



**KEARNEY**  
PUBLIC SCHOOLS  
OWN *Your* FUTURE

**ELEMENTARY  
PARENT HANDBOOK**

**2017 Edition**

## KEARNEY ELEMENTARY SCHOOLS & SERVICES

Bryant Elementary, Mark Johnson, Principal .....	1611 Ave. C.....	698-8190
Buffalo Hills Elementary, Chelsea Feusner, Principal ...	6110 11 <sup>th</sup> Ave.....	698-8290
Central Elementary, Teresa Schnoor, Principal.....	300 West 24th St.....	698-8040
Emerson Elementary, Megan Schmidt, Principal .....	2705 Ave. E.....	698-8270
Glenwood Elementary, Tom Jochum, Principal .....	8105 9th Ave.....	698-8240
Kenwood Elementary, Jill Clevenger, Principal. ....	915 16 <sup>th</sup> Ave.....	698-8200
Meadowlark Elementary, Mark Stute, Principal.....	1010 East 53rd St.....	698-8210
Northeast Elementary, Cathy Gundersen, Principal.....	910 East 34th St.....	698-8230
Park Elementary, Katie Mathews, Principal....	3000 7th Ave.....	698-8280
Windy Hills Elementary, Nathan Lightle, Principal.....	4211 20th Ave.....	698-8220
Kearney Education Center.....	1511 5 <sup>th</sup> Ave. Pre-school.....	698-8050

### Prompt 1 -

Janelle Kowalek – Press 1  
Christina Margritz – Press 2  
Cynthia Biggs – Press 3  
Chelsea Bartling – press 4  
Lindsie Lybarger, Sixpence Pre-school – Press 5

### Prompt 2 –

Marie Sullivan – Press 1  
Amy Springer – Press 2  
Leisa McConnell – Press 3  
Sara Langan – Press 4  
Amy Otto – Press 5

EOC, Carter Siebke.....	.....	698-8051
Transition Program, Michial Templeton.....	.....	440-6757
Heartland Classroom Resource Center.....	.....	698-8057
After School Program (KCLC), Michelle Arehart, Director).....	.....	698-8053
Superintendent's Office, Dr. Kent Edwards,.....	320 West 24th St.....	698-8002
Associate Superintendent for Curriculum, Instruction & Assessment - Jason Mundorf.....	320 W. 24 <sup>th</sup> St.....	698-8004
Human Resources, Lance Fuller, Director.....	320 West 24th St.....	698-8012
Special Education/Counseling/Crisis Response Team/Health Services/Social Workers - Melisa Dobish, Director.....	320 West 24 <sup>th</sup> St.....	698-8017
Shawna Strong, Special Education Coordinator Amy Walters, Special Education Coordinator		
Office of Student Services - Dr. Carol Renner, Director.....	320 West 24 <sup>th</sup> St.....	698-8020
Student Enrollment Office, Sarah Larsen.....	320 West 24 <sup>th</sup> St.....	698-8029
Communication, Extended Learning Opportunities, PAWS & Intersessions – Tori Stofferson, Director.....	320 West 24 <sup>th</sup> St.....	698-8028
Kearney Public Schools Foundation - Lisa Parish, Director.....	320 West 24th St.....	698-8030

Kearney Public Schools website...[www.kearneypublicschools.org](http://www.kearneypublicschools.org)

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**Notice of Nondiscrimination**

The Kearney Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Kearney Public School District does not discriminate on the basis of sex, disability, race, color, religion, age, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX –

Dr. Carol Renner, Director of Student Services  
 Kearney Public Schools  
 320 West 24<sup>th</sup> Street  
 Kearney, NE 68845  
 308-698-8005  
[carrenner@kearneycats.com](mailto:carrenner@kearneycats.com)

Race, Color, National Origin,  
 Title II, Title VI & Section 504 –

Mr. Lance Fuller, Dir. Of Human Resources  
 Kearney Public Schools  
 320 West 24<sup>th</sup> Street  
 Kearney, NE 68845  
 308-698-8011  
[lfuller@kearneycats.com](mailto:lfuller@kearneycats.com)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).



*Dr. Kent Edwards,  
Superintendent*

Welcome to Kearney Public Schools!

It is my privilege as Superintendent to experience Kearney Public Schools first hand and work alongside our dedicated staff and a community devoted to quality education. We work hard to maintain high standards in academics, arts and athletics to remain a pinnacle of educational institutions against which many other districts are measured.

Our new high school is not only a premiere learning environment, it serves as a platform for engaging students and our community through Small Learning Communities.

Thanks to our supportive community, Kearney Public Schools continues to remodel and construct new classrooms that will make teaching and learning more productive.

While it is vital to maintain our schools, it is our customized, tailored approach to educating each child that make our students and our district so successful.

From our student champions in academics to our state champion athletic teams and arts programs; Kearney Public Schools has demonstrated success on the local, state, and national stages. I am proud to be a part of this highly successful system. At KPS, we are confident that our students are entering the world well-prepared, well-rounded and well-educated.

We encourage you to become our partner in education and experience our award-winning school district.

*- Dr. Kent Edwards  
Superintendent*

## Procedures

### *ADMISSION -*

Students shall be admitted to the Kearney Public Schools who are:

1. Emancipated minors residing in the district
2. Residing in the district with a parent or legal guardian who is a resident of the district
3. A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a state-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the state, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward. A child who is a ward of the state or court who resides in the School district in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student. A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following:

First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services.

Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the School District in which the child resided immediately prior to such placement.

4. Residing in the district with a parent or guardian who, having entered public service of the State of Nebraska, is residing within the district for temporary purposes incidental to serving the state

5. Unaccompanied Youth - A homeless child or youth not in the physical custody of a parent or guardian.

6. Approved for the option enrollment program

7. Participating in an approved foreign exchange program

8. Children of divorced parents if either parent resides in the district

9. A child residing in a group home, skilled nursing facility, foster home, shelter, or other similar residential facility which is located in the district and which has legal or actual charge or control of the child.

10. Adults, age 19 or 20, residing in the district who have not completed high school

11. A homeless or "in transition" person who is physically present in the district, or who resided in the district immediately prior to becoming homeless or "in transition". Homeless or "in transition" is defined as a child who lacks a fixed, regular, and adequate nighttime residence; and includes: (1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; (2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children or youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described in items 1-3.

The term "homeless", "homeless individual" or "in transition" does not include any individual imprisoned or otherwise detained by an Act of Congress or State Law.

Any student who is designated as "homeless" or "in transition" is eligible for support with instructional needs and accommodations to allow students to attend school. Once a school has been selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled, even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency, or has missed any application or enrollment deadlines during any period of homelessness. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record and shall not be deemed to be directory information. To access support for homeless or "in transition" needs, call the Registrar at 698-8029.

## 12. Expelled Students –

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act.

For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Resident students who have been expelled from the district will be eligible for academic credit upon successful completion of approved alternative courses, or programs. Students will be advised in writing of the availability of alternative courses or programs.

If a parent/guardian refuses to permit an expelled student to participate in an alternative school, class, or program, the District will have no further obligation to the student, parent/guardian with regard to providing an alternative school, class, or program except as required (under the IDEA and NDE Rule 51) for special education students.

Students may be admitted to the Kearney Public Schools, at the district's discretion, who are:

1. Nonresident tuition students;
2. Students whose residence in the district ceases during the school year, who may be allowed by the district to continue attending school for the remainder of the school year without the payment of tuition; and,
3. Non-resident students who may be admitted without the payment of tuition, if they are in the actual physical custody of a resident of the school district and are not residents of an adjoining district, and the school board determines that the pupils would otherwise be denied guaranteed free common school privileges.

## *ANTI-DISCRIMINATION/HARASSMENT/ANTI-RETALIATION –*

The Kearney Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Kearney Public Schools does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, religion, age, veteran status, marital status, pregnancy, childbirth or other related medical condition, or other protected status, in the programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following person has been designated to handle

inquiries regarding student non-discrimination policies:

Title IX (Sexual Discrimination) -  
Dr. Carol Renner, Student Services Director  
310 West 24<sup>th</sup> Street  
Kearney, Ne. 68845  
308-698-8005  
[carrenner@kearneycats.com](mailto:carrenner@kearneycats.com)

Race, Color, National Origin, Title II, Title VI & Section 504 Discrimination –

Mr. Lance Fuller, Human Resources Director  
320 West 24<sup>th</sup> Street  
Kearney, NE 68845  
308-698-8011  
[lfuller@kearneycats.com](mailto:lfuller@kearneycats.com)

### **Preventing Harassment and Discrimination of Employees and/or Students -**

1. Purpose: Kearney Public Schools is committed to offering employment and educational opportunity to its employees and students, in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind of District employees, including co-workers, non-employees (volunteers), third parties, or others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, religion, national or ethnic origin, sex, disability, age, veteran status, marital status, pregnancy, childbirth or related medical condition, or other protected conditions that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity including, but not limited to:

A. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

B. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, or services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in the school's facilities, or a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, national or ethnic origin, religion, age, handicap, veteran status, marital status, pregnancy, childbirth or related medical condition, or other protected condition, may grieve such matters using the adopted grievance procedures of the Kearney Public School District. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

The following are general definitions of what might constitute prohibited harassment:

A. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability, national or ethnic origin, marital status, veteran status, pregnancy, childbirth or related medical condition, or other protected conditions, constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work instructional, or educational environment.

B. Age harassment (40 years of age or higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.

C. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It may consist of unwelcome sexual advances, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body; comments about an individual's body, sexual activity, or sexual attractiveness; requests or pressure for sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotion, etc.; gender-based harassment; or physical or verbal conduct of a sexual nature such as aggression, assault, or violence, including criminal offenses, against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol; by supervisors or others in the work place, classroom, or educational environment,

(i) Sexual harassment may also exist when:

a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

- b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
- c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

Anti-retaliation –

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination. The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.



## 2. Complaint and Grievance Procedures:

A. Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor, teacher, or the compliance coordinator designated to handle complaints of discrimination. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment, or retaliation to the designated coordinator, or in the case of a student, to another staff person (counselor or principal). Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors, and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve the alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure, as outlined in Section B.2 below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

### i. *Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation.

The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include witnesses not being available due to an illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended time frame to complete the investigation will not exceed ten (10) additional working days without the consent of complainant. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

Providing the parties with the opportunity to present witnesses and provide evidence.

- a. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- b. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships,

3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- c. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred.)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made.

(See the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within ten (10) working days after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to

a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within ten (10) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within ten (10) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal.

The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**3. Remedies:**

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during

the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
  - i. Know the school's prohibition against discrimination, harassment, and retaliation.
  - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - iii. Understand how and to whom to report any incidents of discrimination.
  - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.

- g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

#### 4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases,

the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

#### 5. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and time frames of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees.

In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation,

and that the use of alcohol or drugs never makes the victim at fault for sexual violence.

- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

#### 6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

#### 7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District will provide training to employees and students at the beginning of each academic year in the areas (B.5.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

## *ARRIVAL AND DEPARTURE FROM SCHOOL-*

Parents should check with their child's school to determine when the doors will be open. When students enter the building, they will be supervised. Students are expected to be off the school grounds 15 minutes after the close of the school day.

## *ASSESSMENT-*

The district assessment program complies with state law and local policy. All students in grades K-8 are assessed using the (MAP) Measures of Academic Progress assessment. In grades K-2, MAP measures learning in mathematics and reading. In grades 3-8, MAP is used to measure learning in language usage, mathematics, and reading. MAP is an adaptive, computer-based assessment that provides each student with an individualized assessment of their learning progress. MAP is administered up to three times during the school year.

Student performance on state standards is measured by participation in the NeSA (Nebraska State Accountability) tests provided by the Nebraska Department of Education (NDE). All students in grades 3-8 participate in the NeSA-R (reading) and NeSA-M (mathematics) assessments.

In addition, students in grades 5 & 8 take the NeSA-S (science) test. Student scores from the NeSA tests are provided by NDE and distributed to parents by each building.

1. Students in grade 10 take the Pre-ACT test. The pre-ACT test simulates the ACT testing experience and results predict future success on the ACT test.
2. Students in grade 11 are required to take the ACT test as provided by the Nebraska Department of Education.

Parents receive updates on student progress throughout the year with teacher notes, teacher calls, formal quarterly report cards, and parent-teacher conferences. Portfolio collections show student progress over time.

Specialized testing is individually conducted for placement decisions for programs such as resource, speech, Title I, and English Language Learners.

Parents are encouraged to ask questions about the standards/assessment program by calling the building principal or the district assessment director.

## *ATTENDANCE -*

Regular and punctual student attendance is required. The Board asks parents' full cooperation in assuring regular school attendance of their children. Absence from school is a hardship on both pupil and teacher. Research studies emphasize the importance of regular attendance for a student's intellectual and social development. Academic achievement cannot occur with gaps in attendance. Students and parents are responsible for developing behaviors of regular and punctual student attendance. Kearney Public Schools' test results show that students who miss more than nine (9) days of school perform less well on standardized achievement tests.

The district strongly encourages parents to arrange health-related appointments for their children after school hours or on non-school days. Kearney Public Schools will enforce the district attendance policy to ensure student learning. Student absences are discouraged. Illness, injury, death in the family, or extreme family hardship are understandable absences.

### **State law/compulsory education –**

A child is of mandatory age if the child will reach age 6 (prior to January 1 of the then-current school year) and has not reached 18 years of age.

Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the parent/guardian has signed and provided to the resident district an affidavit stating either (1) that the child is participating in an education program the parent/guardian believes will prepare him/her to enter grade 1 of the following year, or (2) that the child will participate in a school which has elected, pursuant to law,

not to meet accreditation or approval requirements. The parent/guardian must provide the Commissioner of Education with a statement pursuant to Section 79-1601(3) or this intent on or before the child's 7<sup>th</sup> birthday.

In accordance with the Nebraska Compulsory Education Law, any person with legal or actual charge or control of a child younger than six (6) years of age prior to the then-current school year, who is enrolled in this school district, may discontinue the enrollment of such child by submitting that child's name, date of birth, grade level and effective date of discontinuation of enrollment. The notification must be in writing and on a form provided by or acceptable to the Superintendent or the Superintendent's designee containing all information required herein. The form must be dated and signed by a parent or person with legal or actual charge or control of the child. The school district may request written verification or documentation of the person's authority to disenroll the child.

Upon receipt of the required written form and any other required information or documentation, the school district shall note discontinuation of the enrollment on its official records pursuant to state law.

Any child disenrolled shall not be eligible to re-enroll in this school district until commencement of the next school year, or until the child reaches the age of six prior to the then-current school year, whichever occurs earlier.

Any person signing a request for discontinuation of enrollment, acknowledges this policy, procedure, and requirement.

#### **Absences/Tardies -**

Tardies are considered to be absences. Tardies cause students to miss the critical introductory component of the day's instruction. Kearney Public Schools staff will work in partnership with parents to promote consistent student attendance. A guardian dismissal is counted as a tardy.

#### **Length/Time of Instructional Day -**

Elementary Instructional Day -

8:10 A.M. to 3:05 P.M. -

Park, Windy Hills, Buffalo Hills, Kenwood

8:15 A.M. to 3:10 P.M. -

Bryant, Central, Meadowlark, Northeast

8:20 A.M. to 3:15 P.M. -

Emerson, Glenwood

#### **Tardies –**

Tardies cause students to miss the critical introductory component of the day's instruction. Kearney Public Schools staff will work in partnership with parents to promote consistent student attendance.

Any student who arrives after the start times listed above will be considered tardy. If a student arrives after 9:00 A.M., the student will be counted absent for the morning session (1/2 day).

#### **Reporting Absences and Accountability –**

Please understand that ALL absences, tardies and guardian dismissals must be recorded regardless of the reasons. Parents must report all absences.

ALL absences, tardies and guardian dismissals must be reported to the Principal's Office each day they occur by the parent or guardian of the child by 8:45 A.M. This report may be verbal or written.

The circumstances for all absences from school will be identified as: school excused or not school excused.

#### **Advanced Absences and Tardies –**

Absences, tardies and guardian dismissals that are known prior to the actual day of occurrence should be reported and accounted for through the principal's office by the parent/guardian, whenever possible (excepting illness or a death in the family).

Any of the following circumstances that lead to an absence will be identified as an Excluded or School Excused absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside of the control of the parent or child which prevent a student from attending school. The parents must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to: documented illness, court appearance, death of a family member/s, or suspension.
- (2) Other absences as determined by the principal or the principal's designee.

- (3) Excused or Unexcused - Not School Excused -

Absences that are not school excused may result in a report to the County Attorney and may be classified as follows:

- (1) Parent-acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to: illness, vacations, and medical appointments.
- (2) Other absences are those in which the parent has not communicated the reason for the student's absence.

#### Absence Procedure –

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above-defined absence circumstances.

#### Leaving School During the Day –

A student who plans to leave school during the day for any reason must bring a signed note from a parent or the parent must call the Principal's Office in advance, stating the reason for the absence.

Students must check out at the school office before leaving school. Upon returning to school that same day, the student must sign in at the Principal's Office. Students who leave without permission and without signing out in the proper manner will be considered truant.

No child will be allowed to leave school during the school day with any adult other than their parent/guardian, or person authorized by the parent/guardian, as stated above.

#### Returning to School After an Extended Illness -

When a student returns to school after an extensive illness, surgery or injury, and requires educational accommodations, or requests to remain indoors during the noon hour or recess times, the student must have a note from his/her parent / guardian advising the school of this need. If the need extends for longer than a 3-day period, a doctor's statement will be required.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work, or as otherwise determined by the teacher.

#### Excessive Absenteeism/Truancy -

Truancy is defined as "any student that does not present evidence of why he/she is/was absent".

A student who engages in unexcused absences may be considered truant as per Nebraska Revised Statute 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed.

#### Procedures for Addressing Excessive Absenteeism –

Students who accumulate five (5) absences in a quarter which are Excused/Unexcused "Not School Excused" shall be deemed to have "excessive absences". Such absences shall be determined on a per-day basis (or hourly equivalent) for elementary students and on a per-class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

A. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

B. When a student continues thereafter to have absences which are Excused/Unexcused "Not School Excused" and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child;
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community agencies.



If a parent or guardian refuses to participate in such meeting, the principal shall place in the child's attendance records, documentation of such refusal.

### **Reporting of and Responding to Excessive Absenteeism –**

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three (3) days, report such violation to the Superintendent or such person(s) who the Superintendent designates to be the attendance officer. The Superintendent or attendance officer shall immediately cause an investigation into any such report to be made.

The Superintendent or attendance officer shall also investigate any case when, of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent or attendance officer believes there is a violation of the compulsory attendance laws.

The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Excessive Absenteeism" sections of the rule.

#### **A. Twenty Excused Absences –**

The school may report to the County Attorney of the County in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the County Attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the County Attorney.

A report to the County Attorney may also be made when a student otherwise accrues excessive absences as herein defined.

### ***BICYCLES/ROLLER BLADES/ROLLER SKATES/SKATEBOARDS/SCOOTERS -***

The following rules are to be observed in order to ride a bicycle to school:

1. Students who ride bicycles must walk their bicycles on and off the school grounds.
2. Bicycles are to be kept in the racks during the school day.
3. Parents are asked to provide locks, as the school is not responsible for the possible theft or damage to bicycles.
4. Bicycle rules also apply to equipment such as skateboards, roller blades, roller skates, scooters, etc.
5. The use of helmets when riding this equipment is strongly encouraged.

### ***BIRTH CERTIFICATE -***

Upon admission to the Kearney Public Schools, the parents/legally appointed guardian of any child preschool to grade 12, shall furnish a certified copy of the student's birth certificate issued by the state in which the child was born; or when an official certificate is unattainable, other reliable proof of the child's identity and age (i.e. naturalization or immigration documents showing date of birth, or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. If the parent/legally appointed guardian fails to comply with this request within thirty (30) days, the school shall notify them in writing that they need to comply within ten (10) days.

If compliance is not obtained within that ten (10) day period, the school shall immediately report the matter to the Kearney Police Department for investigation.

Failure to provide the birth certificate does not result in non-enrollment or disenrollment of the student.

If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Kearney Police Department.

## *CELL PHONES -*

Students are **not** allowed to use cell phones for calls or text messaging in the school building. In the event that cell phones are brought to school, they must be turned off and left in the student's locker. Misuse of a cell phone will result in the confiscation of the cell phone. Parents must pick up the cell phone from the office at the end of the school day.

## *CHANGE OF ADDRESS -*

Any changes of address, telephone number, emergency reference, place of employment, or doctor should be reported to the school.

## *CHILD ABUSE OR NEGLECT -*

When a school employee or any other person has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which would reasonably result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper school authorities, including the building principal, school nurse, or school counselor. A copy of the report will be filed with the Superintendent of Schools. School authorities will contact the proper law enforcement agency and/or Health and Human Services.

Law enforcement officials and/or social service workers may be permitted to interview the possible student victim at the school, upon notice to the school officials.

## *CLASSROOM EXEMPTION -*

The Kearney Public Schools recognizes the vested interest that parents and/or guardians have regarding the education of their children. On occasion, parents and/or guardians may find that the curriculum of the school contradicts the religious, cultural, or family belief systems of an individual. These individual differences in beliefs and values may be found in units of study associated with any area of the social sciences, humanities, arts, sciences, and/or other curriculum areas.

Parents and/or guardians must provide a written request for an exemption.

In recognition of parental/guardian interests, and the potential for contradictory values or beliefs, the Kearney Public Schools may allow students to opt out or be exempted from a limited number of units of study in required or elective curriculum. Questions about the opt out policy should be directed to the school principal.

## *CONCERNS REGARDING SCHOOL PERSONNEL -*

Solutions to problems and improvement in success for students can only occur when accurate information is available to parents, board, administration, and teaching staff. The purpose of a communication procedure is to listen to parent concerns regarding school and staff issues.

Issues that cannot be resolved at the teacher level should then be referred to the principal or immediate supervisor of the person whom the complaint addresses. The principal or supervisor should contact the complainant immediately, and arrangements should be made for a meeting between the parent, the proper administrator, and the person whom the complaint addresses. If a resolution cannot be reached through this informal process, the formal complaint procedure established by the school district will be followed.

This procedure is outlined in Board of Education policy and regulation, and forms are available at any school office of the Whittier Learning Resource Center.

## *CONCERNS REGARDING INSTRUCTIONAL MATERIALS OR LIBRARY BOOKS -*

It is recognized that opinions differ concerning appropriateness of instructional materials or media materials. If an individual or group finds instructional materials or media materials used in the schools in conflict with their views, a procedure has been established to provide a system to receive, consider, and act upon written concerns regarding instructional materials or library books used by the school district.

This procedure is outlined in Board of Education policy and regulation, and forms are available at any school office.

## CONFERENCES-

Parent-teacher conferences are scheduled twice per year, and children will be dismissed during conference days. In addition to scheduled conferences, you are invited to call for a conference with your teacher at any time during the year. Conference times help build cooperative links between school and home.

It is desirable that additional conferences between the parent and teacher be held before or after school in order that normal progress of classroom instruction will not be disrupted.

## CURRICULUM-

Kearney Public Schools has developed district standards for reading, writing, math, and science that students should know and be able to do at each grade level. Kearney Public Schools' standards are aligned with Nebraska standards. Grade level standards are presented to parents annually. Nebraska standards are referenced in the local standards document.

Major curricular areas in the elementary grades include:

**English/Language Arts-** This area includes reading, writing, listening, and speaking. Reading focuses on helping students find meaning in written words. A strong beginning in phonemic awareness is important to reading mastery. Rich literature selections draw student interests and create a positive disposition to read. The district focuses on the five elements of reading: phonemic awareness, phonics, fluency, comprehension and vocabulary.

Children learn to read by reading often. Parents who read daily with their children provide strong motivation for successful readers.

Students are taught various genres of writing, including expository, narrative, and informative. Students are also taught writing traits such as organization, ideas, sentence fluency, revision, voice, editing and note taking.

Reading, spelling, and writing instruction are integrated to help students make connections in their literacy learning.

Special reading support is available through Title I programs at qualifying buildings and reading support teachers at other buildings. Special reading approaches are available.

**Math** - This area emphasizes understanding of number sense, algebra, geometry, and data. Students will be provided opportunities to solve and model math problems, communicate math ideas with others, and make mathematical connections to other topics. Math reasoning is nurtured so that students may become confident in the use of mathematics as well as the technical tools to solve math problems.

**Science** - This area develops science knowledge, concepts, understanding, and the application of science process skills.

Hands-on experiments and technology are used to stimulate students' natural curiosity about the world. Students interact with nature to observe "cause and effect" elements of the environment.

**Social Studies** - This area develops students' understanding of their physical and social environment. Students gain understanding from their immediate surroundings in the global universe. They learn to become effective citizens in an ever-changing, multicultural world.

Map and globe skills are an integral part of the elementary social studies program.

**Music** - Music is formally provided weekly by music specialists. The emphasis is on understanding music, self-expression, and satisfaction/accomplishment through participation in musical experiences. Fifth grade students may elect to participate in orchestra classes taught by an instrumental music specialist. The weekly lesson provides familiarity with an instrument and satisfaction/accomplishment in music production.

**Physical Education** - Specialists provide weekly lessons that emphasize physical fitness, health behaviors, motor skill development, recreational and sports skills, and confidence in bodily movement.

**Art** - Discipline-based art education is supported by art specialists working with elementary teachers. Students discuss art history, art criticism, art aesthetics, and art production. The program encourages self-expression in images, and teaches techniques to develop art concepts. Art instruction is designed to provide students with opportunities to understand and appreciate ideas, connect individual perspective, create art to generate ideas, and present art to community ideas.

**Media Service** - Students utilize the media center to explore literature and develop research skills. Students are shown how to access information using technology skills. Media specialists support students' learning in the core areas through supplementary materials.

**Health** - This area is addressed by science and physical education teachers, nurses, and community specialists who present programs to students. Health knowledge, nutrition, attitudes, and behavior are taught and discussed to help students become responsible health-related decision makers, capable of self care.

**Drug, alcohol, tobacco-free curriculum** - Lessons are provided on the use, misuse, and abuse of drugs, alcohol and tobacco with the intent of teaching good decision-making skills. Students are instructed on issues of illegality, and negative health and social effects of using these products. Resistance skills and positive decision-making are taught by school counselors.

**Technology** - Students are taught keyboarding skills, Internet usage (with parent permission), and applications using curriculum-based software that supports academic learning. Computers are used for writing production, class presentations, tools for math and science, extra drill on basic concepts, research, and learning assessments.

## ***ELEMENTARY SCHOOL BOUNDARIES & STUDENT PLACEMENT***

The district has established boundaries for elementary attendance areas. Current attendance boundary information is available at the Administration Office. Students are expected to attend neighborhood school sites. However, because of facility and personnel limitation considerations, students may be assigned to particular elementary school sites to maintain an appropriate class size, as established by the district. District administrators may place students at a building site for the purpose of special programming.

Elementary students must register at the Kearney Public Schools Enrollment Office at 320 West 24<sup>th</sup> St. Registration requires visible evidence of establishing a residence in the school attendance area in which the student wishes to be placed.

An "elementary attendance center" in this district shall mean a building in which education is offered in one or more of the grades – kindergarten through grade five.

Only grades kindergarten through grade five at any such building shall be considered a part of or defined and designated as constituting an elementary attendance center. The designation of and definition of "elementary attendance center" as used herein shall also apply to the terms "elementary facility" or "elementary school."

## ***EMERGENCY CLOSINGS/ EMERGENCY RESPONSE PLAN-***

Physical protection of every school pupil is a responsibility that rests upon all officials involved in administering educational programs.

Not only are they concerned with school safety as it relates to the traditional school environment, but they also take every reasonable precaution to protect pupils from possible disaster.

Preparedness for such emergencies starts with planning, and planning starts with basic state and local policy translated into administrative procedures which are included in the district's EMERGENCY RESPONSE MANUAL.

All school personnel are provided a "Kearney Public Schools Emergency Response Checklist" and are inserviced on handling situations resulting from disasters which includes: careful planning to meet emergency situations, assignment of responsibilities, pupil instruction, organized teacher/pupil action for each type of disaster, and appropriate responses achieved through regular fire, tornado, lockdown and evacuation drills.

Some of the topics covered in the EMERGENCY RESPONSE MANUAL are:

- crisis identification
- fire
- tornado
- winter storm/blizzard
- bomb threat
- intruder in the building/lockdown
- evacuation of the school to another location
  - hazardous materials/shelter in place
  - abduction of a student
  - student/staff death
  - suicide risk
  - medical emergency
  - transportation protocol

Preventive Programs & Activities -

In addition to emergency procedures, the district actively promotes a preventive approach to district-community security by working with the following school safety programs:

- Kearney Public Schools building-level safety and security committees
- Kearney Public Schools Security Committee

The school district works frequently with Emergency Management Services and law enforcement officials to continue important communication and cooperative response efforts.

The school district also engages the services of outside experts to conduct an annual security audit to meet NDE Rule 10 requirements.

#### Preventive programs/measures –

Mediation activities are conducted at the middle schools to teach students to express themselves appropriately and resolve conflicts reasonably. Kearney High School offers a special program at an alternate site for students who are better served in a non-traditional setting.

At Kearney Public Schools, we are committed to safety. We are actively engaged in many activities which can be considered school safety issues, and we are constantly working to improve in all areas, but especially in the area of safety. If you have any questions about the Emergency Response Plan in your child's school, please contact the school principal.

When school must be closed because of bad weather or other emergencies, announcements will be made by the superintendent or his/her designee on radio and television, as promptly as possible.

The superintendent or his/her designee will also send an automated phone message to every family in the school district through the district's automated messaging system. PLEASE DO NOT CALL THE SCHOOLS. School telephones must be available for emergencies. Students who ride the bus can expect the bus schedule to be delayed during bad weather. Every building in the district has a specific evacuation alternative site, if needed. Those sites may be shared with parents by calling their child's attendance center.

Parents may reserve the right to keep children at home and/or to pick them up early on days of inclement weather; however, the school district does advise parents not to remove their children from their attendance center during an emergency "warning" situation, until an "all clear" is given and it is safe to travel within the community. The district also has "Student Pick-up Procedures for Parents" in place for parents to sign their children out of school, if they wish.

Please notify school officials when your child is being kept at home or is being picked up early due to the weather. This will aid the school in accounting for each child.

#### Drills -

The school laws of Nebraska require that each school hold at least two fire drills the first two weeks of school and eight additional fire drills during the school year. Students are taught to leave the building quickly, quietly, and in a safe, organized manner. Students will not be allowed to go to their lockers for extra clothing when a fire drill is taking place. State law also requires schools to conduct two tornado drills per year. Schools also engage in one evacuation drill and one lock-down drill per school year. Evacuation drills could involve evacuation of students to the school's designated alternate site.

#### Transportation Protocol -

All pupils shall also be given an opportunity to participate in school bus evacuation drills, including those pupils who ride a bus only on special trips.

Please call your building principal if you have questions about drills conducted by your school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation. Your school will also have an established student pick-up protocol in case of certain emergencies.

#### ***FIELD TRIPS-***

Field trips may be planned by teachers and serve as tremendous opportunities for students to have their classroom learning enriched. To insure the learning and safety of students away from school, student behavior and conduct needs to be at its best.

Academic performance and social conduct are always factors for determining student participation to assure the success of any field trip for students.

Students are required to present an approval slip signed by the parent or guardian before being allowed to participate. All field trips shall be approved by the building principal.

School insurance covers only students riding in school vehicles. The school district does not provide liability insurance for students riding in other than school vehicles.

## *FOOD SERVICE –*

All students are encouraged to make use of the cafeteria services provided by their school. We ask that students conduct themselves as ladies and gentlemen and observe the regulations set forth by the cafeteria supervisor at all times. If a student prefers to bring lunch from home, we ask that they eat it in the cafeteria.

Milk or juice may be purchased separately. No food is to be taken from the cafeteria. Students are expected to take their trays to the receiving table when they are finished eating.

All students will use their student ID number to purchase a meal or an item from the cafeteria. Your student will make their meal choice in their respective classroom and a list is then sent to the cafeteria. The number is entered into the computer after the meal has been taken and the appropriate amount is deducted from the family lunch account.

The lunch program accounting system is a debit system, which means that you deposit money into your family lunch account and as students eat, the meal charge is deducted from your family lunch account balance. Students will not be allowed to charge items against their account if the account has a zero or negative balance. The Bearcat Diner does not extend credit to families for purchase of meals or ala carte food items. It is necessary to keep money in the family account so children can continue to purchase against it.

When the family account starts to get low, your child may be given a verbal or written notice when he/she goes through the lunch line. It is important for the student to communicate low balance warnings to parents so that students can continue to purchase against the family account.

If the family account falls to a zero balance, the student will need to pay cash or bring a lunch from home. The Bearcat Diner will not extend credit. Parents will be asked to designate how the student may use money in the family account (meals only or meals and ala carte purchases). Forms for designating usage may be obtained from the Bearcat Diner Office.

Payment for lunches should be given or mailed to the Bearcat Diner Office at 4611 Ave. N, Kearney, Ne. 68847. Payment may also be dropped off at your school. For your convenience, a payment drop-off box behind City Hall, along with the other utility payment drop-off boxes, is available.

To check the status of your Bearcat Diner lunch account you may:

(1) Call anytime between the hours of 8:00 A.M. and 3:30 P.M. for your account balance. Phone numbers are 698-8159 (Janet) or 698-8158 (Terrie). If no one answers at the time, you will always be able to leave a message and someone will return your call as soon as possible.

(2) If you have Internet access, you may e-mail Janet at [jbugay@kearneycats.com](mailto:jbugay@kearneycats.com) to inquire about your balance, or check your balance online at [www.wordwareinc.com](http://www.wordwareinc.com).

(3) You may follow the "Monthly Payment Schedule" provided to all families at the beginning of each school year.

(4) You may use "e-Funds for Schools" that allows parents to make payments to your child's school lunch account, via the Internet, using a credit card, or transferring money from your checking account.

(5) If your account is getting low or in the negative, you will receive an automated phone call to remind you to deposit money into your account.

(6) You may provide the Bearcat Diner with your e-mail address to receive e-mail notices regarding the status of your school lunch account.

### **Meal prices for 2017-2018 –**

	<b>H.S.</b>	<b>M.S.</b>	<b>Elem.</b>
<b>Lunch</b>	<b>\$2.60</b>	<b>\$2.55</b>	<b>\$2.35</b>
<b>Reduced lunch</b>	<b>.40</b>	<b>.40</b>	<b>.40</b>
<b>Adult lunch</b>	<b>\$3.55</b>	<b>\$3.55</b>	<b>\$3.55</b>
<b>Restaurant pizza meal</b>			
	<b>\$3.10</b>	<b>\$3.10</b>	<b>N/A</b>
<b>Adult pizza meal</b>	<b>\$3.50</b>	<b>\$3.50</b>	<b>\$3.50</b>
<b>Breakfast</b>	<b>\$1.75</b>	<b>\$1.75</b>	<b>\$1.50</b>
<b>Reduced breakfast</b>	<b>.30</b>	<b>.30</b>	<b>.30</b>
<b>Adult breakfast</b>	<b>\$2.10</b>	<b>\$2.10</b>	<b>\$2.10</b>

**Bryant, Central, Emerson, Kenwood, Meadowlark, and Northeast Elementary Schools have breakfast programs.**

Free and Reduced-Price Meals: Students from families whose income is below certain designated levels are eligible for free meals or reduced price meals. You must complete a new Free and Reduced-Price Meal form each school year.

Information concerning the eligibility income scale or any other facet of the program is available at the Bearcat Diner Office or in your school office.

The lunch program point of sale system does not identify the student who qualifies for free or reduced-price meals in any way. The student will enter their lunch number and the cashier verifies the name.

To be in line with the USDA recommendations, it is preferred that no food be brought into the school (except sack lunches from home) ½ hour before meal service begins and ½ hour after meal service ends.

If you wish to have a meal with your child, you are required to send a note with your child in the morning or call the school and let them know so you may be included in the meal count. The charge for an adult breakfast is **\$2.10** and an adult lunch is **\$3.55**. We value your participation in the lunch program.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil right regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## *HEALTH-*

### **Health Records -**

1. Nebraska law requires that all students entering kindergarten, 7th grade, or transferring from out of state, have a physical exam by a physician, nurse practitioner, or physician's assistant within six (6) months prior to entry into the school system.

A. Prior to enrollment, the parent or guardian shall present written verification of a physical examination by a physician, physician assistant, or nurse practitioner, or sign a written statement objecting to a physical examination.

2. Nebraska law requires a school vision evaluation for all children within six (6) months prior to entering Nebraska schools for the first time (includes beginner grades and seventh grade, including kindergarteners, transfers, and other students new to Nebraska), unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The vision evaluation may be performed by a physician, optometrist, nurse practitioner, or physician's assistant. The visual evaluation is to consist of testing for: amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

A. Prior to enrollment, the parent or guardian shall present written verification of a vision evaluation, or sign a written statement that he/she does not wish their child to have a vision evaluation.

3. Nebraska law requires all students to be appropriately immunized for diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, hepatitis B, varicella (chicken pox), haemophilus influenza type b (Hib), invasive pneumococcal disease, and other diseases as required by applicable law, according to grade level and for students transferring into the district from out of state. Every student entering the 7<sup>th</sup> grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine, which meets the standards approved by the U.S. Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number of other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

Prior to school entry, parents/guardians shall present written verification of immunizations, signed by a parent or guardian, unless the parent or guardian submits a written statement that establishes an exception to the immunization requirements is met. Information about exceptions to the immunization requirements may be obtained from the school nurse.

In the event of a verified outbreak of any disease for which a student has not been immunized, he/she will be excluded from school for the duration of the outbreak as directed by Nebraska DHHS. Students not meeting the requirements of this policy shall be excluded from school until such time as they are in compliance.

4. Each student (re)entering our district is required to have a KPS Immunization/Health Record completed by parents/guardians. Privacy of student records is protected by the Family Education Rights and Privacy Act (FERPA). Only school personnel with a legitimate educational need to know will have access to records. Staff who have a need to know specific health information for the safety of the student, will be informed of necessary adaptations. A signed release of information will be obtained from parents/guardians before information is shared or requested by any individual or agency.

Parents/guardians of students with a known health condition for which treatment or a medical procedure may be required during the regular school day will, with the student's medical provider and school nurse, develop a health action plan annually to assist school staff in recognizing and treating symptoms that arise during school.

5. Health records are considered to be education records. The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) will only apply when records are requested from a covered entity.

## **Health Services -**

A school nurse is assigned to each school. The nurse's schedule is available at each school. The nurse can be contacted during the day by calling your child's school during the school year.

## **Students' Health –**

Whenever a child shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school authorities shall be notified at once. Such students may be excluded from school as provided in Nebraska Statute.

Normal, good health practices should be used at all times. The school's goal is to keep students in school when they will benefit from their attendance, while not putting other students at risk. Students feeling uncomfortable and unwell, to the extent that the student is unable to accomplish normal activities, should not be in school. Contagious or infectious diseases transmitted by airborne particles or droplets may require exclusion from school until uncontrolled coughing subsides.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The following Nebraska Department of Health & Human Services guidelines will be used:

1. Students with a temperature of 100 degrees or more shall not be in school. Students may not return until they have been without a fever (less than 100 degrees) for 24 hours. Absence of fever must be without fever-reducing medication.
2. Students with serious communicable/infectious diseases must have a doctor's permission slip to attend school in accordance with the Nebraska Department of Health & Human Services 173 NAC 3, attachment 1 – contagious and infectious diseases/conditions.

Diseases included are:

- A. Diphtheria – Exclude cases. Return with documented physician approval.
- B. Hepatitis A – Exclude for no less than seven (7) days after onset of jauntice. Return with documented physician approval.
- C. Meningitis (bacterial) – Exclude until antibiotic course has been initiated and symptoms have fully resolved, and may return with medical clearance.
- D. Meningitis (viral) – Excluded from onset of symptoms until full resolution, and may return with medical clearance.



- E. Pertussis – Exclude until physician approves return to school per written documentation.
- F. Poliomyelitis (Polio) – Exclude until physician approves return.
- G. Tuberculosis – Exclude. Physician treatment essential. May return with documented physician approval.

3. Students with the following contagious and infectious diseases/conditions cannot return to school until the following conditions are met:

- A. Chickenpox – Exclude until all lesions are crusted.
- B. Conjunctivitis (Pink Eye) – Exclude symptomatic cases. May return when eye is normal in appearance or with documentation from physician that child is no longer infectious.
- C. Enterobiasis (Pinworm, Threadworm, Seatworm) – Exclude until treated as documented by physician.
- D. Fifth Disease – Exclude until fever and malaise are gone. May return with rash; no longer contagious once rash appears.
- E. Hand, Foot and Mouth Disease – Exclude during acute phase and until fever-free for 24 hours without the use of fever-reducing medication.
- F. Imitigo – Exclude until brought under treatment and acute symptoms resolved.
- G. Influenza – Exclude for duration of illness.
- H. Measles – Exclude for duration of illness and for no less than four (4) days after onset of rash.
- I. MRSA (staph bacterial infection) – Exclusion unnecessary unless directed by physician.
- J. Mumps – Exclude five (5) days from onset of swelling in the neck.
- K. Pediculosis – (Infestation with head or body lice) – Nits are not a cause for school exclusion. Parents of students with live lice are to be notified and the child treated prior to return to school. Students will be evaluated individually by the school nurse regarding head lice. It is recommended that all nits (3ggs) be removed, as the removal of nits provides parents and school personnel with a baseline for re-examination to determine possible reinfestation during the weeks following treatment.
- L. Ringworm (Tinea infections) – If affected areas cannot be covered with clothing/dressing during school, exclude until treatment started.
- M. Rubella (German Measles) – Exclude for duration of illness and for no less than four (4) days after onset of rash.
- N. Scabies – Exclude until the day after treatment is started.
- O. Shingles/Herpes Zoster – Exclude children with shingles/zoster if the vesicles cannot be covered until after the vesicles have dried.
- P. Streptococcal Infection - (Scarlet Fever, Scarletina, Strep Throat) – Exclude until fever free and under treatment for 24 hours.

4. Students with an unidentified rash who are without fever (under 100 degrees) and feeling well, may stay in school. When a rash is observed, school personnel must be notified of the rash. Rashes persisting longer than 3 days require proof of medical evaluation. Some rashes may require immediate exclusion and proof of medical evaluation.

5. Students will be sent home if they are vomiting or have diarrhea that cannot be sufficiently managed, regardless of whether or not there is temperature elevation. They may not return until the following school day. If a student is ill in the morning with these symptoms, they should not come to school in the afternoon.

6. In the event it becomes known that a student is infected with a chronic infectious disease, not commonly associated with casual transmittal, any changes in the education program of a student will be handled on a case-by-case basis, relying on the best scientific and medical advice available.

7. Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with the Student Assistance Team, the student's physician, parents and/or their representative, school nurse, or the school's physician.

8. A student might be considered at high risk if the student: exhibits behaviors that may cause unprotected contact with body fluids, secretions or waste (e.g. biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

9. School personnel cannot give medication unless there is a signed medication authorization form from the parent/guardian. Prescription medication must be labeled by the pharmacy and remain in the original container. Medication must be labeled with a current prescription.

Over-the-counter medication can only be given with a signed medication authorization form from the parent/guardian. Medication must be in the original container and clearly marked with the student's name. Medication administration must follow label instructions unless a physician's order is received. All medication is to be kept in the school office. An adult is responsible for transporting medicine to and from school.

10. The student may carry asthma inhalers, auto-injectable epinephrine, diabetic medications or other emergency medication, if the following conditions are met: (a) a signed request from the parent/guardian for the student to self-manage, (b) authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition; (c) a written and signed management plan for the condition has been filed with the school nurse, including procedures for storage and access to backup supplies of the medication, (d) a "no liability statement" form for parent/guardian to sign, and (e) a form to record student required reports of self-administration.

11. The High School nurse may give analgesic medication with verbal consent from a parent one (1) time. Additional doses will require a signed medication authorization form. Medication administration will follow state law and school procedure.

12. Breathing emergency medication will be available to be given in accordance with district and state policy, if necessary. The Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (anaphylaxis) protocol will be implemented in a school building if there is a breathing emergency while school is in session. One weight-appropriate dose of epinephrine via an Epi pen will be administered followed by up to three doses of albuterol via a nebulizer. Unlicensed, trained school staff may implement this procedure. The protocol does not replace the student's individual asthma or allergy plan, or replace prescribed medications.

If the protocol is used, 911 will be called. The student must then be transported for medical evaluation. Any questions or concerns regarding the use of this protocol should be directed to the school nurse at the start of each school year.

EpiPens and albuterol provided by the school in compliance with the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

13. AED's (automatic external defibrillator) are available in all Kearney Public Schools attendance centers for use in emergency situations. Each site has staff trained to use the AED.

14. For a student either to be excused from physical education or readmitted to physical education activity from any injury and/or illness for more than 3 consecutive days, a doctor's excuse or permission will be required. Students who return to school after an excused absence due to illness, and require further time indoors for recuperation, must have a written note from their parent/guardian advising the school of the need to remain indoors at noon and recess time. For periods exceeding 3 days, a doctor's statement will be required.

15. Hand washing - Frequent hand washing is an effective method of preventing the spread of communicable diseases.

- A. Students and staff should wash hands frequently with soap and water.
- B. Gloves will be available for use when handling blood and body fluids. Hands must be washed even though gloves are used.
- C. Soap must be available for students and personnel.
- D. Students will receive instruction and supervision to promote health habits and prevent disease.

16. Cleaning "spills" of blood or bodily fluids shall be done with appropriate cleaners/disinfectants. These chemicals must be used as labeled. Only school-provided chemicals will be used.

17. In the event of a medical emergency on a Kearney Public Schools bus, the bus driver will:
- A. Stop the bus
  - B. Call the Transportation Office and direct them to call 911 and the student's parent/s
  - C. Wait with the student for EMS to arrive
  - D. Assist in providing any available information to EMS personnel

#### **Students Health Regulations and Records/Incident Report -**

In case of an accident which causes injury to a student, the building administrator, and/or his designee in consultation with the school nurse, should notify the parent and/or designated responsible person immediately. If the parent and/or designated person cannot be reached, the building administrator, consulting with the school nurse, shall be responsible for determining the course of action. EMS must be utilized if a student:

- A. is unconscious
- B. has severe bleeding
- C. is not breathing or is having severe respiratory distress
- D. has possible neck or spine injury
- E. has a possible compound fracture

- F. Situations deemed emergent by the school nurse and building administrator, in the event a parent cannot be reached.

Law enforcement may be contacted to help locate parents.

### **Concussions –**

#### **1. Training –**

The Superintendent or his/her designee shall make available training approved by the Chief Medical Officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

#### **2. Education –**

The Superintendent or his/her designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

#### **3. Responses to Concussions –**

a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

b. Return to Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school-supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from a licensed health care professional,

and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school, accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administrator may require that the student's return to full activities be on a step-wise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional, if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

c. Parent Notification If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or his/or designee of the date and approximate time of the injury suffered by the student, and signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

d. Return to Learn - The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modification of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

#### **4. Responsibility of Coaches –**

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

#### **5. Students and Parents –**

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury.

As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

#### Return to Learn from Cancer –

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual "return to learn" accommodations and modifications.

#### **Procedure for Reporting Incidents -**

All serious or potentially serious incidents or incidents involving students, staff, or visitors occurring on Kearney Public Schools' property will be documented on the appropriate Incident Report Form.

Reports should be filled out completely and filed with the Human Resources Office. The Report will be reviewed by the Safety Committee and the school nurse.

#### **Health Inspections –**

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services ("Department"). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice.

If such inspection determines that any child has defective sight or hearing, dental defects, or other conditions for which screening is required, the school shall notify the parent of the child in writing of such condition and explain to the parent the necessity of professional attendance for such child.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as

identified by the Department's applicable rules and regulations, stating that such child has undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received.

#### ***INVITATIONS/TREATS/GIFTS -***

Children are not allowed to bring invitations or treats to be given out to classmates at school. The fact that not all students could provide treats and the possibility of causing ill feelings as a result, is of primary concern in making this rule, as well as concern for food allergies and a need for emphasis on good nutrition.

Sending flowers, balloon bouquets and other gifts to students while they are at school is also discouraged, and these items will be held in the school office until the end of the school day.

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#### ***KINDERGARTEN-***

#### **Kindergarten School Day -**

The Kearney Public Schools provide an all-day kindergarten program. The starting and ending times of the instructional day are the same as for other grades in the school the child is attending.

#### **Entrance Requirements -**

Children shall be eligible to enter kindergarten in the Kearney Public Schools at the beginning of the school year, if they meet the following criteria:

1. They have reached the age of five (5) years on or before July 31 of the calendar year in the school year in which the child is seeking admission, or
2. They will reach the age of five (5) years on or after August 1 and on or before October 15 of such school year, if the parent or guardian requests such entrance and provides an affidavit stating that: (1) the child attended kindergarten in another jurisdiction in the current school year, or (2) the family anticipates a relocation to another jurisdiction within the current year; or (3) the child has demonstrated through a recognized assessment procedure approved by the Board of Education that the child is capable of carrying out the work of kindergarten.

### Early Admission to Kindergarten

The following assessment procedure for determining if a child is capable of carrying out the work of Kindergarten is approved and shall be made available to interested persons:

1. Early kindergarten enrollment exceptions may be made for younger children. At a minimum, eligibility for admissions shall be based upon an analysis of the child's :

- A. cognitive ability,
- B. emotional/social development,
- C. language skills, and
- D. fine motor skills.

The kindergarten early entrance assessment procedures are designed for parents that request placement in kindergarten.

Early entrance children must:

- A. Turn 5 years of age between August 1 and October 15
- B. Are selected on the basis of screenings by district approved professionals trained and certified to administer the screenings that will produce evidence of strength in the aforementioned skills.

At the discretion of the Superintendent of designee, the screenings may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required screenings completed by reputable professionals and to submit the results of such screenings to the School District.

Decisions regarding early kindergarten entrance shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Children shall be eligible to enter first grade at the beginning of the school, even if they have not attended kindergarten, but are six years of age or will be 6 years of age on or before October 15 of the current school year, and school officials determine that such grade level is the appropriate placement for the child.

### **Health and Safety -**

As this is your child's first contact with school, it is important that everything possible be done to insure a pleasant and stimulating experience.

Physical condition, as well as mental and emotional attitude, are factors with which you as a parent may help. Prior to original enrollment of kindergarten students, the parent or guardian shall, by state law:

A. present written verification of immunizations against diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, hepatitis B, chicken pox, and Hib, or provide a waiver of immunizations.

B. present written verification of a physical examination, or sign a written statement that he/she does not wish the child to have a physical exam.

C. Present written verification of a vision evaluation, or sign a written statement that he/she does not wish the child to have a vision evaluation.

These are some of the things that the school has found to be most helpful to a child's welfare:

1. Adequate sleep
2. Ability and opportunity to play with other children
3. Knowing the way to and from school and where to go after school
4. Being allowed to do tasks that can give them a sense of achievement
5. Respecting the rights of others
6. Following these safety precautions -
  - Walking on the sidewalks
  - Staying out of the street
  - Looking both ways before crossing the street
  - Crossing the street at the end of the block
  - Not accepting a ride from a stranger
7. Regular attendance is important.
8. Arrive at school on time.

### **Reading and Math Readiness in Kindergarten -**

A child learns to read and write by reading and writing. Quality literature motivates learning of concepts and reading skills. The child is given a variety of materials and strategies in order to practice these skills and discover new ones. Recognizing names and words, observing and discussing printed signs, looking at and describing pictures, listening to stories and books are all good reading and writing experiences for the kindergarten child.

Developing a sense of numerical literacy is the focus of the kindergarten math program. For a child to learn mathematical concepts effectively, he/she must have the opportunity to manipulate concrete materials.

The kindergarten student is given the opportunity to use real objects so he/she can practice and form the basis for the development of mathematic skills and understanding mathematical concepts.

A strong emphasis is placed on working with patterns, recognizing and forming them, as well as drawing conclusions from problem-solving activities in order for the young child in kindergarten to experience mathematics in a meaningful way.

A wide variety of language and math activities may take place in work centers arranged throughout the room, depending upon the developmental level and interest of the child. Independent activities in the work centers enable a child to pursue different yet appropriate ways of extending his/her reading, writing, and math experiences. Kindergarten children need to be actively involved in their learning process for them to be successful.

#### **Teacher and Parent Cooperation -**

When you bring your child to kindergarten, he/she will be with a teacher who knows and understands child development. We have found, in most cases, that the child's first days in school and the days following will be more successful if the parents do not remain at school.

We feel it would be better for the parents to visit after the transition from home to school has been accomplished. These first weeks constitute an important period of satisfactory adjustment.

If the teacher can have an opportunity to be alone with the children while they are making the adjustment from home to school, it will be more successful.

We do encourage parents to visit after the transition period. We are anxious for you to see your child working and playing as a member of his/her group and also to have you become acquainted with the various classroom activities. The kindergarten teacher does not take the place of the parents, but continues the training the parent has begun. The teacher needs the parent - the parents need the teacher, in order that the child can develop fully his/her power to be a useful human being.

Together the home and the school help the child to learn not only to live today as a child, but also to live tomorrow as an adult.

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### ***KEARNEY COMMUNITY LEARNING CENTER AFTER SCHOOL PROGRAM -***

The Kearney Community Learning Center (KCLC) provides after-school academic-based programs at Bryant, Central, Emerson, Kenwood, Buffalo Hills, Park, Northeast, Meadowlark, and Windy Hills Elementary Schools, as well as at Sunrise Middle School.

KCLC provides a variety of clubs, academic programs, homework help, enrichment activities, recreation activities, and much more! KCLC is an engaging and energetic program that will help children succeed both academically and socially. Parents are invited to be involved in programs and activities! Full service days and summer programs are also available. For more information, contact the KCLC program director at 698-8053.

### ***LIBRARY BOOKS -***

1. When items are not returned by the due date, they are placed on an overdue list, and students are notified at least weekly through their classroom teachers that they have overdue materials.
2. The library media specialist may contact a student's parents or guardians and/or restrict a student's library media center privileges when the student continually has overdue items, or has items overdue for an excessive length of time.
3. If a student reports an item lost, parents or guardians will be notified. When items are lost or damaged, students will be charged according to the fee schedule.
4. If the item is returned prior to the end of the school year, the money will be refunded.
5. If a student damages a library book or textbook, a charge for repair or rebinding may be made at the discretion of the library media specialist.
6. Each building may institute its own procedures so that this policy is carried out fairly and efficiently.

## *LOST AND FOUND -*

Most articles that are lost are turned in to the office. Prevent lost garments by labeling all items. You are invited to check the lost and found frequently. If an article is unlabeled and not claimed, it will be donated.

## *PARENT INVOLVEMENT IN KEARNEY PUBLIC SCHOOLS -*

Kearney Public Schools believes that parent involvement is necessary to develop total learning support for students of all ages. When parents are involved in their children's education, everyone benefits.

The district invites parents to take part in PTOs, advisory committee, curriculum committees, and district issues committees. Parents are encouraged to communicate with teachers at parent/teacher conferences and anytime parents want to gain or give more information regarding their children's development. If a parent/guardian wishes to hold a conference with their child's teacher, he/she should do so before or after school in order that normal classroom instruction will not be disturbed.

Parents shall have the right to inspect, upon reasonable request, any instructional materials used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the definition of "instructional materials" for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows:

The parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) days, shall consult with the teacher or other educator responsible for the curriculum materials.

In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the

parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Associate Superintendent.

### Notice of Surveys -

Prior to any district sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective. A survey of sensitive matter requires parent notice and an opportunity to opt out.

### Mental Health Assessments or Reporting -

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental health assessment or service that is funded under the Every Student Succeeds Act (ESSA). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

It is the district's belief that issues are best resolved at the level of parent/teacher communication.

- Parents may request (in writing) exemption from curricular activities.
- Parental visitation is allowable. Advanced notification is requested to attend classes and other instructional activities.
- Parents have the right to access their children's records.
- Parents will be notified of state-required testing or standard norm-referenced testing and where a sample of such test protocol might be available, and the date upon which such test will be given.

The district will provide a form for registering a complaint from a parent indicating what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection.

A complete copy of the PPRA (Protection of Pupil Rights Amendment) regulations is included in Appendix A.

The school district is continually exploring new ways for parents to become more involved in the success of their children's learning. Parents are encouraged to engage in their children's education in the following ways: Two-way communication, volunteering, the use of technology, ideas to help their children with curriculum concepts at home, parent representatives for school decision-making, and helping with resources and services from the community to strengthen learning.

Parents may receive school information from the Kearney Public Schools website - [www.kearneypublicschools.org](http://www.kearneypublicschools.org), individual building website, and the automated phone messaging system.

### ***PERSONAL ITEMS -***

Students are requested to not bring their toys or equipment of a personal nature to school, unless specifically requested by the teacher. They may become lost or broken, and the school cannot assume responsibility to replace these items.

### ***PETS -***

For the safety and health of all students and staff, please do not bring pets into school or onto school grounds during the school day or before and after school.

### ***PLAYGROUND APPAREL -***

Please provide your child with adequate outerwear for the playground, as well as for their walks to and from school.

### ***PRESCHOOL -***

Kearney Public Schools offers a KPS grant-supported "Bright Futures" center-based pre-school program for students that qualify through designated criteria. Programs address:

- Home visitation
- Toddlers – center-based
- 3 & 4 year olds – center-based

Parents submit an application request. Students are selected based on these criteria:

- Family's income level
- Children who are learning English as a second language
- Children who were born prematurely or with low birth weight

- Children of teen/single parents
- Children with delayed language or other risk factors

Additional students are selected on a sliding fee tuition basis, as space is available.

The programs focus on relationship-building, family engagement, language/social development and learning readiness. The goal is to prepare students with the behaviors and dispositions for successful transition into kindergarten. The programs meet Monday through Friday. There is a family night component.

Programs are housed at the Kearney Education Center at 1511 5<sup>th</sup> Avenue. Application forms may be obtained at the Enrollment Office at 310 West 24<sup>th</sup> Street. For more information, call 308-698-8005.

### ***PROGRESS AND PROMOTION -***

Parents shall be kept informed of student progress through the use of progress reports and conferences. Parents are encouraged to contact their child's teacher or principal whenever they need information on student progress. Report cards will be made available to parents quarterly. Promotion of students shall be based upon the student's satisfactory completion of the prescribed work, taking into account the student's special programming. All students are expected to work at a level commensurate with their ability.

### ***REGISTERED SEX OFFENDERS -***

Registered sex offenders will not be permitted for any purpose to come onto school property and will be issued a "stay away" letter by the Central Office.

A sex offender registrant, who is a parent or a guardian of a student in the Kearney Public Schools, shall not be permitted for any purpose to come onto school property without specific prior permission of the school principal or designee.

If permission is granted, the conditions for admission to school property will be outlined in a memorandum of understanding between the principal and the sex offender.

The memorandum, signed by both the principal and the sex offender, will include, at a minimum, the following conditions:

- A prohibition against volunteering in any capacity, including field trips



- A requirement for registering at the front office and stating the purpose of any school visit
- A requirement that the school administration be notified in advance, prior to attending any function
- Permission to attend conferences with the child's teacher at a pre-arranged conference time

Students who are registered sex offenders may not be precluded from attending school.

## *RESIDENCY REQUIREMENT -*

To be a legal resident, a student must permanently reside within the boundaries of the school district with either his or her parent(s) or legal guardian(s), or other person or be an emancipated individual. All students are required to show proof of residency.

Students who are unable to meet this requirement of residency, except as otherwise provided or required by law, shall be denied admittance to school unless they comply with the requirements set forth in the board's policy related to non-resident students.

Except as otherwise provided by law, the administration shall, when there is a question about whether a student meets the requirements, require an affidavit (Application for Admission and Power of Attorney) of the student's parent(s) or legal guardian(s) or a person who has physical control of the student and who are responsible for the student's supervision and support, attesting that they reside within the district, the student resides with them permanently, and they provide for the support of the student.

Failure on the part of the student's parent(s) or legal guardian(s) or other person to provide the administration with such evidence shall be deemed as evidence of non-residency and the student in question shall immediately be denied admittance to the school until proof of residency is provided the administration.

In cases of denial of admission, applicants shall be informed of appeal procedures. The Board of Education may waive this requirement for a period of time not to exceed one calendar year, provided the parent(s) or legal guardian(s) or other person(s) present other reasons for the board to waive the requirements of this policy.

## *STAFF QUALIFICATIONS -*

The Every Student Succeeds Act of 2016 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Kearney Public Schools will give parents the following information about their child's classroom teacher.

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

The district will, upon request, inform parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided in a timely manner.

The request for information should be made to an administrator in your child's school building. Finally, Kearney Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

## *STUDENT DRESS -*

Good personal appearance is conducive to a positive learning atmosphere. It is each student's and parent's responsibility to see that the student comes to school clean and neatly dressed.

Appropriate clothing shall be that which does not pose a health problem or safety hazard, does not disrupt classroom activities, properly covers the body, and complies with reasonable standards of appropriate dress. Any clothing deemed disruptive to the educational process is prohibited.

- (1) Students will not be allowed to attend school wearing clothing that advertises, condones, or promotes alcohol, tobacco and other drugs, violence, sexual references (e.g. Hooters, W.W.F., Coed Naked, Lucky Brewery, gang affiliation, "Bong Hits 4 Jesus" etc.), or is offensive to ethnicity, gender, religion, handicapping condition or sexual orientation. If students wear such apparel to school, they will be asked to alter their dress so the wording is not visible, or may be given an alternate garment.
- (2) Caps, hats, or other head gear will not be allowed in school buildings.
- (3) Temporary or permanent hair coloring resulting in abnormal hair color (blue, green, pink, etc.) tattoos, jewelry, artificial nails, high heels, and make-up are strongly discouraged.
- (4) Students are recommended to wear tennis shoes on days when they will participate in physical education.

Other dress and appearance will be monitored by principals. If the student's dress and/or appearance is affecting student behavior in a negative manner, the principal may request the student not wear such clothing, hair color, tattoos, jewelry, artificial nails, high heels or make-up to school. The guidelines are provided for the safety and learning opportunities of all students. Families in need of appropriate seasonal clothing for their children may contact the Kearney Public Schools Foundation at 698-8030 to inquire about assistance.

All staff members have the discretion to send students to the office that they believe to be in violation of the dress code policy.

The principal or the superintendent will have the final authority in determining the appropriateness of student attire. (See diagram at back of handbook)

## ***STUDENT CONDUCT-***

One of the missions of the School District is to provide a physically safe and emotionally secure environment for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors in students. Positive behaviors include: non-violence, cooperation, teamwork, understanding, and acceptance of others.

Students are expected to:

1. Respect the rights and property of others at all times.
  - A. Refrain from damaging, defacing, or destroying school and personal property.
  - B. Use drinking fountains, play equipment, and lavatories with safety and cleanliness in mind.
  - C. Do not throw objects which may injure another.
  - D. Do not push, trip, fight, or wrestle students at school or on the way to and from school.
2. Follow directions.
  - A. Accept the leadership and authority of teachers, the principal, and other staff members.
  - B. Cooperate with teachers, staff and other students.
3. Practice and develop good citizenship, character, and safety.
  - A. Complete assigned work
  - B. Be regular and punctual in attendance
  - C. Dress appropriately and neatly
  - D. Practice habits of good health and cleanliness
  - E. Exhibit honesty and courtesy
  - F. Use only acceptable language, no profanity or obscenity
  - G. Walk in hallways and on the sidewalks
  - H. Assist in keeping the grounds and facilities free of papers and other debris
  - I. Know and obey traffic signals as well as the safety patrol persons
  - J. Accept no rides, gifts, or candy from strangers
  - K. Cross streets only at the corners or at marked crosswalks

## **Initiations, Hazing, Secret Clubs and Outside Organizations –**

Initiations - Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing – Hazing by classes, clubs, athletic teams or other student organizations is prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization.

Such prohibited hazing activities include but are not limited to whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity.

Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity.

Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations – It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization.

Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations – It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

### ***SCHOOL BOARD POLICIES IN REGARD TO THE RIGHTS AND RESPONSIBILITIES OF STUDENTS -***

The Kearney Board of Education believes discipline to mean the process by which students learn and practice self-responsibility in the conduct of their activities in and out of the school community. It is developmental and based upon a respect for the potential and dignity of each individual.

Students shall be expected to conduct themselves in keeping with their level of maturity, with due regard for the regulations of the school, the authority and responsibility of their teachers and the rights and privileges of others in the school.

Discipline is the responsibility of all persons involved in the education of young people. The process requires understanding, acceptance, establishment of proper goals, provision of stimulating instruction, approval and commendation of student achievement, setting of proper limits, firm, fair, and consistent enforcement of limits, and punishment when circumstances warrant it. The goal is self-discipline. The process should be geared to the developmental level of students, resulting in more self-direction as the student matures.

Classroom teachers or sponsors are responsible for the conduct of students under their jurisdiction and have the authority to enforce student conduct. When student misconduct must be corrected, the following forms of corrective action should normally be utilized:

#### **1. Reprimand -**

The student will be told what he/she is doing wrong and asked to explain his or her understanding of the situation.

#### **2. Conference –**

The student will be asked to discuss the circumstances of misbehavior, and to formulate a plan for correction. Parents will be involved in conferences when it becomes apparent that a pattern of misbehavior is developing.

#### **3. Detention -**

Usually administered when reprimand and initial conferences have failed to correct the situation. Detention can be assigned for one or more days before or after school depending upon the offense.

#### **4. Repairing or Paying for Damage -**

Parents are responsible to pay for repairs or replacement if their child has damaged school property.

#### **5. Loss of Privileges -**

Privileges are taken seriously by most students and their loss is a serious matter to them.

#### **Inspection of School Property -**

The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials.

Students are responsible for whatever is contained in desks and lockers issued to them by the school. School officials reserve the right to search an individual if the search is reasonable or necessary to maintain order or safety. Student lockers, desks, and other such property are owned by the school.

Designated officials may, according to law and board policy, have access to and search student lockers, desks, and other such school-owned property. Designated officials may have access to search student clothing, back packs, and other such property (including cars in the school parking lot or otherwise on school property) on reasonable suspicion that the law or school rules are being violated.

#### **Safekeeping of Valuables -**

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for other items which have been assigned to their care.

### ***STUDENT DISCIPLINE –***

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline in the school district. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conference, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term), mandatory reassignment, and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

#### **GROUND FOR SHORT-TERM SUSPENSION, LONG-TERM SUSPENSION, EXPULSION, OR MANDATORY REASSIGNMENT –**

The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned

or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority
2. Use of violence, force, coercion, threat, harassment, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Sexual assault or attempting to sexually assault any person. For purposes of this provision, sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in Section 79-267(8)
4. 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, or setting or attempting to set a fire of any magnitude.
5. 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.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student, or making a threat which causes or may be expected to cause a disruption to school operations.
7. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students.
8. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon, or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks (see below).

9. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing or dispensing of an imitation controlled substance as defined in Section 28-401 of the Nebraska Statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in a manner prescribed for the student by the student's physician is not a violation.

The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also it includes being impaired by reason of the abuse of any material used as a stimulant.

10. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned class or assigned activities.

11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

12. Public indecency or sexual conduct

13. Repeated violation of any of the school rules

14. Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska

15. Dressing or grooming in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process; or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for those students riding Kearney Public Schools buses or other vehicles.

17. Violation of the Internet Use and Safety and/or the Electronic Devices Policy.

In addition, a student may be suspended (short-term or long-term) expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the

time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period of such terms as the administration may establish:

1. Knowingly and intentionally using force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

2. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion of one (1) calendar year.

"Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device."

The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if he/she brings such item to school under the following conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator, and parent.

2. The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.

3. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building

administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

5. A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

#### Short-term Suspension -

Short-term suspension may be imposed for a period of up to five (5) school days for violations of any of the above detailed areas of prohibited conduct. The principal may suspend a student for as many as five school days for conduct which:

- A. Conduct constitutes grounds for expulsion under the law.
- B. Other violations of the 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.

The following procedure should be followed for a short-term suspension -

- A. The principal and designee shall make a reasonable investigation of the facts and circumstances.
- B. Prior to the commencement of the short-term suspension, the student should receive oral or written notice of the charge and the reasons for the suspension and the student should be told the basis of the evidence used to make the decision.
- C. The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
- D. The student and the student's parents shall be notified within 24 hours or such additional time as is reasonably necessary following the suspension, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- E. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

## **LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT -**

### Long-term Suspension -

A student may be excluded by the principal or designee from school or any other school function for a period of six (6) school days, but less than twenty (20) school days on a long-term suspension for conduct constituting grounds for expulsion as hereinafter set forth.

### Expulsion -

(1) Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred:

(a) within (10) ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or

(b) within (10) ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or

(c) unless the expulsion is for conduct specified in Paragraph 4d, in which case the expulsion shall remain in effect for the period specified therein.

Such action may be modified or terminated by the school district at any time during the expulsion period.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year.

The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian.

This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year.

If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

Enforcement of the expulsion may be suspended for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student.

In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period:

(1) if the student has satisfactorily participated in the school, class or program to which such students has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee; or

(2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the Superintendent or designee.

#### Student Subject to Juvenile or Court Probation –

Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Superintendent or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school

(including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved.

If the guidelines, consequences, and objectives provide by the Superintendent or designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in special education.

The student may be expelled or otherwise disciplined for subsequent conduct as provided in board policy and state statute.

#### Mandatory Reassignment –

Mandatory reassignment shall mean the involuntary transfer of a student to another school within the system in connection with any disciplinary action.

Right to Appeal:

1. Due process as defined in the statutes of the State of Nebraska will be followed in all situations that may involve removal from the student's attendance center by long-term suspension, expulsion, or mandatory reassignment.

2. The following process will be used to resolve conflict situations that involve staff and patrons or students and involve long-term suspension, expulsion, or mandatory reassignment.

A. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.

B. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose, or (b) a personal injury to the student himself or herself, or students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or his or her designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent.

C. The principal or his or her designee shall serve by registered or certified mail or by personal service, the student and the student's parents or guardians with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student as submitted by the principal or assistant principal.

2. The penalties to which the student may be subjected and the penalty which the principal, or his or her designee, has recommended in the charge.

3. A statement explaining the student's right to a hearing upon request on the specified charges.

4. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

5. A statement that the administrative representative, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

6. A form for a request for hearing to be signed by such parties and delivered to the principal or his or her designee in person or by registered or certified mail.

D. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing or settling the matter with appropriate school personnel prior to the hearing stage.

E. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal, or his or her designee, shall automatically go into effect.

F. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing, but the punishment imposed may continue in effect pending final determination.

G. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

H. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

When a student is suspended or expelled from school, the student shall not be permitted on school grounds without specific administrator approval.

#### **Law Violations –**

A. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardians as soon as possible.

B. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school officer shall provide the peace officer with the address and telephone number of the minor's parents or guardians.

C. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs, it shall be the policy of the Kearney Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- Knowingly possessing illegal drugs or alcohol
- Aggravated or felonious assault
- Vandalism resulting in significant property damage
- Theft of school or personal property of a significant nature
- Automobile accident
- Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.



## *V. OTHER SCHOOL BOARD POLICIES -*

### **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 Buffalo County School District No. 7, 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 drug paraphernalia, 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 or drug paraphernalia, or alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on school premises, or 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 an 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. Possession of drug paraphernalia.
8. Distribution of any drug or controlled substance when such distribution is unlawful.
9. The possession, use, or distribution of 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, or referral to appropriate authorities for criminal prosecution.

### **Tobacco-Free Environment -**

It is the intent of the Board of Education of the Kearney Public Schools to create a tobacco-free environment within the Kearney Public Schools. Because we value our students and employees,

the promotion of health, safety, and well-being is one of our utmost concerns.

Use of tobacco is linked to heart, lung, mouth, throat, gums, and respiratory diseases. Smoking is the major preventable cause of premature death today. Non-smokers can be harmed by passive smoke.

A ban on all tobacco use is the policy on all school district property and in all school-owned vehicles. Tobacco use by the general public or adult employees on all school district property, on all athletic fields, and in all school-owned vehicles will be prohibited. Visitors are expected to honor the tobacco-free environment policy as well.

The Board prohibits the use, distribution, or possession of tobacco products by students in the school building or on the grounds at any time, or at any school-sponsored activity or athletic event, or in a vehicle owned, leased, or contracted by the school being used for school purposes, or in a vehicle being driven for school purposes by a school employee or designee.

Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Students who do so will be disciplined, and may be suspended or expelled and/or referred to appropriate law enforcement officials.

## *STUDENT FEES –*

The Board of Education of Kearney Public School District #7 adopted the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act:

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of Constitutionally-required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services.

The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy, its guidelines or policies for specific categories of student fees.

The District does so by setting forth the following policies and guidelines; this policy is subject to further interpretation or guidance by administrative guidelines or board rules which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administrators for further specifics.

1. Guidelines for non-specialized attire required for specific courses and activities and costs of field trips associated with the curriculum –

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate.

Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students, such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protection devices for courses of instruction in vocational, technical, industrial arts, chemical, and chemical-physical classes which involve exposure to hot, molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, and other similar hazards.

Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required,

and students have the responsibility to follow such instructions and use the devices as instructed.

The district will provide for costs of students and staff to attend specific events, activities, and/or attractions associated with curricular field trips, with the exception of minor consumables such as meals.

2. Personal or consumable items and miscellaneous –

Students have the responsibility to furnish any personal or consumable items for participation in extra-curricular activities.

General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses, including, but not limited to, pencils, paper, pens, erasers. A specific class supply list will be published annually in a Board of Education-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy.

The District is not required to provide for the use of a particular type of musical instrument for any student.

Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities- specialized equipment or attire/class dues/conference expenses –

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance team, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with t-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.

Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

Costs to students can be waived through the District's fee waiver policy.

Students have the responsibility to pay for dues to belong to any extracurricular club or organization and to pay for attendance at any of their related activities. Fees to attend conferences and/or conventions of these organizations where participation is voluntary, will be the responsibility of the student.

For music extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

4. Extracurricular Activities – Fees for participation –

Admission fees are charged for extra-curricular activities and events.

5. Postsecondary education costs –

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

6. Transportation costs –

Students are responsible for fees established for transportation services provided by the District and to the extent permitted by federal and state laws and regulations.

7. Copies of student files or records –

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student.

A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records.

The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in before-and-after-school or pre-kindergarten services –

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

9. Participation in summer school, night school or P.A.W.S. intersessions –

Students are responsible for fees required for participation in summer school, night school or intersession. Students are also responsible for correspondence courses. Students who have failed to obtain credit for curricular classes they have taken during the normal school hours will be required to pay tuition costs for the class.

10. Breakfast, snack and lunch programs –

Students shall be responsible for items which students purchase from the District's breakfast, snack, and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store", a vending machine, a booster club or parent group sale, a book order club, or the like.

Students are required to bring money or food for field trip lunches and extra-curricular activities.

11. Waiver policy –

The District's policy is to provide free waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free or reduced lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

12. Distribution of policy –

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the student handbook or the equivalent (for example, publication may be made in an addendum or supplement to the student handbook).

The student handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

13. Student Fee Fund –

The Board of Education hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## *STUDENT RECORDS* –

A cumulative record shall be maintained for each student from entrance into school through the twelfth grade. Such records pertaining to the individual student may be used only for the benefit, promotion, or welfare of the student. Any natural or adoptive parent has all rights of a parent, unless his/her rights are altered by the courts.

Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years. A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student.

The Kearney Public Schools will not arbitrarily alter these rights. The custodial parent should receive routine information about his/her student including notification of conferences.

The non-custodial parent need not receive this information on a routine basis; however, if the non-custodial parent requests this information, and his/her right to it has not been denied by the courts, it should be provided. In accordance with the Family Educational Rights & Privacy Act, Kearney Public Schools is required to inform parents/legal guardians that standard, directory information in regard to your child can be published unless you wish to restrict information. Examples of publications include: music and sports programs, honor roll, bulletin boards, school newsletters, student directories, web sites, award listings, birthday lists, press releases, Cable Channel,

YouTube, TeacherTube, and Kearney Public Schools' video productions. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications.

Directory information includes: student's name, address, telephone listings (if not unlisted), e-mail address, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student, school and dates of attendance, student's current grade, student's enrollment status (e.g., full-time or part-time), student's date of birth and place of birth, student's extra-curricular participation, student's weight and height if a member of an athletic team/s, degrees, student's honors and awards received, student's photograph, and most recent previous school attended. All other non-directory information shall remain confidential.

All parents must sign a release form as they enter their child in a Kearney Public Schools attendance center, indicating if they choose restriction or no restriction of directory and publication information.

It will be the responsibility of the parent to contact the school building to obtain an exclusion form if they choose to change their preferences. School officials may have access to only those education records in which they have a legitimate educational interest (LEI), unless the parent has given written and dated consent for the access.

A school official has a legitimate educational interest (LEI), if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official, for purposes of access to education records, is a person employed by the District as an administrator, supervisor, instructor or support staff member; a Board of Education member; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee.

Their access is limited to education records in which they have a legitimate educational interest (LEI); which means records needed to effectively provide the function or service for which they are responsible.

#### Amendment of Student Records

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of post-secondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent.

The parent shall be advised of the right to a hearing. If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

FERPA's provisions do not apply to grades and placement of children made by school personnel. A copy of the complete FERPA regulations is attached in **Appendix B**.

## *TEACHER PREPARATION-*

Kearney Public Schools knows that the knowledge and skills of our professional staff members are the tools for improving student learning. The district is committed to strengthening these professional tools in varied ways.

New staff members attend required classes on fundamental instructional theory, teaching strategies, and social/emotional learning. Mentoring and coaching are provided to new teachers.

All Kearney Public Schools staff members participate in a multi-year training program on differentiating instructional strategies, student engagement, and assessment. All staff members are active in a collaborative professional development process, which involves: teachers in small groups discussing student learning, looking at student data and the use of new strategies. The district promotes training that is ongoing, job-embedded, standards-based, and results-oriented.

All staff members are engaged in School Improvement on a weekly basis. Teachers look at classroom assessment and formal data to set action plans to improve learning in their own classrooms.

Through the School Improvement cycle, the district sets broad learning targets based on multiple data sources, such as results on the state assessments, MAP, DIBELS, and survey information.

Currently, the district School Improvement goals are to improve reading, writing, and math skills. Building teams work to support these goals. All teachers are focused on improving student learning.

## *TECHNOLOGY-*

### **Acceptable Use -**

We believe that access to the Internet is an important educational resource for our students. We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.

Kearney Public Schools monitors and utilizes filtering software, but recognizes that no software is free from errors. We require efficient, ethical, courteous, and legal utilization of the equipment, computers, and network resources.

Computers and network resources have been provided for educational purposes - game-playing, chain letters, and chat rooms are not acceptable uses of school resources.

E-mail and other computer use or storage is not guaranteed to be private or confidential, but is considered to be school property and may be accessed and reviewed by district personnel and/or other computer users.

Students are taught Internet Safety Curriculum, including network etiquette or digital citizenship, appropriate use of social networking, and cyber-bullying awareness and response. The scope and sequence for the curriculum can be found in the District Curriculum Office and in each school's media center. Vandalism or "hacking" of any kind is prohibited. The security of the system and the rights of other users are to be respected at all times. Students violating the acceptable use policy will be dealt with according to the discipline policies of the individual school building, the Kearney Public School District, and civil authorities. See Board Policies on Internet Use and Safety and Electronic Communication Devices.

### **Electronic Communication Devices -**

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network, such as a mobile phone, iPod, laptop, scanner, or video game system.

All ECDs, whether owned by Kearney Public Schools, the student, or anyone else, are subject to the rules and regulations of the Kearney Public Schools if they are on school property or using the Kearney Public Schools network.

## *TELEPHONE-*

Students who need to use the phone will be given permission by the teacher or principal. The school phone exists for emergency communications. Students are not allowed to use the phone for social calls.

## *TRANSFERS & WITHDRAWALS*

The parents of students who are moving out of the attendance center are required to report to the office information regarding the anticipated date of withdrawal. At this time, they are to check in to the teacher, all books and supplies which have been loaned to them by the school.

Parents may request a transfer of their child to another Kearney Public school outside their attendance area by filing a request for voluntary transfer with the Associate Superintendent.

This application for transfer process must be repeated each year that the parent wishes to have the child attend a school that is not their neighborhood school. It may continue until the space is needed for resident students. Resident students always have priority over voluntary transfer students.

Extreme discipline situations at the receiving school may generate cause to return the student to his/her neighborhood school. Determinations on transfer requests will be made at the beginning of each school year.

Parents who voluntarily transfer their child to another school, are responsible for transporting the child to that school.

## *TRANSPORTATION-*

### *Free Transportation -*

Kearney Public Schools provides free transportation services to students who live in the attendance boundary of their school and over four miles from that school and 3 miles from a pick-up point, or payment in lieu of, in accordance with State Statute 79-611. The district also provides free transportation for qualifying involuntary transfers; special education students, if transportation services are required in their IEP; and free transportation or transportation reimbursement for option in students who qualify for free lunches.

### *Pay-to-Ride Transportation -*

On a space available basis, pre-approved students may access transportation at an existing bus stop and receive transportation services to the school they are attending, for an annual fee of \$120.00.

### *Transportation Protocol -*

The safe student transportation plan is incorporated in the district's Emergency Response Plan, Board of Education Policy and the Kearney Public Schools Student Transportation Handbook.

## *TRESPASSING -*

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

## *VISITING SCHOOL -*

The Board of Education, administration, and staff of the Kearney Public Schools welcome parents, members of the community, and others to visit our schools. At the school office:

- All visitors will need to give a prior day's notice of their desire to visit school and will need to check with their child's teacher as to the best time to visit.
- Anyone volunteering must complete a background check, sign in, and wear a name badge while in the building (including UNK students).

- Visitors must sign in at the office and wear a visitor identification badge.
- Identification may be required upon arrival to school.
- School visits will be limited to 60-minute time periods.
- Visits that involve non-school-age visitors will be limited to 30-minute periods of time in the room/playground, and the non-school-age visitor must be accompanied by an adult who will monitor their behavior.
- School-age visitors will not be allowed during school time hours.
- Visitors wishing to have lunch in the cafeteria will need to specify such in their notice to visit.
- Parents or designated adults who come to school to pick up or drop off students during school hours must wait in the front office area while school staff call for the child.
- Items left for students must be dropped off at the office. School staff will deliver the items to the student.

Upon reasonable advanced request, parents will be allowed to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with legitimate school interests.

## *VOLUNTEERING –*

If parents are interested in volunteering in the schools, they are required to complete an application form. The application form may be obtained from the secretary in your child's school or on the Kearney Public Schools website – [www.kearneypublicschools.org](http://www.kearneypublicschools.org)

A background check is completed on the applicant through the HR Department, and then they notify the principal of the school as to whether the individual may be used as a volunteer.

This process does not need to be completed annually. A list of approved volunteers is maintained in the HR Department.

Volunteers are a valuable resource for our schools and we appreciate their efforts.

## *WEATHER-RELATED GUIDELINES –*

If the temperature or the wind chill falls below “0” degrees outdoors, students will remain indoors for recesses and the lunch break. On extremely

cold days, students may wait in the entry of the building before school begins.

## *WELLNESS –*

### **Wellness –**

The district wellness policy promotes habits of lifelong learning and health and addresses nutrition education, USDA food regulation, and physical activity. The nutrition standards, required by the Healthy, Hunger-Free Kids Act of 2010 expect schools to offer healthier snack foods to children, while limiting junk food. School lunches now provide more fruits, vegetables and whole grains. The Smart Snacks in School standards require nutritious foods during the school day. If competitive snacks are brought in by staff or parents, healthy foods are encouraged. Student access to beverage or snack vending machines at elementary schools is prohibited. USDA nutrition regulations apply to all foods sold in school during school hours. There are guidelines for beverages also. The sale of food items that meet nutrition requirements at school fundraisers is not limited in any way under the standards, however it is highly advised that groups check on the appropriateness of foods considered in order to support the healthy schools initiative (<http://rdp.healthiergeneration.org/calc/calculator>)

## *STUDENT SERVICES*

Student services include Special Education, Counseling, Social Services, Health Services, High Ability Learner Services, Title I Services, ELL Services, Services for Students in Transition and Reading.

## *SPECIAL EDUCATION –*

**Melisa Dobish, 698-8017**

Special Education services are available to all students who meet qualifying criteria established by the Nebraska Department of Education. A child may be determined to verify as a child with a disability in one or more of the following categories: autism, deaf-blindness, developmental delay, emotional disturbance, hearing impaired, intellectual disability, multiple impairments, orthopedic impairment, other health impairments, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment. Identified children are served from birth to age 21 at no cost to resident parents.



Program models available include: consultative and direct services (physical and occupational therapy, speech pathology, resource services, vision and hearing consultants, counseling, adaptive physical education, and psychological services); special education classrooms; and contracted services.

Parents may initiate referrals by contacting the student's teacher, the building principal, or the Special Education Director. Classroom teachers and building principals may also begin the referral process, after notifying the parent. All new referrals go first to the Student Assistance Team (SAT), which is a problem-solving team designed to look at the student's strengths and areas of concern and strategize a plan to enhance the student's performance.

When further diagnostic testing is determined to be necessary, the SAT refers to the Multidisciplinary Team (MDT). This team is responsible for completing the assessment and determining eligibility for special education services. The parent is a member of both the SAT and MDT. Once the child is deemed eligible for special education, a team of regular and special educators, together with the parent, develop an Individualized Educational Plan (IEP) that details areas of strength, educational needs, and educational goals of the child.

**Inclusion** - In keeping with the State and Federal guidelines for serving students with disabilities in the least restrictive environment, Kearney Public Schools will integrate students to the extent instructionally appropriate.

The integration of students with disabilities takes place with instructional support from regular and special educators while weighing the components of continuing to provide quality services to regular education students. It is the intent of Kearney Public Schools that special education personnel will be allocated to support students with special needs in the regular education classroom.

The Special Education Office is located on the second floor of the Whittier Building, 310 West 24th Street

## *STUDENTS WITH DISABLING CONDITIONS -*

**Melisa Dobish, 698-8017**

Section 504 of the Rehabilitation Act of 1973 provides parents of students with disabling conditions the right to be fully informed concerning educational decisions about their child that include such things as: participation in programs, services, evaluations, and placement.

This section also includes information on local grievance procedures and due process hearings. For more information, contact Melisa Dobish in the Special Education Office.

## *ELL SERVICES -*

**Dr. Carol Renner – 698-8005**

English Language Learners program (ELL) is an educational service to all students who qualify for additional language support services. Individual buildings should notify Dr. Carol Renner at 698-8005, to initiate the process for any student who may qualify for this special program, kindergarten through 12th grade.

For interpretation services call: Paula Gaasch at 698-8046.

## *School Social Work Services -*

**Dr. Carl Renner – 698-8005**

Each elementary building has access to a school social worker who is able to provide services related to a student's social and emotional adjustment to school, family, community and society. Social workers are the link between the home, school and community providing direct as well as indirect services to students, families and school personnel to promote and support students' academic and social successes.

They may be part of the assessment team for at-risk and special education students and help students and families with transitions. School social workers work collaboratively with the principals, guidance counselors and teachers to best meet the needs of each student. Referrals can be made by parents, teachers or administrators.

## *COUNSELING SERVICES -*

**Dr. Carol Renner – 698-8005**

A school counselor is assigned to each elementary school of the Kearney Public Schools. The goal of the elementary counseling program is to facilitate the personal and social development and academic success of every student. The elementary counseling program provides individual and group counseling, developmental guidance activities, and support guidance based upon individual and school needs. The very heart of Kearney's successful elementary counseling program is the regular in-class presentations as designed and taught by the counselor.

Referrals to the school counselor may be made directly by parents or through the child's classroom teacher or building principal.

## *HIGH ABILITY LEARNERS -*

**Jason Mundorf – 698-8020**

The Kearney Public Schools are committed to the philosophy of providing educational opportunities which allow each student to reach his/her potential. The schools provide a variety of challenging programs and services for students who have demonstrated or have the potential for superior academic achievement.

Differentiated instruction is the primary model for delivery of High Ability Learner services in the Kearney Public Schools. Information about these programs and services is available to parents through Mr. Lightle at 698-8220.

## *Reading Services -*

**Dr. Carol Renner – 698-8005**

Title I reading services are available at qualifying schools. Children served must meet specific criteria identified through eligibility criteria. Title I reading teachers provide small group instruction to children who qualify. They work with the regular classroom teachers to coordinate services to each student. Additional reading support teachers serve at other elementary sites. Students receiving services in Title I are held to the same standards and expectations as all other students, and are assessed with the regular student population without accommodations.

## *TITLE I –*

**Dr. Carol Renner – 698-8005**

Title I is a federally-funded program with the goal of helping all students meet challenging state academic standards. It is designed to provide additional academic support and learning opportunities to students struggling to meet state academic standards.

Title I schools.....

- develop programs that supplement classroom instruction,
- ensure the staff is highly qualified and trained to incorporate research-based teaching methods into instruction, and
- include parents in Title I decision-making.

Parents have the right.....

- to know the qualifications of the child's teacher and any substitute teacher working for more than four weeks,
- to know how the school is rated on its state test scores,
- to understand the Nebraska State Standards, the Nebraska Student Assessment Program and the child's test scores
- to expect regular communication with their school in a language that they can understand,
- to form a learning "compact" agreement between school and parent, and
- to give input to the school's action plan.

## *Students in Transition with Need-*

**Sarah Larsen – 698-8029**

Students who are in a temporary living condition, lack a fixed, regular, and adequate nighttime residence, and also have sustenance needs, may contact the Enrollment Office at 308-698-8029 to complete the necessary paper work to secure supportive services. Kearney Public Schools administers a McKinney-Vento grant to support students and families in transition to keep students attending school.



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

Kathleen Styles  
Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

The local school district contact in regard to FERPA compliance is:

Dr. Carol Renner, Director of Student Services  
Kearney Public Schools  
320 West 24<sup>th</sup> Street  
Kearney, NE 68845  
[carrenner@kearneycats.com](mailto:carrenner@kearneycats.com)  
308-698-8005

## NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listings (if not unlisted), e-mail address, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student, school and dates of attendance, student's current grade, student's enrollment status (e.g., full-time or part-time), student's date of birth and place of birth, student's extra-curricular participation, student's weight and height if a member of an athletic team/s, degrees, student's honors and awards received, student's photograph, and most recent previous school attended.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Parents should contact their Principal's Office to indicate their refusal to have their child's information designated as directory information.

**Notification of Rights under the Protection  
Of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- \* Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- \* Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- \* Inspect upon request and before administration use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Kearney Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kearney Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Kearney Public Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. Kearney Public Schools will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency invasive physical examination or screening as described above.

Parents who believe their PPRA rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

The local school district contact in regard to PPRA compliance is:  
Dr. Carol Renner, Director of Student Services  
Kearney Public Schools  
320 West 24<sup>th</sup> St.  
Kearney, NE. 68845  
[carrenner@kearneycats.com](mailto:carrenner@kearneycats.com)  
(308) 698-8005

## Elementary Student Dress

(Please refer to Student Dress in Parent Handbook for more detail)

Caps, hats and sunglasses are only allowed outside. Temporary or permanent hair coloring, tattoos, jewelry, artificial nails, high heels and make-up are discouraged.

No thin shoulder or spaghetti straps.

Clothing must not have inappropriate images.

Shorts and pants must not sag. Shorts must be at least fingertip length.

No bare backs or stomachs, no see-through clothing (all undergarments should be covered).

If wearing leggings or "yoga pants", please cover the back side with a longer shirt or a skirt.

Athletic/tennis shoe is always recommended.









# KEARNEY PUBLIC SCHOOLS | 2017-2018 SCHOOL CALENDAR

## AUGUST –

- 10 & 11 New teacher orientation
- 14-16 Teacher pre-service days
- 16 Orientation for 6<sup>th</sup> & 9<sup>th</sup> Graders & new students 6-12 –  
M.S. dismissal at 1:15 P.M.  
H.S. dismisses at 1:20 P.M.
- 17 First day of schools for all Students
- 17 & 18 Kindergarten early dismissal at 11:30 A.M.

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## FEBRUARY –

- 13 & 15 Evening High School P-T confs.
- 14 2-hour early dismissal for all schools for professional development
- 15 Elem. & M.S. conference day
- 16 Conf. comp. day – all schools

## SEPTEMBER -

- 4 Labor Day – No school
- 13 2-hr. early dismissal for professional development
- 26 & 28 High School evening p-t confs.
- 28 Elementary and M.S. conf. day
- 29 Conference comp. day – All schools

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## MARCH –

- 5 & 6 H.S. evening advisement conferences
- 8 End of 3<sup>rd</sup> quarter –  
Elem. & M.S. – 44 days  
High School – 45 days
- 9 No School – Elem. & M.S. prof. devel./planning time  
High School conf. comp. day
- 19-23 Spring Break
- Mar. 30-Apr. 2 – Holiday Break

## OCTOBER –

- 20 End of 1<sup>st</sup> qtr. H.S. – 46 days  
End of 1<sup>st</sup> qtr. Elem. – 44 days  
End of 1<sup>st</sup> qtr. M.S. – 45 days  
2-hour early dismissal  
Teacher planning/grading P.M.

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## APRIL –

- 2 Teacher professional development
- 25 2-hour early dismissal for professional development for elementary and middle schools  
All-day professional development for High School – no school for students

## NOVEMBER –

- 7 & 9 High School evening PT Confs.
- 10 No school –  
Elem. & M.S. – professional development & planning  
High School conf. comp. day
- 15 High School only - 2 hr. early dismissal for professional development
- 22-24 Thanksgiving Break

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## MAY –

- 20 High School graduation
- 22 Last day of schools for students –  
2-hr. early dismissal –  
Elementary & M.S. – 45 days  
High School – 44 days
- 23 Teacher work day

## DECEMBER –

- 13 2-hour early dismissal for professional development
- 21 End of 2<sup>nd</sup> quarter –  
2-hour early dismissal  
All Schools – 40 days
- Dec. 22 through Jan. 3 – Holiday break

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Summer programs

## JANUARY –

- 3 Teacher professional development
- 4 Second semester begins

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Summer programs

- 173 days – Elementary
- 174 days – Middle School
- 175 days – High School