

**North Park Elementary**  
**Student Handbook**  
**2019-2020**



**Broken Bow Public Schools**

# North Park Elementary Student Handbook

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Welcome to the new school year! As a staff, we are committed to making this a very positive experience for all of our students, parents, and personnel.

Dear Parents,

We are honored that you have entrusted us to nurture your child along their academic journey at North Park Elementary. We know how important these formative years are as children begin to establish foundational habits and foster new relationships. It is a time when children begin to explore their ever-expanding world, discover their own strengths, challenges, and growing independence.

Every day your child will be welcomed into a safe, highly academic environment by an incredible staff. We look forward to partnering with you to ensure your child has a positive, productive and memorable journey. This parent-student handbook has been written to guide you through the 2019-2020 school year.

As a staff, we are committed to the Broken Bow Public School's Mission:

**Build Character – Optimize Learning – Widen Opportunities**

**Broken Bow Public Schools believes our students should embrace the past, be successful today, and attain excellence in the future by...**

- **Building Character while encouraging each student to show respect, responsibility, integrity, and compassion.**
- **Optimizing Learning for each student through cooperation with families, school, and community providing a comprehensive and enriching education.**
- **Widening opportunities for each student by using today's technology for tomorrow's excellence.**

Dear Student,

The staff at North Park Elementary School and your parents have an awesome responsibility to provide you with the best possible educational opportunities. In order to take advantage of these opportunities, it will be important for you to attend school every day, to be on time, to make appropriate behavior choices, and to complete your daily work and homework. As a good school citizen, you will be actively supporting the learning of others as well as your own. Your teachers have planned many opportunities to help you grow and learn during the coming year, and we look forward to your success!

Thank You,  
Kim Jonas  
Elementary Principal

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Although this handbook serves as a guide to the rules and regulations of North Park Elementary, additions/changes may take place during the school year that will not be noted in this handbook. The contents of this handbook can also be found on the Broken Bow Schools website at [www.bbbs.org](http://www.bbbs.org).

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## General Information

### School Day:

- Playground supervision of students will begin at 7:45 am.
- Main entrance will open at 7:30 am to accommodate students eating breakfast.
- Kindergarten Instructional Day 8:00 am 3:25 pm Mon.-Thurs. & 8:00 am – 2:10 pm Friday
- 1<sup>st</sup> –5<sup>th</sup> Grade Instructional Day 8:00 am 3:30 pm Mon.-Thurs. & 8:00 am- 2:15 pm Friday
- On late starts, the building will open and supervision will be provided at 9:45 am. No breakfast will be served.

Teachers will be on duty 15 minutes before school starts and 15 minutes after school ends.

### **Students will be counted tardy after 8:05 am.**

Students are not to arrive at school before 7:45 am. Students arriving prior to 8:00 am are to wait on the playground. The only students who should be in the building prior to 8:00 am are those who are waiting for busses, eating breakfast, or participating in Early Birds, Early Words or Early Facts. Once school dismisses, students are to go directly home. If children wish to come back to the playground, they may do so after 4:00 pm.

**Attendance:** Regular attendance at school is important and required by State Law. Parents/Guardians of students between the ages of 6 and 18 shall be responsible for seeing that their child/children attend school regularly and punctually. Good attendance and progress go hand in hand. Children who attend school regularly achieve at higher levels and have a more positive experience at school than those children who are frequently absent. Please do **not** allow your child to miss school unless absolutely necessary. Parents are encouraged to make all appointments outside the school day if possible.

If your child has to be absent or tardy, please call the school prior to 8:30 am. If a student is not in school and has not been properly excused by 8:30 am, the office secretary will call your home or a designated number.

Perfect attendance awards are given at the end of each semester. A student cannot be tardy and must be at school every day with no absences (excused or unexcused) to be eligible for perfect attendance recognition. On a regular school day, students arriving after 9:00 am or leaving before 2:30 pm will be counted as ½ day absent. On an early out day, students leaving at 1:00 pm will be counted as ½ day absent. On a late start day, students arriving at 11:00 am will be counted as ½ day absent.

**Absentee Guidelines:** The parents/guardians of any child who has 8 days of cumulative non-attendance will receive a letter from the school. The parents/guardians of any child who has 20 days of cumulative non-attendance in a given school year will receive written notice warning him/her of the need to comply with the compulsory attendance statute and a report will be filed with the county attorney as required by law.

**Participation and Attendance:** In order for any student to participate in an activity, **they must be in attendance a full day on the day of the activity.** However, if it is an excused absence (i.e. doctor's appointment) or prior approval has been granted by the principal, participation may be allowed.

Dismissal of Students during School Hours: A parent/guardian or other predetermined adult must sign out any student who leaves school during school hours. Teachers will not dismiss a student from their rooms without notification from the office. Students will not be allowed to walk home.

**Drop Off, Pick Up and Parking Procedures:** The Broken Bow Public Schools is committed to providing a safe environment to students and staff. All visitors are to check in and out of the office before visiting classrooms. This practice will be waived in the morning for the first 3 days of school to allow parents to help acclimate their child to the learning environment. This may be beneficial to primary grade students and new learners.

- The red area to the east of the main entrance is to be used for dropping off students in the morning. Do not park in this area.
- The yellow area to the west of the main entrance is to unload students and accompany them to the building. Parking in this loading/unloading zone is not intended for prolonged periods of time, but should be limited to 10 minutes.
- Students being picked up by parents after school should meet them at the main entrance.

**Kindergarten Entry:** The principal may admit any child into the kindergarten who has reached the age of five (5) years on or before July 31<sup>st</sup>. The principal may also admit a child who will reach the age of five years on or after August 1<sup>st</sup> and on or before October 15<sup>th</sup> 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 relocation to another jurisdiction that would allow admission with the current year; or
3. The child has demonstrated through a recognized assessment procedure approved by the Board that he or she is capable of carrying the work of kindergarten.

**Registration/Enrolling:** School enrollment/registration requires:

1. A certified copy of the child's birth certificate
2. Proof of immunizations meeting Nebraska's requirements
3. Proof of residence (lease agreement, purchase agreement, current utility bill, etc.). Proof of physical is also required for students entering school at beginning grades and for students coming from another state/country.

**Physical Examination Requirements:** Nebraska law requires that all students entering kindergarten or beginning grade (Pre-K, K or 1<sup>st</sup>) have a physical examination, including a vision exam, prior to the start of the school year, but not more than 6 months prior to the start of the school year. A physical examination is also required of students coming from out-of-state.

In addition, children entering school for the first time or transferring from out-of-state must obtain a vision assessment from their physician or a licensed optometrist.

A printed form signed by a licensed physician, physician assistant, or nurse practitioner indicating that a physical examination was administered on a specific date shall constitute sufficient evidence of a physical examination. Waivers may also be available in certain situations – contact your school health office if you have questions.

**Withdrawal from School:** Students who are moving from Broken Bow must officially withdraw from school by notifying the administrative assistant and district registrar. Students must turn in all classroom materials, library books, and pay all fees prior to the time of withdrawal. School records will be sent to the new school upon written request by that school.

**Classroom Placement:** North Park will assign students to their next year class through the collaborative efforts of their current classroom teacher, counselor, and principal. When applicable, special education teachers and/or intervention specialist also provide input.

Many factors are considered in the process of creating balanced classroom groups, including leaning styles, gender equity, academic achievement level, behavior, study work habits, and peer relations.

Parent request for specific classroom teachers will not be accepted. However, parents may offer input as to their children's learning needs. This information will be considered when determining placement.

## **Parent/School Communication**

**Contacting the School:** Communication between parents and school is vital. Please notify the office immediately if any contact information should change. If your child needs to be absent or tardy, please call the school prior to 8:30 am. If a student is not in school and has not been properly excused by 8:30 am, the office secretary will call your home or a designated number.

**Infinite Campus Parent Portal:** Infinite Campus is a web-based student information system that allows educators, parents, and students to share information. Infinite Campus allows parents access to their student's grades, attendance, and other information online, anytime. For information on how to set up your free Infinite Campus account, please contact the district registrar. Privacy and security are very important to the district. User information is never sold and will not be shared with organizations outside of Infinite Campus unless required or permitted by law. Students and parents can access Infinite Campus at [https://necloud1.infinitecampus.org/campus/portal/broken\\_bow.jsp](https://necloud1.infinitecampus.org/campus/portal/broken_bow.jsp).

**School Concerns:** All school concerns should be dealt with at the level at which they occurred. If the concerns are not resolved at the teacher level, contact the building administrator. If concerns are not resolved at the building administrator's level, feel free to contact the district office.

**Parent Teacher Conferences and Report Cards:** We believe that home and school must work together to promote your child's intellectual, physical, social, and emotional growth. Sharing information with you helps us plan an educational program for your child. Parent Teacher Conferences will be held twice per year to discuss students' progress and report cards are issued at the end of every semester. Parents are encouraged to contact the school at any time concerning their child's progress. Additional information may be acquired by logging onto the Infinite Campus Parent Portal.

Broken Bow Public Schools employs a standards based grading system. In this system more emphasis is put on assessments (what students know and are able to do) rather than homework. A student's letter grade is determined by their performance on both homework and assessments. As students get older, their grade is increasingly based on assessment scores. Assessment may include, but is not limited to, independently completed assignments, tests, lab reports, state standards assessments, projects, or papers.



3<sup>rd</sup> Grade – 5<sup>th</sup> Grade will utilize the following grading scale:

A+	100-97	B	86-80	D+	69-67
A	96-90	C+	79-77	D	66-60
B+	89-87	C	76-70	U	59 –below

Grade Levels	Homework	Assessments
3 <sup>rd</sup>	50%	50%
4 <sup>th</sup>	40%	60%
5 <sup>th</sup>	30%	70%
6 <sup>th</sup> -12 <sup>th</sup>	20%	80%

Kindergarten – 2<sup>nd</sup> Grades will use Advanced, Proficient, Progressing, Beginning, and Unacceptable on report cards to communicate students’ academic performance. Indicators for Proficiency Levels:

- Advanced: Exemplary, Outstanding, Exceptional, Superior, Excellent, Above Expectations
- Proficient: Satisfactory, Appropriate, Acceptable, Good, Average, Competent, Meets Expectations, Consistent, Commendable
- Progressing: Inconsistent, Developing, Needs Improvement, Minimal
- Beginning: Unsatisfactory, Unacceptable, Emerging
- Unacceptable: No effort given

**Parent’s Right to Know:**

Under federal law (ESSA), parents and guardians may request information regarding the professional qualifications of their students’ classroom teachers and paraprofessionals. Please contact North Park Elementary to request this information. You have a right to request the following:

- Whether the student’s teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the student’s teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in a field or discipline of the certification of the teacher;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**Non-custodial Parents and Guardian Rights:** Non-custodial parents have full rights to their child’s records unless there is a court order which specifically revokes such rights. If the custodial parent objects to the non-custodial parent visiting the child at school or removing the child from school, the custodial parent must get a court order to prevent this. If there is no court order in such a case, we will try to contact the custodial parent and inform them if one of these situations has occurred. **We must have a copy of all court orders on file at the school.**

A non-custodial parent may request to have a parent-teacher conference by calling the school and scheduling a time, either at one of the scheduled conferences or at another time. A non-custodial parent may request a copy of the semester report card by notifying the child’s school office each year and supplying them with their current address.

**Automated Notification System:** Broken Bow Public Schools utilizes an automated notification system to enhance communication between the schools and its patrons. All households with phone numbers and e-mails entered in the school's database will receive calls, texts, and e-mails to alert them of changes in schedule due to weather, emergencies or other school-related announcements. Please contact your school Administrative Assistant if you do not receive these messages.

**School Closing and Emergency Notification Procedures:** Should it become necessary, in the judgment of school officials, to close school because of severely inclement weather or a mechanical breakdown, an announcement will be made over KCNI/KBBN, KBEAR and the school's automated notification system. If it becomes advisable because of an impending storm or other reason to close school during the school day, this information will be communicated in the same manner as listed above. PLEASE DO NOT CALL THE SCHOOL unnecessarily under these circumstances as it ties up phone lines.

**Student Telephone/ Procedures:** Any student wishing to call home must obtain permission from the office and their teacher. Students are encouraged to use the phone only when it is absolutely necessary. The phone will not be used to make social arrangements at any time. Students will not be called from class to take telephone calls unless it is an emergency. The office will see that messages are delivered to the students. To ensure that your child receives any messages please call the office prior to 3:00 pm.

**Volunteers:** Volunteers are welcomed and encouraged at North Park Elementary. Parents, grandparents, relatives, or community people are needed and wanted to help in our school. Don't hesitate to come spend time in your school. Please contact your child's classroom teacher or contact administration about setting up an opportunity to volunteer at North Park.

**Classroom Visitations:** Parents and grandparents are encouraged to visit school. These visits are an indication of your interest in your child and his/her school. As a matter of courtesy, please make prior arrangements with their teacher. If the structure of the class does not permit visits (i.e. – testing, etc.) then the teacher may suggest an alternative time to visit. We limit visits to one instructional period (40-50 minutes).

The following rules will govern classroom visitations:

- A. **All** visitors are to **FIRST** check into the office. If you are not a student or staff of the school, you must stop at the office and receive a visitor pass and sign a log sheet. You must sign out as you leave.
- B. Children below school age are not permitted to visit school unless accompanied by parent or guardian.
- C. Pupils visiting from other schools are to get permission from the office at least one day in advance, and may only visit during lunch and noon recess.

**Classroom Celebrations:** Scheduled celebrations will be held at Halloween, Christmas, Valentine's Day, and student birthdays. Please notify in writing to your child's homeroom teacher if you do not wish for your child to participate in these celebrations. Student birthdays are recognized in several ways throughout the school day. Birthday treats are optional. If treats are sent to school, they will be distributed at the teacher's discretion. Please check with the classroom teacher for appropriate treat suggestions. **Party invitations may not be handed out at school.**

**Flowers/Balloons:** Deliveries of balloons/flowers/candy bouquets are discouraged and will remain in the office to be given to students at the end of the day.

**Activity Pass:** Any elementary student may purchase an activity pass for \$35. The activity pass allows students to attend all Broken Bow Junior and Senior High School home athletic events. It is NOT valid at NSAA sponsored activities (district and state tournaments). Activity passes may be purchased through the elementary office.

## **School Safety**

Once the school day has begun, all exterior doors are locked. Visitors are required to gain permission to access the building and report to the front office. Broken Bow School buildings are monitored by video surveillance.

**Fire, Tornado, and Crisis Drills:** We conduct 10 fire drills per year. Tornado drills are held 2 times a year, and one crisis drill is held during each semester. These drills are intended to help students develop and practice safe procedures in case of emergencies.

**Bike Riders:** Children may ride bikes to school. Bike safety is a constant concern to parents, teachers and children. Children are expected to observe the bike safety rules.

Bike Riders will preferably:

1. Park and lock bikes in bike racks.
2. Push the bike once they are on school grounds.

## Curriculum and Programs

**Curricular Areas:** The following subjects are taught at North Park Elementary: Language Arts (Reading, English/Writing, and Spelling), Mathematics, Science, Social Studies, Music, Physical Education, Health, Handwriting, and Art. School issued materials are expected to be returned in good condition. Students may be charged for damaged materials.

**Technology in the Classroom:** It is the goal of Broken Bow Public Schools to prepare students for the future, even though the future is unknown. We strive to provide students with the tools necessary to adapt to a rapidly changing world. Students 1<sup>st</sup> -5<sup>th</sup> grade will participate in the Broken Bow Public Schools 1:1 eLearn Initiative. Students will be issued a Chromebook to use throughout the day at their teacher's discretion. Students may be allowed to take their Chromebooks home to complete assignments as directed by classroom teacher.

North Park Elementary will utilize a variety of technologies to enhance the curriculum and learning opportunities for students with the following goals in mind:

- Teach the ethical use of technology
- Expand integration of digital resources
- Develop a new set of skills for the 21st Century Learner
- Improve the quality of learning and promote greater academic achievement
- Provide greater access to educational opportunities and differentiated instruction
- Equip all students to use technology to interact with and impact the world around them

**Student Internet and Computer Access:** Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

1. Student Expectations in the Use of the Internet
  - a. Acceptable Use
    - i. Students may use the Internet to conduct research assigned by teachers.
    - ii. Students may use the Internet to conduct research for classroom projects.
    - iii. Students may use the Internet to gain access to information about current events.
    - iv. Students may use the Internet to conduct research for school-related activities.
    - v. Students may use the Internet for appropriate educational purposes.
  - b. Unacceptable Use
    - i. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
    - ii. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
    - iii. Students shall not use chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
    - iv. Students shall not use school computers to participate in online auctions, online gaming or mp3/mp4 sharing systems.
    - v. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

- vi. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- vii. Students shall not publish web pages that purport to represent the school district without the express written permission of the system administrator.
- viii. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- ix. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- x. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- xi. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- xii. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- xiii. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- xiv. Students shall not forge electronic mail messages or web pages.

## 2. Enforcement

### a. Methods of Enforcement

- i. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- ii. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- iii. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- iv. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### b. Consequences for Violation of this Policy

- i. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - 1. Loss of computer privileges;
  - 2. Short-term suspension;
  - 3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

4. Other discipline as school administration and the school board deem appropriate.
  - ii. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.
3. Children's Online Privacy Protection Act (COPPA)
- a. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
  - b. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

**Title I:** Since 2009-2010 school year, North Park Elementary School has been operating as school wide Title I program. School wide status provides greater flexibility in using Title I Federal funds to meet school goals and provide support for all students.

**North Park Elementary Title I School Compact:**

*This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At parent-teacher conferences, the compact shall be discussed as it relates to the individual child's achievement.*

**Teacher/School:**

*It is important that students achieve. I agree to do the following:*

1. We will provide a safe and positive learning environment.
2. We will offer high-quality curriculum and instruction to provide appropriate, meaningful, and interesting learning experiences to meet state academic achievement standards.
3. We will communicate with you on your child's progress.
4. We will respect the cultural differences of students and their families.
5. We will use techniques, materials, and programs that will meet individual needs and help your child succeed.

**Parent:**

*I want my child to achieve; therefore, I will encourage him/her by doing the following:*

1. I will encourage good study habits by providing a quiet place/time to do school work.
2. I will encourage my child to read at home and spend time reading with my child.
3. I will talk with my child about his/her school activities daily.
4. I will support the school in developing positive behaviors to maintain proper discipline.
5. I will communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.

**Student:**

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. I will come to school ready to learn and give my best effort.
2. I will have each day's homework completed and handed in on time.
3. I will obey school rules and work cooperatively with my classmates and adults.
4. I will show compassion and respect to myself, other students, adults, and my school.
5. I will be responsible for my own actions and display integrity throughout the day.

**The Multi-Tiered System of Support (MTSS) Team:** You or your child's teacher may be concerned that your child's needs are not being met in the classroom. There are procedures in place at North Park Elementary to assist your child. The Multi-Tiered System of Support (MTSS) Team meets weekly to focus on children experiencing difficulties at school. Your child's teacher and other North Park staff can help you understand and participate in these procedures for the purpose of appropriately meeting the needs of your child. Your input is very valuable to the process. Please talk with your child's teacher if you have specific concerns or questions about your child's progress.

**Homework:** Homework contributes to the development of independence and responsibility on the part of the student and is an accepted practice at North Park Elementary. Homework may include memorization, practice exercises, outside reading, projects or family activities. The major purposes of homework are: 1) To practice and reinforce skills/concepts introduced in class. 2) To prepare for in-class discussions or experiments. Activities may include collecting materials or information to bring to class, studying vocabulary, or practicing math facts. 3) To expand, enrich or explore subjects of personal interest and to allow individual creative forms of expression, through additional readings, research or projects. It is at the teacher's discretion as to whether students are required to correct mistakes made on homework assignments. General guidelines to assist parents in helping their children with homework include:

- Set up a consistent organized place for homework to be done.
- Establish a consistent schedule for completing homework.
- Encourage, motivate, and prompt your child, but do not sit with him/her and do the homework with them. The purpose of homework is for your child to practice and use what they have learned.
- Although there might be exceptions, the minutes your child should spend on homework should equal approximately 10 times their grade level (a 2<sup>nd</sup> grader would spend 20 minutes, a 3<sup>rd</sup> grader 30 minutes, and so on).
- If your child is spending unusual amounts of time on homework each night, he/she may be experiencing some difficulty and it would be advisable to contact the teacher.
- Make-up homework will be gathered by staff upon request from a parent. Please make your request for homework in the morning to allow time for it to be gathered for you to pick up in the afternoon.
- Students will be given reasonable opportunities to complete assignments missed due to excused or unexcused absences or suspensions. The time allowed for make-up work will be determined by the length and nature of the absence.

**Library Media Center:** The elementary library media center provides a variety of books both in print and digital formats for students to checkout. Students can check out up to five printed library books at any one time. Students also alternate their time in the library between a checkout week and a technology week. During technology, students learn the skills needed to be successful digital and global citizens. The library is committed to allow learners the opportunity to inquire, collaborate, curate, explore, and engage by thinking, creating, sharing, and growing.

**Guidance and Counseling Program:** The Broken Bow Schools provide a guidance and counseling program in all buildings. The school counselor is a certified professional who assists students, teachers, staff, and parents.

The guidance portion of the program is a comprehensive developmental model that is used school wide. The counselor works as a team with the school, parents, and community to create a caring atmosphere whereby children's needs are met through prevention, early identification, and interventions. The guidance program implements effective classroom lessons that focus on understanding self and others, coping strategies, peer relationships, effective social skills, communication, decision-making, conflict resolution, study skills, substance education, career awareness and multicultural awareness.

The school counselor also provides individual and small group counseling dealing with self-image and self-esteem, personal adjustments, family issues, interpersonal concerns, and academic development. Teachers, parents, or the student may request these services. The school counselor, for ongoing individual and small group counseling sessions, requires parent permission.

The school counselor provides consultation with teachers, parents, administrators, school psychologist, outside agencies and social services concerning the welfare of students

**Field Trips:** A field trip is a visit to a place outside the regular classroom designed to enhance your child's educational experience. To participate in a field trip, students must have a signed permission slip on file with the office. Occasionally, field trips will extend the regular school day. Students may need to arrive earlier than the regular school day or may return to school after regular hours, or both leave early and return late. In all cases, parents will be responsible for bringing students to school early or picking them up at a later time. Parents may be required to pay admittance fees up to \$10.00.

Often there is a need for parent volunteers to accompany children on a field trip. Each classroom teacher will determine the need and process for determining parent volunteers. These trips are considered an extension of classroom learning and a part of your child's education, not a family outing. **We ask that you honor the volunteer choices and do not attend your child's field trip unless you are asked to be a volunteer.**

**End of Year & Semester Awards:** North Park Elementary students may receive Perfect Attendance Awards at the end of each semester (see attendance section on page 6 for specific requirements). 5<sup>th</sup> grade students may receive a Presidential Academic Award at the end of the year based on their GPA from their 4<sup>th</sup> and 5<sup>th</sup> grade years in Reading, Math, Spelling, Science and Social Studies. There are two levels of the Presidential Academic Awards. The Gold is for a GPA 3.85-4.0 and a Silver is for a GPA 3.5-3.84.



## **Student Dress and Personal Appearance**

Children should dress appropriately for school. Parents should decide what clothing best fits the season and the family's personal tastes. However, it is the responsibility of the school to maintain an environment that facilitates learning. The administration is responsible for determining on a case by case basis whether a student's attire is disruptive to the classroom environment. The following guidelines will be followed:

- Cleanliness should be practiced at all times.
- Offensive or inappropriate clothing will not be permitted. Clothing with alcohol or tobacco advertisements, profanity, racist or harassing slogans or graphics are not considered appropriate for school.
- Appropriate shorts (min. 4" inseam) and skirts (min. fingertip length) are permitted throughout the school year.
- Shoes must be worn at all times.
- Hats, caps, bandannas, head scarves are not permitted in the building during the school day.
- Clothing with holes, or sleeves, back, and sides cut out are not permitted.
- Bare midriffs are not acceptable school dress. Tank tops with narrow straps are inappropriate unless a shirt is worn underneath or over the tank top.
- Pants that are too baggy and fall below the hips are not permitted.

On most days' students will have outside recess. Students should bring appropriate outer clothing (coats, boots, etc.) for this purpose. Parents should mark all outer clothing with some form of identification.

Students need to wear tennis shoes on PE days.

## Health Services

**Guidelines for School Immunization Program:** Nebraska requires that all students have at least three (3) DPT (Diphtheria, Pertussis, Tetanus) vaccines, three (3) Polio vaccines, 2 MMR vaccines, three (3) Hepatitis B vaccines and one (1) dose of Varicella (Chickenpox) given on or after 12 months of age and prior to 13 years of age. If over 13 years of age, two (2) doses of Varicella. Nebraska Law 79-444.01, 1973, requires that every child be immunized against these diseases, unless waived by a medical doctor or minister. Waive forms are available in each elementary office. Please help our school get 100% immunization.

**When to Stay Home:** If your child has a temperature/fever (defined as 100 degrees or higher) please keep your student home for 24 hours after their temperature has returned to normal (without use of fever-reducing medicines such as ibuprofen or acetaminophen). If your child has an unexplainable rash or pink eye, they must stay home and cannot return to school without a doctor's note. Call and ask the nurse if you are not sure. Injuries sustained at home should be treated there. Please keep healthy students in school and ill students at home. Send your child to school healthy. Sometimes children need, and are given, an extra push out the door (especially on Mondays), saying they are not feeling their best. Let us know if it was a difficult morning. If a parent doesn't contact us and a student comes in to see the nurse early in the morning, we will encourage them to go back to class unless we have heard from you.

**Medication in School:** Any student who is required to take medication during the regular school day must comply with school regulations. Any over-the-counter medication (i.e. Tylenol, cough drops, antacid tablets, etc.) that is brought to school by your child needs to be taken to the office. Over-the-counter medication needs to be in the original package with instructions. Parent instructions as to what the medication is, the purpose of the medication, time to be given, and the number of days to be given is also required. If medication is to be sent home at the end of the day, this should also be included in the written instructions.

Students who are routinely required to take medication during the school day MUST comply with school regulations and complete a "Medication at School Permission" form. All medication needs to be brought to school in the original container. Prescription medication needs to have the name of the drug, the amount needed to be taken and time to be taken.

**Latex Exposure:** Broken Bow Public Schools will strive to be "latex-safe." Latex-sensitivity is becoming more prominently diagnosed in children and adults. No latex balloons are allowed in the building for any reason.

**Epinephrine:** Epinephrine is available at the Broken Bow Public Schools for emergency use only. If your physician has prescribed, or recommended your student carry epinephrine, please make us aware of that. This information will allow us to provide prompt medical treatment in case of an emergency. It is the parent's responsibility to provide epinephrine. If your child has a latex allergy, please let us know. All pertinent health information will allow us to take appropriate and prompt care of your student if the need should arise.

**Communicable Diseases:** The Broken Bow Public School District follows the guidelines from the Nebraska Department of Health. A more detailed listing is available in the health office of each school. Call the school nurse if you have any questions. Your physician may shorten the duration of any absence by giving written permission to return to school.

- **Chicken Pox:** Exclude until all lesions are crusted/dry and student is without fever.
- **Colds:** May return if no fever (without the use of fever reducing medication), over acute stage (sneezing, excessive nasal discharge, sleepiness, uncontrollable coughing).
- **Pink Eye (Conjunctivitis):** If your child has an unexplainable rash or pink eye, they must stay home and cannot return to school without a doctor's note.
- **Fifth's Disease:** Exclude until fever and malaise are gone. May return when no longer contagious (once the rash appears).
- **Pertussis (Whooping Cough):** Exclude until written physician approval. Exclude inadequately immunized close contacts. Antibiotic treatment is necessary. Report any possible pertussis illness to the school as soon as suspected case.
- **Impetigo:** Exclude until lesions are treated, acute symptoms resolved or with written physician approval.
- **Scabies:** Exclude until the day after treatment is started.
- **Lice and Nits:** Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.
- **Bed Bugs:** Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis. The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred. If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the student's clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.
- **Ringworm:** If affected areas cannot be covered with clothing/dressing during school, student will be excluded until treatment started.
- **Strep Infections:** Exclude until fever free (without the use of fever reducing medication) and under treatment for 24 hours.
- **Staph Infections (MRSA and other):** Students with confirmed staph infections must keep the lesions covered at school. Proper hygiene, hand washing and avoidance of sharing personal items is necessary.
- **Influenza:** Exclude for duration of illness and fever free (without the use of fever reducing medication).

## School Food Service

The Broken Bow Public Schools operates a hot lunch program in all buildings. The primary purpose of the school lunch program is to provide the students with well-balanced, nutritious, low-cost meals. The meals can make an important contribution to the health and well-being of individuals by improving the quality of their diets and aiding in the development of sound food habits. The elementary lunch menu consists of a choice between two entrees and the food bar each day. Breakfast and lunch menus are published monthly on the Broken Bow Public School website at [www.bbbs.org](http://www.bbbs.org).

**On-Line Payments:** Broken Bow Public Schools provides on-line payment capability for school meals. You can add money to your child's account, view account balances and recent purchases, from the convenience of your home, or office.

Visit [www.bbbs.org](http://www.bbbs.org) and log into the student/parent portal. If you don't have a parent portal call 308-872-6821 to set one up.

The policy will be enforced with Elementary Students as follows:

- Student lunch account balance below \$5.00: Households will receive a low and negative balance phone call via the school's telephone notification system.
- Once a month, negative balance letters will be mailed to students who have a negative balance on their account.
- An account may be at a negative \$15.00 for purchasing reimbursable meals only. When an account is more than negative \$15.00, students will be offered an "alternative meal."
- Parents and/or students can check their account balance by calling the Food Service Office at 872-2916 or by logging into the student/parent portal or mobile app.

Families are encouraged to apply for free and reduced price meals for their children. Letters are sent to every family in the fall, explaining the application process to receive free or reduced price school lunches. For additional information, or a new application, contact the school secretary or Jennifer Gibbons at the Superintendent's Office.

Broken Bow Public Schools Participates in National School Lunch Program (NSLP) & School Breakfast Program (SBP) and must comply with United States Department of Agriculture Non-Discrimination practices as stated:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights 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, audiotope, 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) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider

All complaints, written or verbal, shall be accepted by the School Food Authority CIVIL RIGHTS (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

## Discipline/Behavior Expectations

**Character Works Program:** Our Character Works Program will allow us the opportunity to provide a consistent and fair behavior plan for all students. Research shows that students achieve at a higher level when they know the expectations and feel safe. Consistent use of our Expectation Matrix will help us improve in these areas. Our plan provides detailed expectations in every area of the school while putting an emphasis on safety and making good choices. (see Character Works Matrix on page)

The success of our plan will improve with time and with the participation of our families. Research also shows that school behavior plans that are followed in the home greatly improved their effectiveness in the school. Please go over the expectations with your child at home. We want parents/guardians to know that school rules are designed to protect all children and we will work closely with parents/guardians to maintain a great learning environment for each child.

**Reasons for Short-Term Suspension, Long-Term Suspension or Expulsion:** Short-term suspension is exclusion from school for a period of up to five (5) days. Long-term suspension is exclusion from school for six (6) to nine (9) days. Suspension may be used only after an investigation by the principal. The student must be notified of charges and evidences, and have a chance to refute. Written notice must be sent to the student/parent/guardian within 24 hours. The principal must try to hold a conference with the parent/guardian. Expulsion is exclusion from school for a period of time up to the remainder of the semester.

**The principal may exclude a student from school for the following reasons:**

1. Conduct that is dangerous to himself/herself or others.
2. If the student has a dangerous communicable disease.
3. Disruptive conduct that interferes with school purposes.
4. Violence, force, coercion, threat, intimidation, or similar conduct.
5. Causing or attempting to cause substantial damage to property or stealing or attempting to steal property.
6. Injuring or attempting to injure employees or students.
7. Threatening or intimidating students to obtain money or valuables.
8. Possessing, handling, or transmitting weapons.
9. Possessing, selling, or dispensing controlled substances or alcoholic liquor.
10. Other activities illegal in Nebraska which are dangerous or interfere with school purposes.
11. Repeated violations of rules established which carry exclusion from school less than six (6) days.

**Gun Law/Weapon Policy:** If a student is determined to have brought a firearm/weapon (toy or real) to school, or he/she is in possession of a firearm/weapon on school property, the student could be expelled from school for a period of not less than one (1) year. The superintendent may modify the one-year expulsion on a case-by-case basis. (Neb. Stat. 28-1201-1212)

**Cubbies and Backpacks:** The school district exercises exclusive control over all school property. This includes student cubbies, desks, and other property owned by the school, as well as any items placed in school property by students. School property is subject to be searched by school officials at any time. Designated school officials also have authority to search student's clothing, backpacks, or other property brought onto school grounds upon reasonable suspicion of a dangerous situation or a violation of school policy.

**Student Bullying:** Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.









**Disciplinary Consequences:** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Prevention and Education:** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Cell Phones and Electronic Devices:** North Park Elementary students may not use cell phones or electronic devices during the school day unless special permission is granted by the classroom teacher or administrator. North Park Elementary students must keep cell phones/electronic devices turned off in their locker or backpack during the school day unless special permission is granted by the administrative office. Violating this policy will result in the cell phone/electronic device being taken from the student to be held by school administration until the parent/guardian meets with the principal prior to retrieving the cell phone. Additional violations of the policy will require the student to check the cell phone into the office in the morning and picked up after school.

	 <b>Playground</b>	 <b>Cafeteria</b>	 <b>Arrival</b>	 <b>Restroom</b>	 <b>Bus</b>	 <b>Dismissal</b>	 <b>Hallway</b>	 <b>Classroom</b>
Responsibility	-Report unsafe behavior to an adult (P1) -Use & return playground equipment correctly (P2) -Follow rules of the game (P3)	-Clean up after yourself (Ca1) -Take ONLY what you can eat (Ca2)	-Stay in your area (A1) -Keep hands and feet to yourself (A2)	-Flush the toilet (R1) -Wash your hands with soap (R2)	-Be on time (B1) -Wait in bus area (B2) -Get on correct bus (B3)	-Know where you are going (D1) -Have belongings with you (D2)	-Eyes forward (H1) -Hands by your sides (H2)	-Complete & turn in your best work, on time (CL1) -Respond appropriately to conflict (CL2) -Accept consequences (CL3) -Be on time & enter quietly (CL4) -Keep hands, feet, and objects to yourself (CL5) -Be encouraging & helpful (CL6)
	-Include others (P4) -Be kind (P5)	-Be helpful to others (Ca3)	-Be a good friend (A3) -Help other students (A4)	-Keep a clean space (R3)	-Be a good friend (B4) -Be a good listener (B5)	-Be kind (D3)	-Use hallway etiquette (H3)	
	-Follow the playground rules (P6) -Take turns and share (P7) -Line up quickly when the whistle blows (P8) -Respect other peoples' personal space (P9) -Follow directions the first time (P10)	-Use your time wisely (Ca4) -Show manners (thank you w/name) (Ca5) -Use a quiet voice (Ca6) -Keep your hands and feet to yourself (Ca7)	-Follow the rules (A5) -Listen to all adults (A6)	-Use a quiet voice (R4) -Respect others privacy (R5) -Stay in your own stall (R6)	-Listen to adult on duty (B6) -Walk to the bus (B7) -Listen to and follow the bus driver's directions (B8) -Use a quiet voice (B9)	-Use crosswalks (D4) -Walk bikes on school property (D5)	-Lips sealed (H4) -Walk quietly (H5)	-Follow directions the first time (CL7) -Use quiet inside voices (CL8) -Take care of materials & equipment (CL9) -Address all staff, properly (CL10) -Treat others as you want to be treated (CL11)
Compassion	-Include others (P4) -Be kind (P5)	-Be helpful to others (Ca3)	-Be a good friend (A3) -Help other students (A4)	-Keep a clean space (R3)	-Be a good friend (B4) -Be a good listener (B5)	-Be kind (D3)	-Use hallway etiquette (H3)	
	-Follow the playground rules (P6) -Take turns and share (P7) -Line up quickly when the whistle blows (P8) -Respect other peoples' personal space (P9) -Follow directions the first time (P10)	-Use your time wisely (Ca4) -Show manners (thank you w/name) (Ca5) -Use a quiet voice (Ca6) -Keep your hands and feet to yourself (Ca7)	-Follow the rules (A5) -Listen to all adults (A6)	-Use a quiet voice (R4) -Respect others privacy (R5) -Stay in your own stall (R6)	-Listen to adult on duty (B6) -Walk to the bus (B7) -Listen to and follow the bus driver's directions (B8) -Use a quiet voice (B9)	-Use crosswalks (D4) -Walk bikes on school property (D5)	-Lips sealed (H4) -Walk quietly (H5)	-Follow directions the first time (CL7) -Use quiet inside voices (CL8) -Take care of materials & equipment (CL9) -Address all staff, properly (CL10) -Treat others as you want to be treated (CL11)
	-Play fair (P11) -Use self-control (P12) -Practice good sportsmanship (P13)	-Walk at all times (Ca8) -Stay in order and get to your table	-Be honest about where you are going (A7) -Get to and from destination promptly	-Use self-control (R7) -Get to and from destination promptly	-Sit facing forward on the bus (B10) -Use self-control (B11)	-Get to and from destination promptly (D6) -Use self-control (D7)	-Stay on the red line (when possible) (H6) -Get to and from destination promptly	-Do the right thing even when no one is watching (CL12) -Eyes on your own work (CL13)
Integrity	-Play fair (P11) -Use self-control (P12) -Practice good sportsmanship (P13)	-Walk at all times (Ca8) -Stay in order and get to your table	-Be honest about where you are going (A7) -Get to and from destination promptly	-Use self-control (R7) -Get to and from destination promptly	-Sit facing forward on the bus (B10) -Use self-control (B11)	-Get to and from destination promptly (D6) -Use self-control (D7)	-Stay on the red line (when possible) (H6) -Get to and from destination promptly	-Do the right thing even when no one is watching (CL12) -Eyes on your own work (CL13)



## ***Transportation***

Transportation to and from school is provided for those students who live in excess of four miles from school. Transportation is also provided between all school buildings. Transportation is also provided for most school-sponsored activities. **Students are required to appropriately use any vehicle restraint system while being transported in school owned vehicles or for any school sponsored activity. Exception: buses without restraint systems.**

In order to make the riding experience safe for all, there are rules that all students must follow while under the supervision of the school bus driver. **If students are unable to follow the rules of safe school bus riding, students may be denied the privilege of riding the school bus.**

Students must:

- Follow the direction of the school bus driver in a courteous and respectful manner.
- Treat other students on the bus in a courteous and respectful manner.
- Students must remain seated and facing the front of the bus until the bus reaches a complete stop.
- Talk softly at all times with the exception of railroad crossings and at bus stops where there will be no talking.
- The driver reserves the right to assign seats to any or all students who ride the bus. This is not necessarily a discipline action.
- Students who are involved in any horseplay, unruly behavior, cursing, obscene or loud talking will be subject to disciplinary action.

## **Additional Information**

**Video Surveillance:** The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

**Asbestos Notification:** The Broken Bow Schools are on schedule in complying with AHERA (Asbestos Hazard Emergency Response Act). All school buildings have been inspected by certified inspectors for asbestos-containing materials. Some asbestos-containing materials were identified in each of the four buildings. The matters were found to be well-covered and in good condition or have been removed. A Management Plan has been developed and submitted to the Nebraska Department of Health. It outlines in detail the methods to be used to maintain the materials in a safe manner. Broken Bow maintenance and custodial staff has been trained to remove and repair any small portions of damaged ACM. A copy of the Management Plan is on file for the public's review in the Maintenance Office. Copies of individual building inspection reports are on file in each school's administration office.

**Dating Violence:** Dating Violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

**Routine Directory Information:** The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet

- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

**Student Fees:** The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

1. Definitions

- a. "Students" means students, their parents, guardians or other legal representatives.
- b. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- c. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

2. Listing of Fees Charged by this District

- a. Guidelines for Clothing Required for Specific Courses and Activities: Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
- b. Safety Equipment and Attire: The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (1) such equipment is available in the appropriate classes and areas of the school buildings, (2) teachers are directed to instruct students in the use of such devices, and (3) students use the devices as required. Students are responsible for using the devices safely and as instructed.

- c. **Personal or Consumable Items:** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, material and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- d. **Materials Required for Course Projects:** The district does not provide student with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.
- e. **Student Fee Assessments:** Students may apply for waivers of fees under district waiver guidelines. The student fee policy will be published annually in the Student Handbook.

The following fees may be assessed during the school year for North Park students involved in the activities described.

<b>Program</b>	<b>General Description of Fee</b>	<b>\$Amount of Fee (Maximum)</b>
Field Trips	Admissions	\$10.00 per trip
All Classrooms	Classroom Supplies	\$25.00
Physical Education	Tennis Shoes	\$40.00
Kindergarten	Rest Mat	\$20.00
Band	Supplies	\$15.00
	Instrument Rental	\$130.00
	Instrument Purchase	\$700.00

- 3. **Waiver Policy:** 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, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.
- 4. **Voluntary Contributions to Defray Costs:** The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.
- 5. **Fund-Raising Activities:** Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**Student Records:** The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general, “student records” shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items are not generally being maintained by the district.

For purposes of the district’s compliance with state and federal law, the district “maintains” student records which are printed and kept in the student’s physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. Infinite Campus is the official school district student information system.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No “student record” or record required to be retained by the Nebraska Secretary of State’s Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and “student records” as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all the other records.

Students or their parents, guardians, teachers, counselors, or school administrators, shall have access to the school’s files or records maintained concerning themselves or their students. For purposes of this policy, “teachers” include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. “School administrators” include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil’s graduation or after the pupil’s continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

**Protection of Pupil Rights:** The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with the parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

A. Surveys Created by a Third Party

1. This section applies to every survey:
  - i. That is created by a person or entity other than a district staff member or student;
  - ii. Regardless of whether the student answering the questions can be identified; and
  - iii. Regardless of the subject matter of the questions
2. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

B. Surveys Requesting Particular Sensitive Information

1. Sensitive information shall include:
  - i. Political affiliations or beliefs of the student or the student's parent(s)
  - ii. Mental or psychological problems of the student or the student's family
  - iii. Sexual behavior or attitudes;
  - iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - v. Critical appraisals of other individuals with whom respondents have close family relationships;
  - vi. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
  - vii. Religious practices, affiliations, or beliefs of the student or student's parents(s); or
  - viii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
2. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
3. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
4. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
5. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

C. Survey Inspection Requests

1. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student

2. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
  3. The principal shall respond to survey inspection requests without delay.
2. Invasive Physical Examinations
    - A. The term “invasive physical examination” means:
      1. Any medical examination that involves the exposure of private body parts; or
      2. Any act during such examination that includes incision, insertion, or injection into the body; and
      3. Does not include a hearing, vision, or scoliosis screening.
    - B. Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is:
      1. Required as a condition of attendance;
      2. Administered by the school and scheduled by the school in advance; and
      3. Not necessary to protect the immediate health and safety of the student, or of other students
    - C. This policy does not apply to any physical examination or screening that:
      1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
      2. Is administered to a student in accordance with the Individual with Disabilities Education Act (20 U.S.C. § 1400 et seq.)
      3. Is otherwise authorized by Board Policy
  3. Collection of Personal Information from Students for Marketing
    - A. The term “personal information” means individually identifiable information including:
      1. Student’s and parent(s)’ first and last name;
      2. Home or other physical address;
      3. Telephone number; and/or
      4. Social security number.
    - B. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
    - C. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
      1. Post-secondary education recruitment;
      2. Military recruitment
      3. Tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
      4. Student recognition programs
  4. Inspection of Instructional Material
    - A. Definition
      1. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).

2. The term does not include academic tests or academic assessments.
  - B. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
  - C. Curriculum inspection requests must be made to the building principal in writing.
  - D. Building principals shall respond to inspection requests within a reasonable amount of time.
5. Notification of Rights and Procedures
- A. The superintendent shall notify parents of:
    1. This policy and its availability upon request from the office of the district;
    2. How to opt their child out of participation in activities as provided for in this policy;
    3. The approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
    4. How to request access to any survey or other material described in this policy.
  - B. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

**Notice of Parental Rights:**

The Family Education Rights and Privacy Act (FERPA) provides parents and guardians certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If you believe one of your student's records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's web site. Directory information includes the following information about a student:

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address



- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

**You have two options:**

**If you *DO NOT OBJECT*** to the disclosure of directory information about your student, you do not need to do anything.

**If you *OBJECT*** to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than the last Friday in August.

***Non-directory Information.*** Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except: (1) in accordance with the provisions of FERPA and regulations, (2) in accordance with state statutes and regulations, or (3) in accordance with your written instructions.

***Internal Use of Information.*** Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

**Transfer of Records Upon Student Enrollment.** Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.

**Complaints.** You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

**Nondiscrimination Policy:** The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Darren Tobey  
Title: Superintendent  
Address: 323 North 7<sup>th</sup> Avenue, Broken Bow NE 68822  
Telephone: 308-872-6821  
E-mail: darren.tobey@bbps.org

For further information on notice of nondiscrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053–Nondiscrimination.