may be assigned Saturday School.
- Truancy – Students who are truant may be assigned Saturday School.
- Student who are reported tardy two or more times in a one-week period may be assigned Saturday School.
- Students who turn in incomplete or late assignments may be assigned Saturday School.
- Student who do not do assignments may be assigned Saturday School.
- Students demonstrating continual inappropriate behaviors may be assigned Saturday School.
- Students demonstrating any behavior that is disruptive or detrimental to the learning environment, depending on the severity may be assigned Saturday School
- Any student failing one or more classes may be assigned Saturday School.
- Students who are outwardly disrespectful to any Elgin Public Schools staff member may be assigned Saturday School.
- Students who are assigned a detention during the week and then skip the assigned detention may be assigned Saturday School.
- It should be understood by all parents and students that the administration reserves the right to assign Saturday School for the above acts or other acts that are not listed above but are deemed inappropriate.

**Grade Levels Included:** The Saturday School will be for students in grades 4-12.

**Who Will Monitor:** A different teacher may monitor the Saturday School each week.

**Guidelines and Schedule:**

Saturday School will consist of three and a half hours, from 8:00 a.m. through 11:30 a.m. Doors will be open from

7:45 a.m. through 8:00 a.m. Any student that arrives after 8:00 a.m. ~~will~~ may be refused admission and ~~will~~ may be considered truant.

Students who are truant for Saturday School rules ~~will~~ may be given an additional day of Saturday School on the first occurrence. The second time that they are found truant ~~will~~ may result in a 1-day in-school suspension that ~~will~~ may be served the following two school days, a loss of student privileges such as pop pass for the rest of the school year. Excessive absences may result in consequences of a more severe nature depending on the situation.

Students who violate Saturday School rules ~~will~~ may be required to leave the school grounds and parents will be notified to come and pick-up their child. An additional two days of Saturday School and two days of in-school suspension ~~will~~ may be added to students who violate Saturday School rules and are asked to leave.

#### **Rules and Student Responsibilities:**

- Students must be on time and ready to begin work at 8:00 a.m. The student(s) must bring homework or appropriate reading material. It will be expected that students work the entire time.
- Students will remain seated except as permitted by the supervisor.
- Sleeping is prohibited.
- The supervisor will schedule one break.
- Talking is prohibited.
- No walkmans, CD players or any other electronics including cell phones.
- No drink, food, candy, etc.
- Students who fail to follow these rules will be dismissed from Saturday School and consequences will be enforced.
- Elementary students will be seated in the same room as the secondary students; however, the supervisor will arrange the seating of students to best accommodate the students in attendance.
- The ITV (distance learning) room will serve as the main Saturday School location. The teachers will notify students of Saturday School location each week if it changes.
- Letters will be sent to parents of students who are required to attend a Saturday School session. If a letter would not reach parents before the designated Saturday, then the administration would be responsible for calling the parent(s).

## **2008-2009 STAFF MEMBERS**

### **ADMINISTRATION**

Dr. Gayla Fredrickson  
Mr. Corey Fisher

Superintendent/Elementary Principal  
7-12 Principal/Athletic Director

### **STAFF MEMBERS**

Mrs. Deb Beckman	Grade 2
Mrs. Barb Bode	Guidance; Family & Consumer Science
Ms. Ellen Davis	Languages
Mrs. Krista Eisenhauer	Grade 3
Mr. Randy Eisenhauer	Grade 5; Science Grades 4, 5, & 6
Mrs. Dianne Gunderson	Grade 1
Ms. Heidi Rethmeier	Industrial Tech./CAD/Engineering.
Mrs. Rita Heithoff	Art
Ms. Jeane Johnson	Math
Mrs. Debra Jones	Music
Mr. Doug Jones	Social Studies
Ms. Elaine Meyers	Librarian/7 <sup>th</sup> Grade History
Mrs. Amy Selting	Business; Computer
Mrs. Stacy Shumake-Henn	English
Mrs. Nichole Simpson	Kindergarten
Ms. Brenda Siems	Grade 4; Math Grades 4, 5, & 6
Mr. Philip Simpson	Ag Education
Mrs. Tina Thiele-Blecher	Special Needs; Jr. High Language Arts
Mrs. Shirley Thorberg	Grade 6; Social Studies Grades 4, 5, & 6
Mrs. Sue Vanis	Preschool & Resource Teacher
Mrs. Sara Walsh	Science
Mr. Carlie Wells	Health; Physical Education
Mrs. Kim Zwingman	Resource Teacher

### **SUPPORT STAFF**

Mr. Allen Beckman	Custodian
Mrs. Andrea Fisher	Bookkeeper
Mr. Todd Heithoff	Boys Basketball
Mrs. Paula Jensen	School Secretary
Mrs. Jeanine Jochum	Aide
Mrs. Gwen Kinney	ESU Nurse
Mrs. Julie Lierman	Aide
Mrs. Rhonda Miller	Bus Driver
Mrs. Lisa Poulsen	Cook
Mr. Jeff Scholl	Custodian
Mrs. Meredith Schwager	Aide
Mrs. Lorene Stuhr	Bus Driver
Mrs. Karla VonBonn	Cook

### **SCHOOL BOARD MEMBERS**

Mr. Steve Heithoff	Chairman
Mrs. Mary Bauer	Vice Chairman
Mr. Scott Beckman	Secretary
Mr. Stan Heithoff	Treasurer
Mrs. Laurie Waterbury	
Mr. Bruce Anderson	

**INSERT CALENDAR HERE!!!**

## **IN THE EVENT OF A CRISIS AT SCHOOL...**

At Elgin Public Schools, the board of education, school administration, staff and students must continually work to address student safety and these efforts extend to the safety of all individuals in the event of a crisis. A crisis can be within the school or from an outside factor. The administration, staff and students must be prepared to lock down as to provide the best opportunity for safety to all who are on campus. In order to act in an efficient manner The Elgin Public School District has updated its Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis.

In most emergencies your child/children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as broken gas or water main, a fire or toxic chemical spill), all students will be evacuated to the nearest and most appropriate facility. Evacuation sites will depend on the situation and what is deemed safest for students.

- ✓ **ALL PARENTS/GUARDIANS MUST KEEP THEIR PHONE NUMBERS AND EMERGENCY CONTACT PHONE NUMBERS CURRENT. WE CANNOT CONTACT YOU IF YOUR PHONE HAS BEEN CHANGED OR DISCONNECTED.**

We ask that you follow the procedures listed below in the Parents Quick Reference if a crisis does occur.

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### **QUICK REFERENCE FOR PARENTS IN THE EVENT OF A CRISIS**

- 1. TURN ON YOUR RADIO.** We will keep the Norfolk Radio Stations and KBRX Radio Station in O'Neill informed of any emergency. If possible, we will also place information on the school website ([www.elgineagles.org](http://www.elgineagles.org))
- 2. PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency. Do not try to contact your child by cell phone. There may be a need for silence and cell phones ringing could place students in danger.
- 3. PLEASE DO NOT COME TO THE SCHOOL UNLESS YOU ARE REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students you will be informed via the media. If you are asked to come to the school to pick-up your child, you will be expected to arrive at the site designated to you via the media and radio stations.

**PLEASE GLUE THIS INFORMATION  
INSIDE THE COVER OF YOUR PHONE BOOK.**

### **Elgin Public School Attendance Policy**

Going to school is considered a full time job for all students. It is true that students do not get paid with currency to attend school but the payment in the end will far outweigh a few dollars now. Students attending school will not only learn information valuable to them in the future but they will also learn the importance of having regular attendance and promptness at school each day. It is the belief of the Elgin Public School that regular school attendance is not only required by state law but is also in the best interest of the student as it relates to future job and enrichment opportunities.

Today most employers are very interested in the school attendance records of job candidates. Poor school attendance may be predictive of poor job attendance.

### **Planned Absence:**

If you know in advance that you are going to be absent from school, please have your parent/guardian notify the school in writing. Every attempt should be made for the student to obtain and make up assignments in advance.

### **Make Up Work:**

Students with excused absences will be allowed two days for each day of absence to make up required work. Failure to make up assigned work within the designated time limit may lead to zeros for all unfinished work.

### **Absenteeism Policy:**

More than seven (7) absences from school per semester may result in loss of credit regardless of academic average. Students that are absent from school are encouraged to bring a written excuse from their parents to the office for all absences which include date of absence, reason for absence, and parents signature. All documents will be kept on file by the teacher.

### **Permit to Leave School**

Permission to leave school must be obtained from the Principal or the Superintendent. The permission must be obtained in advance of the time necessary to leave. The student will be required to have permission from their parent/guardian either through a phone call or a written note.

In the case of illness during school the student should report immediately to the office and transportation will be acquired at that time. Leaving school without permission is prohibited at all times.

### **STUDENT RIGHTS (LB 503)**

The statute provides for 5 types of exclusions:

1. Short Term: Up to (and including) 5 days.
2. Emergency: Immediate exclusion if the student has a dangerous disease, or her/his conduct presents a threat to the physical safety of the school community, or is very disruptive.
3. Long Term: More than 5 days, less than 20.
4. Expulsion: Remainder of semester
5. Mandatory Reassignment: Involuntary transfer to another school within the system in connection with any disciplinary action. The statute provides the conditions and applicable procedures for each type of exclusion:
  1. Short Term - Up to and including 5 days.
    - A. Principal must make an investigation.
    - B. Principal may suspend after he/she determines it is necessary to help the student, or to prevent interference with school purposes.
    - C. The student must be given oral or written notice of charges, an explanation of the evidence against her/him, and an opportunity to present her/his version.
    - D. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal must:
      1. Send a written statement to student, student's parents or guardian describing the student's conduct or violation of rule.
      2. Give reason for the action taken.
      3. Make a reasonable effort to confer with parents before, or at time student returns to school.
  2. Procedure for Emergency Exclusion:
    - A. Exclusion may not last longer than necessary to avoid the threats of the emergency.
    - B. If longer than 5 days, there must be substantial compliance with the procedures provided for long term exclusion. (listed below)
  3. Long Term, Expulsion and mandatory Reassignment:

- A. The following behavior constitutes grounds for these types of exclusions:
1. Use of violence, force coercion, threat, substantial interference with school purposes.
  2. Damage to property (private or school) of substantial value.
  3. Physical injury to any student or school employee.
  4. Threat to obtain money or anything of value.
  5. Knowingly possessing or handling a weapon.
  6. Possession of controlled substance or alcoholic liquor.
  7. Engaging in any activity forbidden by law which interferes with school purposes.
  8. Repeated violation of rules and regulations.
- B. The following procedure is required to exclude longer than 5 days.
1. A written charge and summary of evidence supporting the charge shall be filed with the superintendent on the date of the decision to exclude.
  2. Within 2 days, written notice to the student, the student's parents or guardian, must be sent by Registered Mail, informing them of the rights under the act.
  3. 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.
1. Superintendent must appoint a hearing examiner
  2. Hearing examiner must give written notice to principal, student, and student's parents or guardian of the time and place of 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
  3. 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 school days notice.
  4. The right to examine the record and written statements (including the statement of any student, student's parents, guardian, or representative.
  5. If no hearing is requested, the punishment goes into effect on the 5th day following notice. A hearing may be held, if requested after 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:
1. The following shall attend the hearing: hearing examiner, the student, her/his representative (if any), the student's parents or guardian, and if necessary, the counsel for the school board.
  2. Witnesses may be present only when testifying.
  3. Anyone may be excluded by the examiner if they disrupt the proceeding.
  4. Student may speak in her/his own behalf and question witnesses; she/he may request not to speak; may be excluded, if necessary, when discussing student's emotional problems.
  5. The principal shall present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents, guardian or representative prior to the hearing.
  6. Hearing officer is not bound by rules of evidence or other courtroom procedure.
  7. The following persons may ask persons to testify at the hearing; the student the student's parents, guardian or representative, the principal and hearing examiner.
  8. Testimony shall be under oath; the hearing examiner shall administer the oath.
  9. The persons listed in (D,7) above, shall have the right to question any witness giving information at the hearing.

10. Any person giving testimony is given the same immunity from liability as a person testifying in a court room case.
11. The proceeding shall be recorded at the expense of the school district.
12. If more than one student is charged with violation of the same rule and acted in 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:

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

F. The record and the appeal.

1. The record shall consist of the charge, the notice, the evidence presented and the hearing examiner's findings and recommendations
2. On appeal to a court, the record shall also consist of any additional evidence taken and any additional action taken in the case.
3. Appeal to the school board may be made within 14 days by the student, the student's parents or guardian, by a written request, filed with the Secretary of the Board or the superintendent.
4. Hearing of the School Board
  - a. At least 3 board members must be present
  - b. Must be held on or before the next regular board meeting.
  - c. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be a part of the record.
  - d. When the school board deliberates, it may reopen hearings to receive evidence subject to the right of all parties to be present.
  - e. The school board may alter the superintendent's recommendations, but may never impose more severe sanctions.
  - f. Final determination of the board shall be personally delivered or sent by registered mail to the student and her/his parents or guardian.
  - g. Appeal of the decision of the school board is to the district court of the county where the action is taken. Appeal must be made within 30 days after service of the final decision of the school board.

## **DRUG POLICY**

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

It shall be the policy of Antelope County School District No. 18, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs, tobacco, and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

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

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

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

It shall be the policy of Antelope County School District No. 18 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes as are proposed by the administration in the program of the District.

It shall be the policy of Antelope County School District No. 18 to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as a part of any of the District's activities. The Superintendent shall at least annually provide a report of the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

#### BOARD POLICY RELATIVE TO DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM OF THE DISTRICT PURSUANT TO P.L. 101-226 AND 34 C.F.R., PART 86

It shall be the policy of Antelope County School District No. 18 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

## ***NONDISCRIMINATION STATEMENT***

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice)(202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **HARASSMENT AND BULLYING OF STUDENTS**

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status, or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for student and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

**Forms to report harassment are available in the main office.**

## **PUBLIC COMPLAINTS ABOUT EMPLOYEES**

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration, however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters regarding teachers or students from (a) above or problems and questions about the elementary center should be addressed to the Supt./Elementary Principal. Unsettled matters regarding teachers or students from (a) above or problems and questions about the secondary center should be addressed to the secondary principal. Unsettled matters regarding classified staff should be addressed to the superintendent.

All complaints shall be submitted on the Elgin Public School's Complaint Form. The complaint shall specify the person(s) involved, the details of the alleged misconduct or the reason for the complaint, and the supportive evidence if any.

3. Unsettled matters regarding certificated employees from (b) above or problems and questions concerning the school district should be directed to the superintendent. Upon receipt of a signed complaint against an employee, the Superintendent shall meet privately with the employee to discuss the complaint. The employee may respond to the complaint in writing and have such response attached to the complaint.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled board meeting in accordance with board policy.
5. The employee shall be notified in writing of any action to be taken. Before an employee is disciplined or reprimanded by the Board of Education or the Administration, the employee shall be entitled to a hearing to be confronted by the person filing the complaint; he shall have the right to cross-examine and rebut and shall have the right to have a representative present.

**Complaint Forms are available in the main office.**