

Parent-Student Handbook 2011-2012

**Chase County Elementary School
Home of the Shorthorns
"Meet the challenge
exceed expectations and
continue the legacy of excellence!"**

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2011-2012
CALENDAR
DAYS OF SCHOOL

August	(22, 23, 24 – In-service), 25, 26, 29, 30, 31	5
September	1, 2, (5–Labor Day), 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 24, 25, 26, 27, 28, 29, 30	21
October	(3 – PT Conferences), 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27 – end of 1 st Quarter, (28 – Fall Break), 31	19
November	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, (24-25 Thanksgiving), 28, 29, 30	20
December	1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22 (23-31–Christmas)	16
January	(3-In-service), 4, 5, 6, 9, 10, 11, 12, 13, – End of 1 st Semester, 16, 17, 18, 19, 20, 23, 24, 25, 26, 27, 30, 31	20
February	1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, (17-20 –Winter Break), 21, 22, 23, 24, 27, 28, 29	19
March	1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15- end of 3 rd Quarter, (16 – Spring Break), 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	21
April	2, 3, 4, 5, (6-9 Easter), 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 25, 26, 27, 30	19
May	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, (25–Teacher check-out)	18

School Days	178	First Quarter	44
Work Days	6	Second Quarter	45
		Third Quarter	42
		Fourth Quarter	47
	<hr style="width: 100px; margin: 0 auto;"/> 184		<hr style="width: 100px; margin: 0 auto;"/> 178

<p>Mon., Aug. 22 – Full day In-service Tues., Aug. 23 – Full day In-service Wed., Aug. 24 – Full day In-service Mon., Aug. 25 – 1st day of School Mon., Sept. 5 – Labor Day Mon., Oct. 3 – Parent-Teacher Conf. (12:00-5:00, 6:00-8:30pm) Mon., Oct. 3 – No School Thurs., Oct. 27 – End of 1st Quarter Fri., Oct. 28 – Fall Break Wed., Nov. 23 – 1:30 dismissal Thurs., Nov. 24 – Thanksgiving Fri., Nov. 25 – Thanksgiving Thurs., Dec. 22 – Christmas Vacation (starts 1:30) Mon., Jan. 2 – No School</p>	<p>Tues., Jan. 3 – Full day In-service Wed., Jan 4 – Classes Resume Fri., Jan. 13 – End of 1st Semester Fri., Feb. 17 – Winter Break Mon., Feb. 20 – Winter Break Thurs. Mar. 15 – End of 3rd Quarter Fri., Mar. 16 – Spring Break Thurs., Apr. 5 – 1:30 Dismissal Fri., Apr. 6 – Easter Break Mon., Apr. 9 – Easter Break *(Fri., Apr. 20 – District Music, No School) Sat., May 12 – CCHS Graduation Thurs., May 24 – Last day of classes (1:30 dismiss) Fri., May 25 – Teacher Checkout</p>
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* Pending NSAA approval, April 20th District Music – No School/Teacher work day/in-service

WELCOME

Welcome to the 2011-2012 school year at Chase County Elementary School. This year, the youngest or only child from each family will receive and take home a copy of this handbook on their first day of school. Please read the entire book carefully. ***When you finish reviewing the handbook, please, sign, date and include the name of your children on the Chase County Schools K-8 Handbook (page 34) verification sheet and return to school. Please do this within the first week of school. This will also serve as your child's computer verification form. When the form is signed and returned your child will be allowed to utilize the school's computers.***

We look forward to an exciting and educationally challenging school year and look forward to assisting you in fulfilling your educational goals. To accomplish those goals, the Board of Education, on behalf of the community, has provided an excellent faculty, facilities and caring staff.

Students, the progress you make in each subject will now depend upon you. Your desire, effort and abilities will determine the success you make of the opportunities at Chase County Elementary School. For this reason, this handbook provides important information regarding your privileges and responsibilities as a student of the Chase County Elementary School. These rules and regulations provide the freedoms and boundaries of our success. Please review these rules and regulations with your parents, and have them discuss them with you. This will help you in making positive decisions throughout the school year. We're looking forward to a great year with all of you!

ABSENCES

If you are absent, a parent or guardian must call Chase County Elementary School each day with the reason for your absence. The call should be made between 8:00 and 9:00 a.m. The number to call is 882-4228. If we have not heard from you by 9:00 we will make an effort to contact your home phone, work phone or emergency phone. If we are still unsuccessful, we will contact the local authorities, if necessary, to help ensure that your child is safe. Thank you for your cooperation in this matter.

By state law, absences must be reported as excused or unexcused, so parents must provide the reason for their child's absence. A student will be counted absent if they miss more than the first five (5) minutes of a given period. Missing time within the first five (5) minutes of a period will be recorded as tardy. Students in Grades K-6 who have more than 3 tardies in a quarter will be required to report to school the following day at 7:30 AM and any further days in the quarter for continued tardies. If a student fails to show up at 7:30 AM they will have one hour detention after school that same day.

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences". Students with 20 unexcused absences per year shall be deemed to be habitually truant. If a student has "excessive absences" or is considered habitually truant, procedures will be implemented to correct the truancy problem as required by law.

Parents are also asked, if at all possible, to schedule appointments (ie: doctor, dentist, etc.) outside school hours so their child does not miss school. If an appointment must be made during the school day, parents are to report to the office to pick up their child. Students will be summoned from the office when the parent arrives. Students are to report to the office upon returning from any absence. They are also asked to report to the office if they had been absent for any part of a day. A pass will be issued for them to return to class.

In case of communicable diseases, the child will not be re-admitted to school until the nurse has seen the child or a written statement from a doctor is presented to the child's teacher. Generally a child should not return to school after an illness until he/she is ready to participate in the regular school program. The school is not staffed to supervise "ill" students "staying in" at recess.

If you provide the elementary school with a doctor's note, the absence will be EXCUSED (for the days listed). The entire Chase County Elementary School Student Absence policy JDA may be previewed at any time in the school office.

ADMISSION

In accordance to school policy JC, a pupil must be five years of age on or before October 15 to be enrolled in kindergarten. Similarly, a child may enter first grade (never attended kindergarten) if he/she will be six years of age on or before October 15 of the current school year and the school officials determine that such grade level is the appropriate placement for the child.

The Board of Education may admit a child who will reach the age of five between October 16 and February 1 of the current school year if the parent requests such entrance and provides an affidavit stating that the child attended kindergarten in another jurisdiction in the current school year.

New students entering Chase County Elementary School for the first time must present a certified copy of their birth certificate (an embossed seal must appear) and immunization records. After the necessary information has been recorded or copied, the documents will be returned. State law mandates physical examinations and eye examinations for pupils entering kindergarten. Dental exams are encouraged.

ALCOHOL, DRUGS AND TOBACCO POLICY

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The use of tobacco products, alcohol, drugs, and/or other controlled substances is prohibited. The use of any of the above shall be punishable as the following policies prescribe:

TOBACCO USE BY STUDENTS

Smoking and/or possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event at Chase County Schools or another location is prohibited. If a student is caught smoking or in possession of tobacco products, disciplinary action will be taken.

Professional personnel will carry on intensive programs of education designed to fully inform students about the hazards of smoking.

ALCOHOL AND DRUG USE BY STUDENTS

The use or possession or being under the influence of intoxicants or controlled drugs in or on school property or while in attendance at any school sponsored event, activity or athletic event is harmful to a student's health and is prohibited. This rule also applies to any vehicle, which is being used to transport students to or from school or a school event.

Any student in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students found to be in the possession or being under the influence of, or using alcoholic beverages and/or illegal drugs, inside or outside of school shall be suspended from all activities, outside of their regular classroom responsibilities, for a period of 30 days. (i.e.: FCCLA, music competitions/clinics, DI, athletic competitions, field trips, etc.) The 30 days shall begin the date that the school officials determine there has been a violation of this policy. Students will remain in the class during this time, but will not be allowed to participate in the activity outside of class time.

Information about any available drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from either the guidance counselor or school nurse.

ATTENDANCE

Each student is entitled to the best education he/she can possibly receive. In order to gain such an education at Chase County Public Schools a student must be regular and punctual in attendance. Because absences often lead to poor achievement, discouragement or scholastic failure, it is our goal to encourage the best possible attendance of all students. We also consider it the school's responsibility and in the best interests of the students to keep parents informed of potential attendance problems.

APPEARANCE AND DRESS CODE

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

The administration may, by regulation, establish specific attire that is and is not permitted. The following do **NOT** constitute acceptable school attire:

1. Cutoffs which are not hemmed and are not of the appropriate length.
2. Pants and/or shorts with frayed ends.
3. Shorts which are not at least mid-thigh in length.
4. Tank tops which do not have straps which are at least two (2) inches in width.
5. Tops which have spaghetti type straps.
6. Body piercing of any visible parts except the ears.
7. Markings or tattoos on all visible body parts.
8. Pants or shorts which are worn below the waist.
9. Pants which drag on the floor when worn.
10. School dress which exposes undergarments such as sports bras, underwear, etc.
11. Articles which are unwashed and inappropriately soiled.
12. Articles displaying indecent writing, pictures, or slogans.
13. Articles which could cause damage to others and individual property; Example: cleats on shoes.
14. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard will be removed upon request.
15. Headwear, such as caps/hats/bandannas, may not be worn in school buildings during the school day.
16. Any type of attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco or sexual acts.
17. Clothing with tears or holes that expose flesh or underclothes is not acceptable.
18. Muscle shirts unless a t-shirt with sleeves is worn underneath.
19. Shirts with ripped or cut off sleeves.
20. Mesh tops, unless an appropriate shirt is worn underneath.
21. Mid-riff tops that expose the navel or stomach.
22. Sunglasses.

The school dress code will be in effect during school hours and school activities unless students are given permission by the principal to wear something different. The final decision regarding attire and grooming will be made by the principal or superintendent. On first offense of a dress code, a student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Continual violations of the dress code will result in disciplinary actions (suspension or expulsion).

ADMISSION TO CLASS AFTER AN ABSENCE

A student who has been absent or tardy from school must, upon returning, report to the office. The office will then issue an admit slip which is to be given to the classroom teachers. Teachers are not to allow students to re-enter their classes without an authorized admit slip from the office. A student who attempts to enter class without a make-up slip will be asked by the teacher to go to the office for that slip, as well as receive a TARDY for causing the delay and interruption.

EXCESSIVE ABSENTEEISM & REPORTING HABITUAL TRUANCY

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis. When a student has excessive absences, procedures shall be implemented to correct the truancy problem as required by law.

Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. Time missed due to tardiness shall accumulate and be converted to absences, and even by parental approval, may not be excused. An absence for any of the following reasons will be excused, provided the required procedures are followed:

- (1) Attendance at a funeral for immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (2) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by court order,

- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s),
- (7) Other absences which have received prior approval from the principal.

The principal shall have the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If a student continues to be or becomes habitually truant, the principal shall notify the county attorney as required by law.

Reference: LB79-201 and LB79-209

BICYCLES

Students attending Chase County Elementary School may ride bicycles to and from school. Bicycle storage racks are provided. All bicycles must be properly parked in the racks during the school day. The bicycle racks are in open view areas to provide for security from vandalism and theft. **FOR MAXIMUM SECURITY, STUDENTS ARE URGED TO ATTACH A LOCK TO THEIR BICYCLE DURING THE SCHOOL DAY.** Also, engraving the student's name on the bicycle will help with identification. Students who ride their bicycles to school do so at their own risk, and must comply with the following rules:

1. Bicycle "rules of the road" must be followed.
2. Once the student arrives at school the bicycle must be parked in one of the provided racks or parking areas.
3. Bicycles are not to be ridden during recess periods.
4. Students will not be permitted to play in the bicycle parking areas.
5. Students must ride only their own bicycle.
6. Bicycles should not be parked overnight on the school premises.
7. Bicycles are to be walked and not ridden in restricted areas.
The school will determine the restricted areas.

NOTE: Rules apply to skateboards, scooters and rollerblades as well.

BUS TRANSPORTATION

Students should board the bus in single file, find a seat and remain seated throughout the trip. At no time shall a student move about the bus while the bus is in motion.

Two students per seat unless conditions dictate otherwise. At no time shall anyone sit, lie, or stand in the aisle of the bus when it is in motion.

When approaching railroad crossings, all passengers must remain silent until the crossing has been negotiated.

All students must sit in their seats properly and not kneel on the seat riding backwards.

FOLLOW THE BUS RULES

1. Observe same conduct as in the classroom.
2. Be courteous, use no loud or profane language.
3. Eat or drink on the bus only when permitted.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not use or possess tobacco products.
7. Do not be destructive.

8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

RIDING THE SCHOOL BUS IS A PRIVILEGE, WHICH MAY BE REVOKED FOR MISBEHAVIOR OR DISCIPLINARY ACTION.

CHANGE OF ADDRESS OR PHONE NUMBER

It is important that the school be able to contact parents in case of illness, emergency or accident. Therefore, it is important that the school be notified when a change is being made in an student's address or phone number.

Elementary School Telephone Numbers:

882-4228
882-4220
882-4229 - Information Line
882-5428

CLOSED CAMPUS

Chase County Elementary School is run under the auspices of a closed campus. Students are not to leave the campus at any time unless there is a prior phone call or signed note from the parent or legal guardian stating the reason for leaving the campus. Special arrangements can be made with the principal for those students who go home for lunch on a daily basis.

CONDUCT AND DISCIPLINE

Pupils are expected to conduct themselves in an appropriate manner during the school day and while attending any and all school functions. In addition, classroom and school-wide rules are to be followed as established. Failure to do so will result in corrective action by school personnel. A school-wide discipline plan, which outlines student conduct and behavior, is in force. A copy of the School-Wide Goals and Disciplinary Plan is located toward the end of the handbook for parent and student review.

If a student is removed from a class for disciplinary reasons, he/she will call his/her parent or guardian immediately and give the reason of the removal. The parent or guardian will have to visit with the teacher prior to the student returning to that particular class. The parent/guardian may call the teacher at school or at home or may come and visit with the teacher personally. Teachers can be contacted before or after school and during their planning time.

A meeting with the student, his/her parent or guardian, the teacher and the principal will be held for habitual offenders. A plan of action will be developed to change the behavior concern.

DISMISSAL

Children are to leave the school grounds immediately after dismissal at the end of each school day. The school does not provide supervision of students after 3:30 unless they have scheduled activities that are school related. If children are to be picked up after school, arrangements need to be made so that the children do not have to wait.

DEFICIENCY POLICY (Grades 5-6)

In order to impress upon students the importance of mastering the curriculum material, the teachers may find it necessary from time to time to issue a warning for lack of effort, incomplete work, and failure or near failure of the subject matter. To keep parents informed of any problems, the following procedures will be in effect:

1. Deficiency reports will be sent home by the teachers at mid-term of each quarter for all students who have grades of D, F, Needs to Improve, or Incomplete.
2. Teachers may send home deficiency reports at their discretion throughout the school year. This should keep parents informed of any drop in their child's grades.

3. Parents, who wish to know the progress of their child on a more frequent basis than at mid-term, need only to request it from the teachers. Arrangements for sending progress reports will be made based on the parent's request.
4. Students who need extra help may request it from the teacher for before school or after school. Likewise, a teacher may request a student to come in early or stay after school to get extra help.

By making the deficiency policy flexible, it is believed that parents, based on their request, will be more aware of their child's progress thus avoiding any "surprises" at report card time.

DROP AND ADD (Grades 5-6)

Students who sign up for elective classes will have an opportunity to drop or add a class at semester. Drop and Add forms must be used and can be obtained from the school office or the guidance counselor.

The time line for drop or add will be the first 5 days of the school year, and a specified 5 days prior to the end of the first semester. Students who sign up for a class and choose not to drop it within the time line will be expected to continue the class through the semester grading period. Students may, however, be dropped from the class for reasons determined by the principal and a grade issued for the duration of the grading period.

Students who drop or add a class may be assigned or deleted from another class as determined by the curriculum assignments.

The only class affected by drop and add in grades 5 and 6 is elementary band.

EMERGENCY DISMISSAL PROCEDURES

If it becomes necessary to dismiss school because of severe storms or other civil disasters, radio and TV will notify parents. Hopefully, this will keep inquiring telephone calls to the school at a minimum. Parents are urged to develop plans with their children so they know what to do and where to go when school is dismissed early. Parents will be notified through radio stations KOGA (99.7 FM), KRVN (880 AM), and KADL (102.9 FM).

It is important that school personnel be able to contact the parents of each child or someone who knows the child in case of an emergency situation. Telephone numbers and addresses should be kept up to date. If possible, an emergency phone number should be listed with the school.

ENGLISH LANGUAGE LEARNERS

SCHOOL PLAN

Chase County Schools meets the needs of all learners. Students with a home language other than English shall be tested for English language proficiency and instructed in reading, writing, speaking, and listening of English language and content areas. The program shall be governed by No Child Left Behind legislation, the Office of Civil Rights, and The Equal Opportunity Act. Use of native language may be limited by classroom teachers to aid in learning the English language.

IDENTIFICATION AND ASSESSMENT

The Home Language Survey will be completed upon registration to identify a primary home language other than English (PHLOTE).

PHLOTE students will be tested using Pre-LAS (Language Assessment Scales), LAS-O (Oral), and LAS R/W (Reading and Writing) within the first thirty days of the school year or within fifteen days of enrollment in the district. Students arriving with previous test information will be placed appropriately in the ELL programs. Records will be kept at Chase County Schools.

Scores for LAS-O falling between 0-84 (Levels 1-4) will be considered LEP (Limited English Proficient). Scores for LAS R/W falling between 0-79 (Levels 1-2) will be considered LEP. Test scores will be used for placement within the district's ELL program.

EXTRA-CURRICULAR ACTIVITIES HELD DURING A SCHOOL DAY

“With the exception of SPVA Conference tournaments, meets and/or clinics, and State Activities, only those students directly involved in an extra-curricular activity will be excused from regular scheduled classes. All other students must remain in classes unless a parent or guardian contacts the school officials and states that they will be

attending the activity and requests that their son and/or daughter go with them. At this point the student is under the supervision of the parent and not the school and should remain as such during this time. Should the parent or guardian later decide not to attend the activity, then the student must return to scheduled classes as the excuse would no longer be valid. If the parent or guardian attending an activity leaves for a short time while it is in progress, it is expected that the student will accompany their parent or guardian during the leave. Any time a student attends an activity either in whole or in part during times of scheduled classes without their parent or guardian in attendance, exception of SPVA Conference tournaments, meets and/or clinics, and State Activities, is subject to an unexcused absence.”

FACILITY AREAS

Due to the facility housing K-12 students, there are designated elementary and high school areas in the school. Students are expected to remain in the portion of the building designated as elementary school. Students will be assigned routes to go from one classroom to another and all will be expected to follow these routes at all times. By doing so, there should be minimal contact between elementary and high school students.

Students who arrive at school in the morning are to proceed to the elementary school side of the building as soon as possible. Likewise, when students are dismissed after school and/or practice they are to remain on the elementary school side of the building until their rides arrive. At no time should elementary students loiter in the high school area of the facility.

GIFTED PROGRAM

A part-time gifted education instructor is retained by the school to serve students in grades K through 6 who qualify for the program. The program is designed to expand the student’s potential through development of the higher mental processes and challenged experience in relationship to their abilities.

GRIEVANCE PROCEDURES

If a person wishes to state a concern regarding the education of their child, the following procedure is to be followed:

Step 1 Have a scheduled conference with the staff person involved with the concern. Please contact the staff member at school during school hours to set up an appointment to discuss the concern. During the phone conversation, please inform the staff member of the concern. This will allow the staff person to be prepared to answer questions during your scheduled face-to-face meeting. Both the parent and the staff member may be asked to submit written documentation of the meeting to the principal.

Step 2 If the matter is not resolved at Step 1, it may be necessary to arrange a meeting attended by the student(s), parent(s), teacher(s), and principal to resolve the issue. All parties may be asked to submit written documentation of the meeting to the Superintendent.

Step 3 If the matter has not been resolved after discussing the issue with the Principal, an appointment can be made with the Superintendent and Principal together to resolve the issue.

HIGHLY QUALIFIED TEACHERS

Nebraska school districts make teaching assignments based on Nebraska Administrative Rule 10 (*Regulations and Procedures for the Accreditation of Schools*) which requires that certain percentages of instructional units be taught by highly qualified teachers. Rule 51 (*Special Education*) requires special education personnel to meet highly qualified personnel requirements to assist students with disabilities. These rules are designed to assure that the large majority of Nebraska teachers have specific preparation for the areas and levels they are assigned to teach.

Any parent who wishes to be apprised of the qualifications of their child’s teachers may do so by presenting a written request to the principal.

HOMWORK

Each student is expected to spend some time on studies outside of regular school hours. The amount of time needed depends upon the student's grade level, mastery of basic skills, daily classroom effort, and parental help and support. All homework must be turned into the student's teacher by assigned due date.

INSURANCE

Chase County Elementary School does not offer individual student insurance plans. Parents interested in providing health and accident insurance for their child(ren) are encouraged to contact an insurance agency of their choice. **THE SCHOOL DOES NOT PAY FOR NORMAL PLAYGROUND OR CLASSROOM ACCIDENTS.**

IMMUNIZATIONS

Students will be required to be immunized against measles, mumps, rubella (MMR- 2 doses), poliomyelitis (3 doses), diphtheria, pertussis, tetanus (DtaP, DTP, DT or Dt – 4 doses), varicella (chickenpox – 1 dose, or 2 doses if over 13 years of age) and hepatitis B **prior to enrollment** and any student not in compliance shall not be permitted to continue in school. Exceptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The law will apply to all students enrolled in Nebraska schools.

LOCKERS

Lockers are assigned to students in grades 4 through 6 at the beginning of each school year. Students are responsible for the care and condition of their assigned locker. A combination to the locker will be given to each student. Sharing of lockers is not recommended. **COMBINATIONS OR LOCKERS WILL NOT BE CHANGED DURING THE SCHOOL YEAR.** Students who experience problems with locker privacy may bring their own padlock. Lockers are the property of Chase County Schools and are therefore subject to inspection by authorized school personnel.

LOST AND FOUND

A lost and found department is maintained in the principal's office. An article misplaced shall be taken to the office for claim by identification. **PARENTS ARE ENCOURAGED TO LABEL THEIR CHILDREN'S PERSONAL BELONGINGS.** This will aid in returning lost or misplaced articles.

LUNCHES

All students are welcome to participate in the hot lunch program at the school. The noon meals will be a balanced Class A meal according to the requirements, which are set up by the State Department of Education. The cost of the meals, as well as free and reduced prices for those who qualify, will be set at the August Board of Education meeting. The cost will include the salad bar for grades 5 through 6. Applications for free or reduced meals are available at the office of the principal. Approval of the applications will be determined by the Chase County High School principal. Checks for the meal tickets should be made out to: **CHASE COUNTY SCHOOLS.** A computerized family account will be kept current at the school office.

Students will be dismissed for lunch according to a schedule that will facilitate the optimum usage of the cafeteria with the utmost atmosphere for dining. Students may go home, with prior approval, for lunch or bring their own lunch. If the student brings his/her own lunch, he/she will be required to eat in the cafeteria and may purchase milk from the school. If the students go home for lunch, they should not return to the school for at least 30 minutes, as the playground is not supervised for the first 30 minutes of the lunch hour.

Menus for meals will be distributed monthly by the school. The Imperial Republican will also publish the menu on a weekly basis. If some particular meal does not agree with the student, they should make other arrangements for their lunch on that day. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, and Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5694 (voice and TDD). USDA is an equal opportunity provider and employer.

MEDICATIONS

When students require medication during the school day the school nurse and teacher should be informed. Please keep all medications in their original containers with dosage and directions attached. In order that proper measures may be taken, the school should also be advised of all allergies, chronic illnesses or serious physical problems of students. Students with a doctor's authorization may carry and use their asthma inhalers as long as the inhaler is properly labeled.

PARTY INVITATIONS

We believe that party invitations are an "out of school" activity, and should be delivered away from the school setting. In the past when party invitations were distributed at school, it brought into the classroom social situations with which many children could not cope, sometimes causing tears, fights and unhappiness.

PERSONAL ITEMS

Personal items, other than items needed by the student to perform their daily educational tasks should be left at home. Materials from home should only be brought to school after obtaining permission from their teacher as needed for daily assignments or projects. If it's not needed for school, don't bring it!

PHYSICAL EDUCATION

Students in grades K through 4 will not change into P.E. clothes nor will they have time to take showers. The students in these grades should bring a pair of tennis shoes to school to use for P.E. only. If they wear the same shoes to school and to P.E. the gravel tends to be carried into the gym and it damages the floor. Their shoes can be left in their room during the year, but they should be plainly marked with their name for ease of identification.

The students in grades five and six will be required to dress in approved uniforms for P.E. The uniforms are available through the P.E. department. You may call the office to find out the cost. The student should bring a towel for the shower. Students at this age definitely need showers after vigorous exercise. The girls and boys locker rooms will be supervised by an adult at all times. Students will be encouraged to take their P.E. clothes home frequently for washing, and it would be convenient for them to have some sort of a duffel bag for this purpose.

PLAYGROUND RULES

The playground space is very limited and the following rules will be observed by all students:

1. All ball games shall be with the school's playground equipment. Students are not to bring equipment from home.
2. No tackle football or deliberately knocking others down will be permitted.
3. Play areas and times are designated for student safety.
4. No sliding on hard surfaces when they are covered with ice.
5. Snow is to be left on the ground at all times. No snowball throwing before, during, or after school while under school supervision.
6. All students shall stay on the school grounds during recess periods.
7. If the weather permits, the students will be expected to play outside.
8. Students must obtain permission from a playground supervisor to enter the building for any reason.
9. All students will remain in supervised areas. Off-limit areas include all shelter belts and the areas south and east of the building. Play areas will be designated for each grade level.
10. Fighting, roughhousing and pulling at clothing will not be tolerated.
11. All playground equipment will be used in the intended manner for which it was designed.
12. No abusive or profane language and gestures will be tolerated.

PROGRAM PARTICIPATION

Programs or activities that are held outside the school day such as music concerts, special class projects, field trips, etc., are considered an extension of the classroom time. Students who are involved in any of these types

of programs or activities are expected to be present and participate. If a student is unable to attend for any reason, the parent is to contact the teacher with an excuse prior to the scheduled event.

PROGRESS REPORTS GRADES K THROUGH 3

Our system of reporting student progress in grades K through 3 is to base the student's evaluation of his/her performance in relationship to his/her ability.

I. STUDENT ABILITY

To determine student ability, a variety of techniques and tools are used:

- A. Psychological tests in special situations
- B. Teacher observation and analysis
- C. Information from parents or guardian
- D. Pupil performance on a daily basis
- E. Other techniques appropriate to the subject area

II. STUDENT PERFORMANCE

To determine student performance, a variety of information must be considered, including:

- A. Daily written work
- B. Home work
- C. Tests
- D. Classroom discussion
- E. Special projects
- F. Extra credit work initiated by the student
- G. Other types of student performance in classes which has special requirements.

The teacher will use his/her professional judgment in deciding which of the above categories are more important and which less important in determining the final grade. The above categories and amount of emphasis given each will vary between grade levels.

In the basic areas of mathematics, reading and English, a list of skills has been prepared for each grade level. In other subject areas a list of concepts and objectives has been prepared. The student is provided instruction, which will allow for progress through the program at a rate appropriate for each student's ability to understand and master these skills, concepts, and objectives. A student's grade will be based on his or her mastery of the skills, concepts and objectives at a rate appropriate to the student's ability.

Teachers may assign a + or - sign to a grade to indicate a higher or lower range for that particular area. Criteria used to assign a + or - will be determined by grade percentage, effort, extra credit, quality of work, and/or other reasons deemed by the teacher.

III. K-3 ACADEMIC PERFORMANCE LEVEL

- 3 = Commendable
- 2 = Acceptable
- 1 = Needs to Improve
- X = Not Evaluated at this time

IV. K-3 ACADEMIC PERROMANCE LEVEL FOR READING AND LANGUAGE

- + = Above grade level
- O = On grade level
- = Below grade level

V. ACADEMIC PERFORMANCE LEVEL FOR PHYSICAL EDUCATION

- 4 = Advanced
- 3 = Proficient
- 2 = Progressing
- 1 = Beginning

VI. ACADEMIC PERFORMANCE LEVEL FOR MUSIC

- 5 = Performs accurately
- 4 = Performs most of the time
- 3 = Struggles to perform
- 2 = Does not participate
- 1 = Does not respond

The "Key" is that the students are evaluated on how well they are doing with the materials at their level. This may be communicated to the parents on the report cards and at conferences.

VII. EVALUATIONS

In arriving at an evaluation there are many factors to be considered. Some of these factors are as follows:

- A. Self Discipline
- B. Effective use of class time
- C. Effort and enthusiasm
- D. Follows directions
- E. Accepts suggestions
- F. Skills in handling materials, tools and equipment
- G. Responsibility for completing assigned work
- H. Growth in knowledge and skills

PROGRESS REPORTS GRADES 4 THROUGH 6

Student performance will be measured in relationship to mastery of the curriculum content prescribed by the course of study and the instructional objectives the teacher determines as the evaluational criteria.

I. GRADE LEVEL DESIGNATION

100% - 98% = A+	76% - 75% = D+
97% - 96% = A	74% - 72% = D
95% - 93% = A-	71% - 70% = D-
92% - 91% = B+	69%&Below = F
90% - 88% = B	
87% - 86% = B-	NG= "No Grade" or incomplete
85% - 84% = C+	
83% - 79% = C	
78% - 77% = C-	

The evaluation criteria may include but not limited to:

- A. Daily written work
- B. Home work
- C. Classroom participation and contributions
- D. Written and oral tests and measures
- E. Special projects and assignments
- F. Other educational experiences as prescribed by the teacher

II. STUDENT ABILITY

Any student who requires an Individual Education Plan, based upon a verified educational handicap, shall have an evaluation by a modified criteria, and have his/her progress reported in respect to his/her ability.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Report cards communicate the student's academic performance and attendance. Such reports are issued twice each semester. At the end of the first quarter and the end of the second quarter, Parent-Teacher Conferences will be held.

A good system of reporting is not found in a report card alone, but in continual communication between school and home. Our current policy is to encourage frequent contacts between parents and teachers. All forms and methods of communication, such as parent-teacher conferences, mail, telephone calls, school visits by parents and home visits by teachers are customary methods of reporting student progress.

PUPIL SERVICES

HEALTH AND NURSING SERVICES

A School nurse will work with the individual child in all matters of health. Health appraisal includes vision, hearing and dental screening, as well as complete medical and development histories. Health counseling is carried out as needed. The nurse serves as liaison between school, home or physician, community health and welfare agencies.

GUIDANCE AND COUNSELING SERVICE

Guidance is an innovative component to the K-6 curriculum as well as a process of helping all pupils to help themselves. The counselor is the key person in this service. The primary role of the counselor is to help personalize the educational experience for the pupil.

SPEECH AND HEARING

A part-time speech pathologist is retained by the school through the Educational Service Unit. All elementary students will be screened and tested upon entering school and a preventative or corrective program will be provided to the students as the need arises.

RESOURCE SERVICES

Two full time resource specialists are retained by the school. Upon referral by the Student Assistance Team (SAT), students will be tested and, if they are verified, a corrective or preventative program will be developed.

SALE ARTICLES

Sale of items by students to teachers during the school day is discouraged. It is preferred that students contact teachers at other times. Sale of items by school-sponsored organizations is exempt from this policy.

SCHOOL ACTIVITIES – BUS

The policy of Chase County Schools is to provide transportation to most out of town school activities. All students are required to ride school transportation to and from activities in which they are directly involved. The only exception to this rule will be a written excuse signed by the parent, stating the student has been released to the parent. If a student leaves the out-of-town activity or does not ride back on the transportation provided, unless excused by the sponsor of that activity, that student will be prohibited from attending out-of-town school sponsored activities for a 9-school week period of time.

Bus safety is of utmost importance at all times, especially on activity trips. When leaving the bus, students must use the exit doors provided. The emergency doors are to be used ONLY in the case of extreme emergency.

The sponsor of the activity will make the decision as to whether students can ride with their parents. If a student has started the trip on the activity or team bus, that student should return on the bus.

SCHOOL -WIDE STUDENT GOALS
AND
DISCIPLINARY PLAN

PURPOSE

The purpose of the School -Wide Student Goals and Disciplinary Plan is to make each student aware of the behavior expected of them. The professional staff of Chase County Elementary School has determined five broad goals of conduct, when followed, will provide for harmony among students and staff throughout the entire school day.

The school staff will have the latitude to develop reinforcers or rewards for positive behavior demonstrated by their students. Also, consequences will be developed to discourage unacceptable behavior.

A procedure has been outlined which will provide for a systematic approach to the treatment of noncompliance with the goals of behavior. The procedure is intended to provide ample opportunity for the students to understand and correct unacceptable behavior.

Student Goals

1. Students will be courteous and respectful to everyone.
2. Students will conduct themselves in a manner, which will insure the safety of themselves and others.
3. Students will participate in the educational program in a manner that produces harmony in the classroom.
4. Students will dress in a manner appropriate for school.
5. Students will be responsible for their own work and actions.

PROCEDURES FOR DISCIPLINARY ACTION

Teacher Level

Step # 1	Warning
Step # 2	Consultation - Teacher/Student
Step # 3	Parent Conference
Step # 4	Referral to Principal
Step # 5	Severe Clause - Major infraction may go directly to a member of the administration team.

Administrative Level

Step # 1	Consultation - Principal-Student/Teachers
Step # 2	Determination - Parent notification/Disciplinary action
Step # 3	Consultation - Principal-Parent/Teachers
Step # 4	Determination - Disciplinary action/Evaluation
Step # 5	Individual Management Plan/Management Team

SCHOOL HOURS

All kindergarten through sixth grade classes begin at 8:14 a.m. and end at 3:30 p.m. Students should arrive on the school grounds between 8:00 and 8:10 a.m., Playground supervision is available at 7:45 am and ends at 3:30 pm.

SEXUAL HARASSMENT POLICY

Chase County Elementary School and Chase County Schools have a Sexual Harassment Policy for students and employees. If you desire a copy of this policy, contact the school office.

STUDENT ACCESS TO COMPUTERS

Chase County Elementary School encourages the use of computers to enhance the educational learning opportunities for all students. A comprehensive policy for the safe and lawful use of computer equipment, network, e-mail and internet access has been developed and is available for review. **All students and their parents, grades K-6, must sign an “ACCEPTABLE USE OF COMPUTERS AND THE NETWORK” agreement before any student will be allowed to use the computer network and/or the internet (page 33).**

STUDENT FEES

The District’s general policy is to provide free instruction in accordance with the Nebraska Constitution. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property 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.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. 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.

The District’s policy is to provide fee 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 with fee waiver or the necessary materials or equipment without charge. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. The entire Student Fee policy is available in the school office.

STUDENT RECORDS

The office of the principal maintains a record of all students enrolled at the school. Directory information and specific educational information is recorded. Parents and authorized educational personnel have access to these records.

Directory information shall be disclosed to any person or agency requesting such information. However, parents may request that their child not be part of the directory information by submitting a written request within 10 calendar days from receipt of the parent/student handbook.

The entire STUDENT RECORDS policy, JL, is available in the school office.

SUSPENSION

The superintendent or principal may suspend a student from school and/or extra-curricular activities after giving the student notice and an opportunity to present his/her side of the story. The suspension can be based on evidence that indicates the pupil committed one or more offenses against school codes of conduct while attending school or off school grounds. It also pertains to participating in or attending an activity sponsored by the school or an athletic event, as well as in a school owned or utilized vehicle being used for school purposes.

Examples of offenses against school codes of conduct where suspension could occur if such conduct interferes with school purposes or there is a nexus between such conduct and the school are:

- a. Use of alcohol, tobacco or drugs.
- b. Unsportsmanlike conduct involving school teams, delegations or officials of such activities.
- c. Fighting.
- d. Destruction of school property.
- e. Deliberately falsifying school records.
- f. Gross disrespect for teachers, school officials or other employees.
- g. Behavior that seriously interferes with class work or the activities of the school.
- h. Repeated violation of rules and regulations.

TELEPHONE USAGE

School telephones are business phones and should be used as such. Children will be permitted to use the phone only when necessary. Plans for after school activities should be made at home, before the child comes to school for the day. Parents should feel free to call the school anytime and messages will be delivered to the child or the teacher.

PLEASE DO NOT ASK TEACHERS OR CHILDREN TO COME TO THE PHONE DURING THE TIME THAT SCHOOL IS IN SESSION, EXCEPT IN AN EMERGENCY.

TENTH PERIOD (Grade 5-6)

This program provides an opportunity for students who are having difficulty with homework assignments, to get additional help from teachers and fellow students. Students who come to class without assignments will be required to attend 10th period. Assistance and partial credit will be provided to students attending 10th period. Guidelines are as follows:

1. The student is assigned 10th period (after school) and will receive a slip to take home to the parents.
 - a. Because the assignment was turned in late they will receive a 10% reduction in their grade.
 - b. Student will be allowed to leave 10th period as soon as the assignment is completed (4:30 at the latest) and the attending teacher has finished taking attendance.
2. If the student does not attend 10th period, they must attend 7:30 detention in the morning. They must stay at detention until dismissal time (8:00) and will receive a 20% reduction in their grade.
3. If the student fails to attend either the 10th period or the 7:30 detention option, they will receive no credit for the assignment but will be assigned to one hour after school detention on the same afternoon as the 7:30 detention.

We would like to encourage students to be responsible and hand in their assignments when due. If they do not, we hope that they will attend 10th period as that will result in the least consequence for the student.

TEXTBOOKS AND WORKBOOKS

Textbooks and workbooks to accompany the basic curriculum are furnished. If a textbook is lost, destroyed, or badly damaged, a charge based on 20% depreciation per year will be assessed. This will apply down to a minimum charge of 20%. Charges for torn books or minor damage are made dependent upon the circumstances.

For workbooks and library books that are lost, destroyed, or badly damaged, a charge based on full replacement will be assessed.

TITLE I

Title I is a Federally funded program enacted by the United States Government

Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.) is amended to read as follows:

TITLE I - IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED

Statement of Purpose:

The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Goals for the Chase County Schools Title I program:

To help students function at a higher level in the classroom.

To help students succeed and get academic credit for a particular class.

To help students to graduate and become contributing members of society.

During the 2010-2011 school year, Chase County Elementary School made the transition from a Targeted Assistance building to a School-wide building. Rather than identifying specific students to qualify for Title I services, now all of our students automatically qualify for Title I services, this change process has allowed us to coordinate efforts with all teachers and assist each student who attends Chase County Elementary School. As part of this process, the school is required for all parents and teachers to sign a compact recognizing the expectations we have for our students. By signing the back page of this handbook, you are recognizing the expectations outlined in the Title I compact.

Sharing of expectations is important. It allows parents, students, and the school staff to share their vision about what school should be about. It can be the start of continuing dialogue between parents and the school agreeing about what works best for student learning. A learning compact is an agreement between home and school. The learning compact defines the goals, expectations and responsibilities of students, parents, and schools as equal partners for student learning.

Parent/Guardian Responsibilities: I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
- Make sure my child gets adequate sleep and has a healthy diet.
- Make sure my child is at school on time and on a regular basis.
- Spend time each day reading with my child.
- Communicate and work with teachers and school staff to support and challenge my child.

Student Responsibilities: I know my education is important to me. It will help me become a more successful person. I agree to do the following:

- Return completed schoolwork on time.
- Be at school on time and on a regular basis.
- Be responsible for my own behavior.
- Help to keep my school safe.
- Respect and cooperate with other students and adults.

Teacher Responsibilities: I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- Teach necessary concepts to the student.
- Be aware of the educational needs of the student.
- Regularly communicate with parents on the student's progress.
- Provide a safe, positive and healthy learning environment for the student.
- Respect the cultural differences of the student.

TRANSFER PROCEDURES

Transfers must be initiated by one of the parents or the guardian of the student involved. Sending a signed note to the school a day or so ahead will aid teachers in making necessary transfer papers. This will normally consist of a transfer sheet giving necessary information for enrollment in another school. If other information is needed, the receiving school will request this information.

VIOLENCE FREE POLICY

Policy JGB

It is everyone's responsibility to keep our schools free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, Chase County Elementary School and Chase County High School Chase County Schools have adapted a stringent stance concerning the following:

Fighting, hitting, kicking, biting, and/or verbal abuse of an Individual(s)

Definition: Any physical and/or verbal attack on another individual(s) to extort items or favors, induce fear, expresses anger, or which may cause physical harm.

Consequences: Out-of-school suspension for at least the remainder of the day the incident happened with the possibility of up to five (5) days out-of-school suspension with a due process hearing for possible expulsion and possible notification of law enforcement. Parents or guardians shall come to the school to remove the student. Students will be accountable for work missed.

VISITING SCHOOL

Parents are always welcome to visit school. Contact with the school or teacher at least one day prior to a visitation helps the teacher provide a more meaningful experience for the parent.

Due to the fact students need time to adjust at the start of the school year, and to avoid extra confusion and distraction at the end of the school year, parents are asked not to visit the first 2 weeks and the last 2 weeks of the school year.

Due to overcrowded conditions, in most instances, and the extra preparation on the part of the teachers, visitations by students from outside the District and by pre-school children are forbidden unless accompanied by a parent, or adult guardian.

CHASE COUNTY ELEMENTARY SCHOOL POLICY FOR REPORTING AND RESPONDING TRUANT BEHAVIOR, INSTRUCTIONAL DECISIONS AND MAKE-UP WORK, REPORTING LAW VIOLATIONS AND STUDENT RELEASE TO POLICE, AND STUDENT DISCIPLINE (LB 1250 AND GUN-FREE SCHOOLS ACT OF 1994 COMPLIANCE) POLICY JGA

I. REPORTING AND RESPONDING TO TRUANT BEHAVIOR

A. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation of the case to be made. When of his or her personal knowledge, by report or complaint from any resident of the district, or by report or complaint as provided in this section the superintendent as the designated attendance officer, believes that any child is unlawfully absent from school, he or she shall immediately investigate. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, but need not be limited to:

1. One or more meetings between a school attendance officer, school social worker, or other person designated by the school administration if such school does not have a school social worker, the child's parent or guardian, and the child, if necessary, to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings;

2. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the truancy problem;

3. Educational evaluation, which may include a psychological evaluation with the written consent of the parent or guardian, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed; and

4. Investigation of the truancy problem by the social worker, or if such school does not have a school social worker, another person designated by the administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

B. Truancy and tardiness is a violation of school rules. The services to be provided in response to trancies and tardiness shall also include disciplinary measures, including, without limitation, restriction of extracurricular and other activities, additional work assignments before, during or after regular school hours, and removal from a particular class or classes. Suspension (short-term or long-term) or expulsion from school may be imposed for truancy or tardiness, provided that alternatives to such action have been used or determined by the principal to be inappropriate under the circumstances.

C. If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating the compulsory attendance statutes, then such attendance officer shall file a report with the county attorney of the county in which such person resides.

II. INSTRUCTIONAL DECISIONS AND MAKE-UP WORK

A. Make-up work for students who are absent from school shall be governed by guidelines developed by the superintendent or superintendent's designee. The guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted.

B. Make-up Work Guidelines. The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below, which are the Superintendent's guidelines or such other guidelines as approved from time to time by the Superintendent or the Superintendent's designee.

1. To receive credit for work missed due to excused absences (e.g. parent requested prearranged absence, personal illness, bereavement or emergency in the family, or participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

2. To receive credit for work missed due to an unexcused absence or disciplinary suspension, the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative, and on his or her own time either before or after school, by the due date. The amount of assistance the teacher is to provide, if any, will be determined by the teacher based on the teacher's work load and on whether the student displays a positive attitude towards the make-up work and a willingness to not engage in future unexcused absences or misconduct. The teacher may assign the student to different work to make-up than that actually missed, in the same subject or topic area.

III. REPORTING LAW VIOLATIONS AND POLICE CUSTODY AND STUDENT RELEASE TO POLICE, ETC.

A. Cases of law violations or suspected law violations by students will be reported to the police or other proper authorities, 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 official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

IV. STUDENT DISCIPLINE

A. Short-Term Suspension

1. Students may be excluded by the principal or the principal's designee from school or any school function for a period of up to five school days on the following grounds:

a. Conduct constituting grounds for expulsion as hereinafter set forth; or

b. Other violations of rules and standards of behavior adopted by 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.

2. The following process will apply to short-term suspension:

a. The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

b. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

c. The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.

d. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, or violation of the rule or standard and the reasons for the action taken. 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.

B. Long-Term Suspension

Long-term suspension shall mean the exclusion of a student from attendance in schools, grounds and activities of or within the system for a period exceeding five school days but less than 20 school days.

C. Expulsion

1. Defined: 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 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 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 in which the penalty is specified, the expulsion shall remain in effect for the period specified for such conduct. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review

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.

3. Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one 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 student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or 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 Superintendent's designee, or 2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Superintendent or Superintendent's designee.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen 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 Superintendent's 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 guideline, consequences, and objectives provided are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed 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 a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

E. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.

1. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and 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 a school purpose or at a school-sponsored activity or athletic event.

a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

b. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.

c. Sexual assault or attempting to sexually assault any person.

d. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of a substantial value, or repeated damage or theft involving property.

e. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.

f. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

g. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

h. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.

i. Engaging in 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 alcoholic beverages, narcotics, drugs, controlled substance or inhalant.

j. Truancy or failure to attend assigned classes or assigned activities.

k. Tardiness to school, assigned classes or assigned activities.

l. 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.

m. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.

n. Repeated violation of any of the rules adopted by the school district or the school.

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

p. Dressing 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.

q. Willfully violating the behavioral expectations for those students riding this school's transportation vehicles.

2. 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.

3. In addition, a student who engages in conduct on school grounds or during an educational function or event off school grounds, as follows:

a. The knowing and intentional use of 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

b. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion 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. Such action may be modified or terminated by the school district at any time during the expulsion period.

4. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis.

5. All of the preceding is general standards and rules that should be used as a guide by all students. Not all acts of misconduct can be itemized. Students who question whether particular conduct violates school standards or rules should consult with the school's administration. Any conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in, or a material interference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of students themselves or others, or which interferes with the educational environment is prohibited.

6. Any suspension or expulsion of a special education student must comply with the requirements of state and federal law.

F. Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The principal or assistant principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation and file it with the Superintendent.

2. 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, other 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 assistant principal, 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.

3. The superintendent or principal shall either send by registered or certified mail or by personal service to the student and the student's parents or guardian a written notice within two school days of the date of the principal's summary. Said notice shall include the following:

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

b. The penalties to which the student may be subjected and the penalty which the principal or assistant has recommended in the charge.

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

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

e. A statement that the administrative representative, legal counsel for 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.

f. A form for a request for hearing to be signed by such parties and delivered to the superintendent in person or by registered or certified mail.

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

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

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

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

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

G. Hearing Procedure

1. **Hearing Officer.** The officer shall be any person designated by the superintendent of schools. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The principal or assistant principal may appoint a representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative, if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative, in addition to other evidence, may present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination or a student may choose not to testify and no conclusion will be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.

If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. After the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent of school his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools shall be made by certified or registered mail or by personal delivery to the student, the student's parents or guardians. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.

13. Review Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof, may reconvene the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the Committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction.

The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Expulsion with providing an Alternative School, Class or Educational Program.

It shall be the policy of Imperial Grade and Chase County High School Districts 3 & 15 to provide an alternative school, class, or educational program for expelled students as provided by applicable law. It shall be the policy of the District to review this policy and make such amendments as the Board may deem appropriate in the event any rule not in existence at the time of the adoption of this policy is promulgated by the appropriate authorities when any existing rule is amended.

Notwithstanding provision of alternative school, class or educational program, it shall be the policy of this district to authorize the administration to make judgments on a case by case basis as to whether providing an alternative school, class, or educational program for a student who is at risk of being expelled to determine whether such alternative educational settings are appropriate given the best interest of the student, the best interest of other students and the best interest of the school district. In the event the administration determines that an alternative school, class, or education program will not be made available to a student who is at risk of being expelled, then the following procedure shall be used in a case involving expulsion in addition to all other procedures set forth in board policy to expulsions.

a. Prior to the expulsion taking place, a conference shall be held by such school Administrator as the Superintendent may designate and the parent or legal guardian, the student, such other school representative as the Superintendent may designate and a representative of a community organization if any which has a mission of assisting young people, or a representative of the County Sheriff's office, municipal Police office, Probation office or other representative of an agency involved with juvenile justice. The purpose of the conference shall be to develop a plan which shall be in writing and which shall be adopted by the School Administrator of the District and presented to the student and the parent or legal guardian.

b. The plan shall identify educational objectives that the student must achieve in order to receive credits toward graduation. The plan shall also specify financial resources and community programs if any, which are or may be available to meet the educational and behavioral objectives of the student as identified in the plan. Nothing in this policy shall be construed to prevent the suspension of a student pending an expulsion provided that such suspension shall be in accordance with applicable policies of the District pertaining to suspensions. Nothing in this policy shall be construed to prevent expulsion from being carried out so long as the School District has made reasonable efforts to convene a conference as described in this policy.

c. It shall be the policy of the District to require the School administrator when calling a conference as described in this policy to make reasonable efforts to accommodate the schedules of all participants in the conference, provided however that any scheduling conflicts, unavailability of certain participants, or refusal of certain participants to participate in the conference shall not prohibit the District from expelling students in a manner otherwise consistent with Board Policy.

d. It shall be the duty of the Superintendent or his designee to schedule monthly reviews for any student who is expelled in order to assess the student's progress toward meeting the specified goals and objectives of the plan. It shall be the duty of any student who is expelled to attend monthly reviews at the time and place determined by the Administration during the course of expulsion.

H. Delegation. The Board of Education hereby delegates to the Superintendent of Schools, or the Superintendent's designee, the responsibility for maintaining discipline in the schools and all power to act or take actions appropriate or necessary in conformance with district policy.

I. Other District Policies. This policy shall be construed with other existing district policies, and is intended to bring those policies into compliance with the law. This policy shall control to the extent necessary to bring the district into compliance and, in the event this or any other district policy is determined to be illegal or invalid by a court of competent jurisdiction, the policy of this school district shall be that as required by law.

NONDISCRIMINATION STATEMENT

As stated in AC of the School Board Policies, Chase County Schools are committed to a policy of not to discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates. The entire nondiscrimination policy is available for review in the school office or from any school staff member.

TERMS AND CONDITIONS FOR USE OF
COMPUTER EQUIPMENT AND NETWORK ACCESS

To gain access to the school's computer network all staff, parents, and students must sign and return an agreement form.

Access to the network, including e-mail and Internet, will enable staff and students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with users throughout the world. Staff, students and parents should be warned, however, that along with access comes a waiver or relinquishment of rights to privacy or confidentiality and access to some material which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. It is the school districts intent to make network access available to further educational goals and objectives. Users should not expect privacy or confidentiality, and may have access to illegal, defamatory, inaccurate, or potentially offensive information or materials as well. The schools believe that the benefits to staff and students from access, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, each individual and parents or guardians of minors are responsible for setting and conveying standards that they or their students should follow when using the network and its media and information resources. Parents or guardians and their students must agree and understand that access waives and relinquishes privacy interests and confidentiality, and may provide access to illegal, defamatory, inaccurate, or potentially offensive information or materials. To that end, each individual, their parents and guardian of minors must decide whether or not to apply for access.

A. Network, E-Mail, Internet or Other Computer Use Rules:

1. General Rules:

- (a) The network is provided to staff and students to conduct research and communicate with others. Access to Network services is given to staff and students who have agreed to act in a responsible manner. Parental/Guardian permission is required for student use. **Access for all staff and students is a privilege and not a right.**
- (b) Individual users of the district network are responsible for their behavior, actions, problems, and communications as they apply to the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (c) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (d) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy acts, interests or claims to confidentiality the user may have under state or federal law.

- (e) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

2. Policy and Rules for Acceptable Use of Computers and the Network

The following policy and rules for acceptable use of computers and the network shall apply to all district administrators, faculty, staff and students. The superintendent, or the superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (b) Users shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (c) Users shall not use or try to discover another user's account or password.
- (d) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (f) Users shall not copy, change or transfer any software or documentation provided by teachers or other students without permission from the network administrators.
- (g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (i) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (j) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teachers or network administrator.
- (k) Users shall not take home technology equipment (hardware or software) without permission of the network administrator and/or school administrator.

3. Etiquette and Rules for Use of Computers and the Network

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. These rules of behavior include (but are not limited to) the following:

- (a) Be polite. Do not become abusive in your messages to others.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (c) Do not reveal your personal account, address or phone numbers or that of other students or colleagues.
- (d) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (e) All communications and information accessible via the network should be assumed to be private property of others.
- (f) Do not place unlawful information on any network system.
- (g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (h) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (i) Other rules may be established by the network administrators or teachers from time to times.

4. Penalties for Violation of Rules.

All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services.

Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, but not limited to, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

B. Staff, Student and Parent Agreements.

The Administrators, Faculty and Staff Agreement, Students Agreement, and Parents Agreement shall be in the form attached hereto as Appendix "1", which is hereby incorporated herein by this reference.

Chase County Schools

K-6 Handbook/Computer Use Agreement Signature Form

Appendix (1)

ACCEPTABLE USE OF COMPUTERS AND THE NETWORK

PARENTS AGREEMENT

I have received a copy of, and have read the "Terms and Conditions for Computer Equipment and Network Access" adopted by the District. As parent or guardian of the student named below, I grant permission for my son or daughter to have access to the network, including electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand and agree that individuals and users may be held liable or disciplined for violations of the Terms and Conditions. I also understand and agree that privacy interests and confidentiality are hereby being relinquished and waived, and that it is impossible to restrict access to all controversial materials, and will not hold this School District responsible for same. I understand and agree not to hold this School District responsible for same. I understand and agree not to hold this School District nor any of its employees, agents, institutions or networks providing access to networks responsible for the performance of the system or the content of any material access through it.

STUDENTS AGREEMENT

I have received a copy of, and have read, or had my parents explain the "Terms and Conditions for use of Computer Equipment and Network Access" adopted by Chase County Schools, and I understand and will abide by those terms and conditions for access and the use of same. I understand that this free access is designed for educational purposes. I further understand and agree that individuals and users may be liable or disciplined for violation of those terms and conditions, or that the same may constitute a criminal offense. I also understand and agree that privacy interests and confidentiality are hereby being relinquished and waived and will not hold the District responsible for same. I agree not to hold Chase County Schools nor any of its employees, agents, institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

I have received and read the Parent-Student Handbook, which outlines the procedures and policies at Chase County Elementary School. I understand that each rule is only a guide and not all situations can be covered by the procedures and rules set forth in the handbook.

My signature indicates my understanding of the handbook policies and permission for our children to utilize the school's computers under the guidelines listed in the handbook. Students listed below will be allowed to utilize computers at CCS when this form is signed by the parent and returned to Chase County Schools.

PARENT SIGNATURE: _____

STUDENT'S NAMES: _____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

DATE: _____

(Detach and return to the office by September 2, 2011)

Chase County Elementary School

I have received and read the Parent-Student Handbook, which outlines the procedures and policies at Chase County Elementary School. I understand that each rule is only a guide and not all situations can be covered by the procedures and rules set forth in the handbook.

My signature indicates my understanding of the policies.

PARENT SIGNATURE: _____

CHILDREN'S NAMES: _____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

DATE: _____

(Need only one form per family)