

Elgin Public Schools



Elementary Handbook

2025-26

ADMINISTRATION

Mr. Michael Brockhaus	Superintendent
Mr. Greg Wemhoff	Principal

PK-12 STAFF MEMBERS

Mrs. Hailey Bode	Resource Teacher (K-6)
Mrs. Melissa Buller	Grade 5; Math Grades 4, 5, & 6
Mr. Brandon Callahan	Social Studies
Mr. Andrew Childers	Science
Mrs. Chelsi Childers	Grade 1
Mrs. Briley Eischeid	Art
Mrs. Krista Eisenhauer	Grade 3
Mr. Randy Eisenhauer	Grade 6; Science Grades 4, 5, & 6
Mr. Mathew Euse	Health; Physical Education
Mrs. Tabettha Frank	Preschool
Mr. Eric Heithoff	Music
Mrs. Alohna Landauer	Languages/Media Specialist/JH LA
Mrs. Becky Lindgren	Math
Mr. Brian McGill	Junior High Math
Mrs. Tiffany Moser	Reading Specialist
Mrs. JoAnn Olson	Resource Teacher (7-12)
Mr. Trent Ostransky	Grade 4; Social Studies Grades 4,5, &6
Mrs. Sonia Rittscher	Guidance
Ms. Taylor Sanne	Grade 2
Mrs. Amy Selting	Business; Computer/Technology
Mrs. Julia Schwartz	Ag Education/7 th Grade
Science	
Mrs. Stacy Shumake-Henn	English
Mrs. Joyce Wemhoff	Kindergarten

SUPPORT STAFF

Mrs. Anney Beckman	Business Manager
Mrs. Janet Dozler	Cook
Mr. Duane Esau	Bus Driver
Mrs. Christy Knutson	ESU Nurse
Mr. Todd Landauer	Custodian
Mrs. Angie Miller	Aide
Mrs. Rhonda Miller	Bus Driver
Mr. Dennis Murray	Custodian
Mrs. Jessica Niewohner	Administrative Assistant
Mrs. Baylee Ostransky	Aide
Mr. Steve Paul	Custodian
Mrs. Lisa Poulsen	Cook
Mrs. Shanda Schindler	Aide
Mrs. Teresa Schindler	Aide
Ms. Christine Starman	Aide
Mrs. Heather Sucksorf	Aide
Mrs. Julie Thiessen	Aide
Mrs. Meghan Veik	Aide

SCHOOL BOARD MEMBERS

Mr. Eric Beckman
Mr. Ron Bode - Secretary
Mr. Steve Busteed
Mr. Todd Heithoff - Vice-Chairman
Mr. Luke Hinkle - Treasure
Mrs. Lisa Welding - Chairman

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.

MISSION STATEMENT OF ELGIN PUBLIC SCHOOLS

The Elgin Public Schools exists to serve and nurture the experiences of the students in a manner which will allow them to function competently in all facets of society. The School's responsibility is to ensure that students gain the skills and knowledge to function as creative, discerning, and productive members of a global society.

DUTIES: Meeting or exceeding school district evaluation standards in the areas of 1) Foundational Knowledge; 2) Planning and Preparation; 3) Learning Environment; 4) Instructional Strategies; 5) Assessment; 6) Professionalism; 7) Vision and Collaboration.

1. In-person instruction is an essential duty of the position of teacher.
2. Adhering to the code of ethics established by the Nebraska State Board of Education's Professional Practices Commission.
3. Planning and supplementing instructional objectives and activities consistent with school district-approved curriculum.
4. Directing and supervising the learning activities of assigned students.
5. Supervising behavior in the school environment to maintain the safety and well-being of the students and other school district employees. In addition to classroom activities, such supervision may also include playground, cafeteria, and halls.
6. Selecting material suitable to the educational objectives.
7. Utilizing a variety of analytical and evaluative techniques suitable to the curriculum content.
8. Communicating a positive support of the students in their educational development.
9. Recognizing the exemplary influence of the educator over the student. Recognizing that a primary function of teaching is to see that each student is given equal opportunity to achieve at his or her highest level of ability.
10. Communicating with school district employees, parents, and community members through positive professional cooperation.
11. Keeping accurate records of each student's attendance and progress. Recording grades and other pertinent data on permanent records.
12. Suggesting positive recommendations for the continuing review and development of curriculum.
13. Maintaining current inventory of all fixed assets within the classroom.
14. Developing and implementing curriculum maps and lesson plans.
15. Preparing lessons that reflect accommodations for individual student differences.
16. Presenting subject matter according to guidelines established by the adopted model, board policies, the student handbook, and administrative direction.
17. Planning and using appropriate instructional strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
18. Conducting on-going assessments of student achievement through formal and informal assessment.
19. Creating an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
20. Applying and enforcing student discipline in accordance with the Student Handbook.
21. Taking necessary and reasonable precautions to protect students, equipment, materials, and facilities.
22. Establishing and maintaining open communication by conducting conferences with parents, students, principals, and other teachers, including phone calls and email as necessary and productive to support student success.
23. Maintaining a professional relationship with colleagues, students, principals, and community members.
24. Maintaining confidentiality.
25. Actively participating in scheduled staff meetings and serving on educational and curriculum development committees.

26. Assisting with district mandated assessment as assigned.
27. Recognizing the extracurricular program as an integral part of the educational development of children.
28. Participating, as requested, in the budget formation and acquisition process as it relates to the teacher's position.
29. Maintaining a classroom environment which will be conducive to learning.
30. Demonstrating an effective and articulate use of the English language in both oral and written communications.
31. Dealing with stressful situations.
32. Teachers in lower grades must be able to assist students with clothing, such as putting on coats, overshoes, mittens, etc.
33. Performing other tasks and duties as assigned.

Minimum physical requirements for the position of Teacher:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/Stooping		X		
Reaching/Pulling		X		
Climbing	X			
Driving	X			
Lifting 30# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks(1)			X	X

(1) Operate electronic equipment (computers, projectors, digital devices, copiers, and telephone)

Minimum Educational Preparation Requirements:

- (1) Bachelor's Degree in education or equivalent;
- (2) Nebraska Teaching Certificate with endorsement in area of assignment or equivalent;
- (3) Previous successful teaching experience is preferred.

ELEMENTARY SCHOOL HOURS

The school day begins at 8:15 a.m. and ends at 3:40 p.m. 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. 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 expected to leave the campus at dismissal time to go to their proper destination immediately after dismissal. The playground will be closed until after 4:00 p.m. on regular school days.

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 supervision will be provided by a staff member starting at 7:45. 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-1st 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 – 1st 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. Students eating breakfast at school need to be finished and in their classroom by 8:15 a.m.

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. 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 must 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

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. 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

Nutritious meals are served every school day. The Board sets prices for breakfast and lunches annually. All students eating lunch or breakfast (either their own or from the school) will do so in the lunchroom. Breakfast will be served from 7:45 to 8:05 a.m. All students must be finished eating and in their classroom prior to 8:15 a.m. 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.

USDA NONDISCRIMINATION STATEMENT for School Meals

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

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 JMC telephone/e-mail notification system to all parents and 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. 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. 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.

CELL PHONES (ELECTRONIC DEVICES)

Elgin Public Schools acknowledges that students possess and frequently utilize electronic devices. Elgin Public Schools prohibit personal electronic devices during classes. The teacher will collect electronic devices at the start of each period. It is the student's responsibility to turn in their phones at the start of the period and collect their phones at the end of the period. Students are allowed to have their cell phones or other devices with them during transition time between classes and during free time after their lunch. Electronic devices are prohibited in the lunchroom. Electronic devices shall be defined as any cell phone, smart watches, and earbuds.

CAMPUS SECURITY CAMERAS

A surveillance camera system has been installed at Elgin Public School for the purpose of enhancing school safety & security. Be assured that our security camera system is installed in public areas only. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy, such as restrooms and locker rooms.

BUS SECURITY CAMERAS

The Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as

determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

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

Students who miss class will be expected to turn in all make up work on the following schedule unless other arrangements have been made with the teacher and/or administration:

- In the case of one (1) to three (3) consecutive absence(s), all work is due on the third school day following the last absence.
 - o For example, a student who is absent Monday and Tuesday has a due date of Friday for their work.
- In the case of four (4) or more consecutive absences, all work is due on the fifth school day following the last 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 Valentine's 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 only if **ALL** the children in the room are invited. If not, then we request you use another means of dissemination.

CONFERENCES/VISITATIONS

Parent/Teacher and Student-Led 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.

ASSESSMENTS

PK-6 - Acadience - August-December -May

NSCAS -

- Fall - (3-8) ELA and Math
- Winter - (3-8) ELA and Math
- Spring - (3-4-6-7) ELA and Math
- (5 and 8) ELA, Math, Science

MAPS

- 11th Grade - Fall, Winter and ACT in the Spring
- 9th and 10th - Fall and Winter Pre-Act in the spring
- 5th and 8th - Fall and Winter (Science only)

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. During the time students are on the buses, whether it is an activity bus or a route bus, they are required to conduct themselves as they would at any other phase of the education program. We expect students to behave in an appropriate manner while riding the school buses and vans. Riding the bus is a privilege.

The following is a list of behaviors that will not be tolerated on school buses:

1. Moving about the bus while it is in motion.
2. Profane or obscene language or actions.
3. Throwing of objects.
4. Failure to sit in an assigned seat at the request of the driver.
5. Excessive noises that distract the bus driver.
6. Carrying on or having in possession water balloons, knives, razor blades, etc.
7. Eating sunflower seeds, drinking pop, chewing gum or use of tobacco on the bus.
8. Defacing or damaging the bus inside or out.
9. Fighting or intentionally provoking fights in or around the bus.
10. Placing any part of your body or any articles out of the windows.
11. Any other serious disruptive action.

If a student is judged by his/her bus driver to have violated one of the above mentioned behaviors, the student MAY be suspended from "bus riding privileges" for a period of one (1) to three (3) days. A letter will be sent to the parents or guardians informing them of their child's behavior and outlining the consequences of a repeated violation, and the

student's right to a hearing before the principal.

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. Use all playground equipment properly

Late Work/Failing Grade Procedure (Grades 4-12)

All students are required to have homework completed for each class period. Students who fail to have homework completed will automatically lose 25% on that assignment and will be required to attend after school study hall **that day** in the designated room from 3:45- 4:30. Students will not be excused from the after-school study hall except in case of a doctor, dentist, or court appointment. Students cannot use their after-school job or school as an excuse. Students who ride the bus will have to make their own arrangements on getting a ride home. In the case of a doctor, dental, or court appointment, the student will then have to attend study hall after school the next school day. Students who skip an after-school study hall will not receive any credit for the assignment that was not completed. Special circumstances will be left to the discretion of the Principal

Also:

Students who are failing a class are expected to come in and work on the class they are failing two days of their choosing each week and work on that subject until 4:30 p.m.. Students who are failing a class will need to meet with the principal during study hall on Monday and decide which days they are staying.

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.

Nebraska Revised Statute 79-209 requires the school to notify the county attorney regarding any child absent more than twenty days per year.

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. Attendance is documented each hour of the school day so partial days can accumulate over the 7-absence limit. Students that are absent from school need to bring a written excuse from their parents to the classroom teacher 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 BEHAVIOR

The common goal of students, parents, faculty and administration of Elgin Public School is to maintain a school atmosphere which is conducive to learning. In order to achieve this Elgin Public School will continue to review a set of reasonable and fair rules and policies.

Discipline action against a student may be taken by any teacher or the principal. School rules are subject to the laws of the State of Nebraska and all decisions regarding the enforcement of the rules of conduct shall be enforced in accordance with the provision of Legislative Bill 1250, The Student Discipline Act of 1994. LB 1250 defines the purpose of the law which is to assure for the students the constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process.

Rules and standards pertaining to student conduct and discipline as they relate to suspension, exclusion, or mandatory reassignment will be guided by these basic principles:

- A. Student may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 1. Communicable disease.
 2. Conduct that presents a clear threat to the physical safety of himself/herself or others.
 3. Extremely disruptive behavior.
 4. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
- B. Student may be excluded by the Principal or his designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity:
 1. Use of violence, force, coercion, threat, intimidation, or similar conduct that constitutes interference with school purposes.
 2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
 3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (this includes a pocket knife, any type of gun, etc.).
 6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor.
 7. Public indecency.
 8. Sexually assault or attempted to sexually assault.
 9. Engaging in other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
 10. Truancy or failure to attend assigned classes or assigned activities.
 11. Tardiness to school, assigned classes or assigned activities.
 12. Insubordination: "willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority."
 13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive

to students or staff members.

14. Willfully violating the behavioral expectations for those students riding a bus.
 15. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
 16. A repeated violation of any rules and standards validly established if such violation constitute a substantial interference with school purposes.
- C. Inspection of school property:
1. School officials reserve the right to and will periodically inspect school property, including lockers and desks.
 2. School officials also reserve the right to search an individual if the search is reasonable and necessary to maintain order or safety.
- D. If a student is determined to have brought a firearm to school, or to have possessed a firearm at school shall be expelled from school for a period of not less than one (1) year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
(Reference: Federal Statute 20 U.S.C. 3351)

DRUG POLICY

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.

(Reference: Board Policy #504.15)

Law enforcement officers, possibly including a drug dog, may be invited onto campus with or without cause.

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decision about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.

9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are made to the Superintendent.)
11. File a local grievance.

NOTICE CONCERNING STAFF QUALIFICATION

All of the teaching staff at Elgin Elementary School are highly qualified. The No Child Left Behind Act of 2001 give parents/guardians the right to get information about the professional qualifications of their child's classroom teacher(s) upon request.

SPECIAL EDUCATION

ChildFind

This notice to inform the patrons of Elgin Public Schools that Public law 94-142 and State Rules 51 and 52 mandates that a free, appropriate public education is available to each child with a disability, 0-21 years of age, who resides in a local school district.

ChildFind for Special Education Services

The Elgin Public Schools asks you to assist us in our "Nebraska ChildFind" efforts. This is an ongoing statewide search for all unserved children with disabilities, ages birth through 21. If you know of a child who is experiencing difficulties with motor development, speech and language, vision, hearing or learning, please refer the parent to the number below. The Elgin Public School district will provide a special educational evaluation, at no cost to the parent. If the child qualifies under Nebraska law, a free and appropriate education program will be developed to meet his/her educational needs. To contact us, please call Greg Wemhoff, at 402-843-2455.

Student Assistance Team

What is the Student Assistance Team?

The Student Assistance Team (SAT) is a problem solving team comprised of general educators and other specialists. The purpose of SAT is to assist regular education, school-age students who need extra support beyond the classroom in order to be most successful. Areas of need vary from student to student, and may include academic, behavior, health, speech/language, motor, or social supports. Teachers, administrators, or parents may refer a student to SAT. The SAT Team reviews past and present information regarding the student, and develops a research-based intervention plan designed to meet the individual needs of the referred student. The student's progress is monitored, as the intervention is intended to help increase the student's skills in the identified areas. The Team reviews progress and determines how to proceed based on this progress. Ultimately, the Student Assistance Team's goal is to successfully meet the needs of the individual student so that he/she is able to succeed in his/her educational experience.

When should a student be referred?

- Students experiencing academic difficulty
- Students who have difficulty maintaining attention
- Students experiencing behaviors that interfere with learning
- Students with speech concerns

Referral for Special Education Evaluation

If, after interventions in the general education classroom, the student continues to experience difficulty, school personnel may refer the child for a special education evaluation. Referrals for determination of eligibility for special education services may be initiated by:

- School personnel (including general education teachers, special education teachers, counselors, administrators, etc.)
- Child's parent(s) or legal guardian(s).

The official referral begins the formal process of determining eligibility for special education services. Once a referral is provided, the school must obtain prior written consent from the parent(s) or legal guardian(s) to begin the evaluation phase of the referral process.

Step One: Special Education Evaluation

IDEA requires that students referred for special education services receive a nondiscriminatory multi-disciplinary evaluation. The school district is required to complete the evaluation within 45 school days after receiving the signed parental consent form. The evaluation would then be conducted by a multidisciplinary team that consists of individuals who can bring different perspectives and expertise to the evaluation. Some examples of team members include:

- School Psychologist: These professionals are qualified to conduct all types of educational assessments including intelligence (IQ), achievement, behavior, etc.
- Special Educators: These individuals are qualified to conduct some types of achievement and behavior evaluations as well as informal observations.
- Classroom Teacher: These individuals provide documentation of the problems of the specific student.
- Parent(s) or Legal Guardian(s): The parents or legal guardians provide valuable insight into the student's behavior and personality in other environments.
- Related Service Providers (Speech/Language Pathologist, Physical Therapist, Occupational Therapist, Audiologist, Orientation and Mobility Specialist, etc.): These specialists provide information pertaining to specific areas of concern that have been assessed.

The evaluation must be comprehensive and use evaluation tools and strategies that are technically sound and accepted. Assessments may not be biased in regard to race, culture, language, or disability. The materials and procedures must be administered in the language and form most likely to provide accurate information on what the child knows and can do.

Most students receive a battery of formal evaluations that measure:

- Intelligence
- Achievement
- Behavioral
- Disability-specific issues.

Step Two: Eligibility (FAPE)

IDEA states that each child is entitled to a Free Appropriate Public Education (FAPE). Special education services are one way to accomplish that requirement for some students with disabilities. Within 30 days of the completion of the evaluation, the individuals that took part in the evaluation process will meet to determine eligibility for Special Education services. A student is considered eligible for special education services if (1) the child has a disability as defined by IDEA, which impacts his/her educational performance and (2) the child needs special education services in order to benefit from education.

If the team determines that the student is eligible for special education services, then a formal Individualized Education Program (IEP) will be developed, outlining the special education services and goals for the student.

The **Individualized Education Program (IEP)** includes the following

- The strengths and weaknesses of the student, information regarding performance in the classroom and on formal assessments, and the reason he or she is receiving special education services.
- IEP initiation and duration dates: For most students, IEP goals are in place for one academic year.
- Measurable IEP goals and benchmarks
- A statement of "special instructional factors" (such as the need for assistive technology, braille, or transition services). If the student requires any of the special instructional factors, they should be addressed in the IEP.
- A statement of special transportation needs;
- A statement of opportunities to participate in nonacademic and extracurricular activities with their non-disabled peers
- Present Level of Academic Achievement and Functional Performance
- Special education and related services needed to achieve the annual goal (including frequency of services, amount of time, location, etc.)
- For students 16 years and older; the plans and activities for the student's transition from high school will be addressed
- The signature page that has the signatures of all members present at the meeting.

Step Three: IEP Implementation

Once the IEP is developed and signed by members of the IEP team, it is the responsibility of the entire IEP team to ensure that the IEP is implemented. The IEP team may meet as frequently as needed to discuss the implementation of the IEP. The IEP document is a "living" document and can be update during the school year, if needed. The IEP

goals and benchmarks provide the objectives for the education of the student and describe what services will be provided by the local school district to achieve those objectives.

STUDENT PRIVACY PROTECTION POLICY

It is the policy of the Elgin Public School to develop and implement policies which protect the privacy of students in accordance with applicable laws.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the students education records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

GUN FREE

Any student who is determined to have knowingly and intentionally possessed, used or transmitted a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event will be expelled from school for a period of not less than one year. The superintendent or school board may modify the expulsion requirement on an individual basis.

HOMELESS STUDENTS

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law. It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless. The Superintendent shall serve as the District's designated Homeless Coordinator.

COMPLAINT PROCEDURES

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are as below:

- Step 1 – Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2 – Appeal to the Principal if the matter is not resolved in Step 1.
- Step 3 – Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4 – Appeal to the Board of Education if the matter is still unresolved at Step 3.

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.

(Reference: Board policy #504.18)

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.

3. 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.
4. 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.
5. 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.
6. 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.

DATING VIOLENCE PREVENTION

Elgin Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student parent handbook or an equivalent sub publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

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.

QUICK REFERENCE FOR PARENTS IN THE EVENT OF A CRISIS

1. **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 JMC Messaging System or 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 those messages.
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. **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)
4. **STAY NEAR YOUR PHONE or E-MAIL.** We will use our AlertNow telephone/e-mail messaging system to inform parents

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

PARENT AND STUDENT SIGNATURE FORM

This receipt shall serves to demonstrate that you as parent or guardian of a student attending Antelope County School of District No. 18 have received notice of the standards of conduct of this district exacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. part 86, both federal legal requirements for the district to obtain any federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as hereinabove described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Student

Date

Parent/Guardian

Date

I have had the opportunity to see and read the student handbook of Elgin Public Schools. At this time I have no questions regarding the policies it contains.

Student

Date

Parent/Guardian

Date

----- **Tele-computing User Agreement**

It shall be the policy of the Elgin Public Schools, District #18, Antelope County to provide educative and curriculum related opportunities to the students of the district by providing tele-computing services by the school district to the students of the district. The district, by adopting this policy, recognizes that access to the various services, data available through these services and the placing of data onto these services, may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of the tele-computing services, be the policy of this district to revoke the privilege of any user who misuses the services by engaging in activities not related to the educative purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the tele-computing services for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature.

The district shall seek reimbursement and full restitution from the student or his/her parent or guardian for any costs incurred for non-authorized purposes.

Your signature below verifies your acceptance of the tele-computing rules and conditions for the Elgin Public Schools as outlined in this agreement.

Student Name (printed) _____

Student Signature _____

Parent Signature _____

Date _____

PLEASE SIGN and DATE ALL PORTIONS AND THEN RETURN THIS WHOLE PAGE TO ELGIN PUBLIC SCHOOL BY FIRST FRIDAY OF THE SCHOOL YEAR.