

# **2022-2023**

## **BEATRICE ELEMENTARY SCHOOL HANDBOOK**



**Lincoln**

**Stoddard**

**Paddock  
Lane**



# **BEATRICE PUBLIC SCHOOLS**

## **Elementary School Handbook**

**For**

**Parents and Students**

Dear Parents:

The material in this handbook provides you with information about the Beatrice Public Schools as it concerns your child and you. The stated practices and policies are generally followed in all elementary schools. If at any time, a concern arises related to school, please contact the teacher or principal.

Betty Replogle  
Kevin Janssen,  
Elementary Principals

*Visit us at our website:*

[www.beatricepublicschools.org](http://www.beatricepublicschools.org)

# Beatrice Public Schools

## Mission

The mission of Beatrice Public Schools, a student-focused family, is to provide a foundation that equips every student with the tools to pursue their goals and contribute to society through purposeful and relevant educational experiences built around strong relationships.

### **Beliefs**

We believe...

1. Every individual has infinite worth
2. Students need the opportunity to develop skills to be successful in their future endeavors
3. In providing a safe, secure, and accessible environment for all
4. A strong school/community partnership is an investment for the future
5. A cooperative effort between family and the school is a key contributor to student success
6. High quality staff is essential
7. Each student deserves an educational experience that is innovative, engaging, and equitable
8. Students deserve a positive culture that encompasses kindness and inclusion for all
9. Diversity of people, ideas, and experiences enhance a community
10. Commitment and ownership are necessary to achieve one's full potential

### **Parameters**

1. We will always maintain safe, secure, and accessible environments.
2. We will make decisions to assure students are the highest priority.
3. We will provide rigorous, enriching, and innovative experiences.
4. We will always show respect and courtesy.
5. We will facilitate growth for all students and staff.
6. We will utilize all resources effectively.
7. We will focus on the whole child providing academic, physical, and social/emotional supports.
8. We will attract, develop, and retain high-quality staff.
9. Decisions on programs and services will be guided by the strategic plan and continuous school improvement.
10. We will celebrate success.

## **Objectives**

- Each student will be provided with efficient and innovative infrastructure and resources to ensure maximization of individual potential.
- Each student will be provided the needed support and education that promotes physical, mental, social and emotional well-being in a secure and nurturing environment.
- Each student will be positively impacted by community partnerships.
- Each individual student will grow academically on district and state assessments annually.
- Each student will have access to high quality staff.

## **Strategies**

- 1) We will design, develop, and implement new and existing buildings and technology infrastructure that are adaptable to new curriculum and instruction and evolving needs of individuals and communities.
- 2) We will incorporate social emotional learning into the regular operations of the school.
- 3) We will recruit, retain, and develop high quality staff, faculty, and administration.
- 4) We will provide research-based instructional delivery strategies to meet each student's unique learning needs.
- 5) We will develop and implement district-wide systems to enhance student learning.

## **ELEMENTARY HOURS**

All three buildings begin class at 8:20 AM and dismiss at 3:20 PM. Wednesday dismissal at 2:00 PM for PLC.

Students who are eating breakfast may arrive anytime between 7:45 AM – 8:10 AM and go immediately to the multi-purpose room for breakfast.

8:10 AM – 8:15 AM should be the arrival time for those students not eating breakfast.

## **LUNCHROOM RULES**

Students are expected to be courteous and display good manners while in the lunch room. The privilege of eating in the lunchroom can be suspended for flagrant and/or repeated violations of the above rule.

## **NOTICES TO PARENTS**

There will be information messages and newsletters sent home with the children from time to time. **Please check book bags on a regular basis.** Information will also be provided through our School Messenger telephone message system and SeeSaw. Please keep the school informed when changing your telephone number.

## **PARENT-TEACHER ORGANIZATION**

AN ACTIVE PARENT-TEACHER ORGANIZATION IN THE ELEMENTARY SCHOOL IS ENCOURAGED.

All parents are urged to participate in their school's organization and to attend meetings as another means of showing their interest and support.

## **VISITORS**

- All visitors are to report to the office and sign in each time they enter the building. Parents are welcome to take their children out to lunch. **We will not be able to accommodate parents having lunch in the buildings.**

## **RELEASE OF PUPILS TO STRANGERS**

If you are having your child picked up by someone school personnel would not know, you must provide a signed note or make personal contact giving permission along with a description of the person.

## **MESSAGES FOR STUDENTS**

If you need to leave a message for your child's teacher regarding dismissal plans, please call the school office prior to 2:30 PM. Please do not send such messages as a SeeSaw or emails to classroom teachers, as they may not have the opportunity to check those messages until students have been dismissed.

## **USE OF LEGAL NAME**

All permanent student records that are maintained by the Beatrice Public Schools must reflect the legal name of the student.

## **REPORTING STUDENT PROGRESS**

Report cards are completed and released to parents on a quarterly basis. They are an attempt to interpret sincerely and accurately the whole pattern of your child's growth and development through school experiences and considered to be an instrument of guidance for both parents and students. Report cards are available on line through the Parent Portal.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled during the first & third quarters. These conferences are considered to be an important link in communication between home and school. Parents are highly encouraged to take part in this process.

Parents or teachers may request additional conferences at other times during the year if there appears to be a need to discuss student performance.

### **CHANGE OF STUDENT INFORMATION**

Whenever there has been a change of address, telephone, doctor or emergency procedure, this information should be reported to the building office immediately.

### **LIBRARY BOOKS, TEXTBOOKS, AND SCHOOL MATERIALS**

Students shall be held responsible for all school property which is loaned to them by the school and will be expected to reimburse the school for lost or damaged property.

### **BIRTHDAYS OR SPECIAL OCCASIONS**

Please do not send treats to school with your child to be given to classmates in recognition of birthdays or other events. Do not send party invitations to school to be distributed.

### **GIFTS TO STUDENTS**

We will not accept the delivery of balloons, flowers, and other gifts for students at school.

### **FIDGETS**

Please do not send fidgets with your student to school. Certain fidgets can be a danger to other students and staff if thrown or not used properly. If your child qualifies for occupational therapy, a fidget will be provided from occupational therapy to make sure it is safe for the students and staff.

### **PROMOTION/GIFTS/CONTESTS**

Prior administrative approval is required for student participation in all fund raising activities, promotions, contests and the acceptance of any gifts. Decisions will be based on our Mission and Beliefs.

### **ELEMENTARY FIELD TRIP INFORMATION**

Field trips provide students with hands-on experiences as well as an extension of classroom learning activities. We ask parents to abide by the following guidelines should they volunteer to be chaperons on classroom field trips:

- Limit cell phone use to emergencies only.
- Smoking is not permitted during any school activity.
- Please leave siblings at home as parents are needed to supervise students.
- All students must ride to and from the activity on the school bus. Parents who chaperon may take their own child home if a written note is provided to the classroom teacher prior to the field trip.

## **BEATRICE PUBLIC SCHOOLS ATTENDANCE POLICY**

### **Policy 5008**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

#### **A. Attendance and Absences.**

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.



A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

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

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Beatrice Public Schools or resides in the Beatrice Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or

impracticable;

- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from

school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

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

- (a) Illness related to physical or behavioral health of the child.
- (b) Educational counseling;
- (c) Educational evaluation;
- (d) Referral to community agencies for economic services;
- (e) Family or individual counseling; and
- (f) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

**Lack of Attendance Due to Weather Conditions**

If students who ride school buses to and from school are unable to get to school because weather conditions prevent the buses from traveling their routes, they will be counted absent. City students are not affected by weather conditions and are expected to be in school unless school is cancelled. If parents call students in absent because of weather, the excuse will be accepted but it will count toward the twenty-day absence policy. Any students in violations of the ten-day policy are entitled to an attendance hearing, where these weather related absences would be reviewed.

**ELECTRONIC DEVICES**

Students will not be allowed to use electronic devices on school property during regular school hours. Electronic devices must be put away in lockers, or kept out of sight in book-bags. Regular school hours at the elementary level are 8:00 A.M to 4:00 P.M.

Contents of electronic devices can be searched if administration has reason to believe the device contains items that are in violation of the Beatrice Public Schools code of conduct. Items include but are not limited to: inappropriate pictures/graphics, threats, cyber bullying, etc.

Responsibility for Electronic Devices: Parent/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Sexting: means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

- (i) Displays sexual content as defined at Neb. Rev. Stat. 28-1463.02; or
- (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Students who receive a “sexting” message are to report the matter to a school administrator. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received. Students who violate the prohibitions of this policy shall be subject to the imposition of any appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

**Reporting to Law Enforcement:** Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

## **DRESS AND GENERAL APPEARANCE**

Students at Beatrice Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Hats, stocking caps, visors, bandanas, and sunglasses are prohibited inside the school building.
2. Any clothing, which exposes undergarments and/or shows an inappropriate amount of bare skin is prohibited.
3. Any clothing, accessories, or jewelry, which has inappropriate statements, logos, slogans and pictures (including but not limited to: alcohol, drugs, gang related, profanity), will be prohibited in the building.
4. Shirts, blouses, sweaters, sweatshirts:
  - a. Shirts or blouses exposing the midriff will be prohibited.
  - b. Tank tops which have large or cut out armholes are prohibited.

5. Shorts:

- a. Shorts must be of appropriate length and fit around the waist.

6. Pants:

- a. All pants must be of appropriate length. All pants must fit around the waist.
- b. A belt of appropriate length may be worn to ensure that pants fit appropriately.

7. Dresses and Skirts:

- a. The length of all dresses and skirts, should reach the mid-thigh area.

8. Footwear:

- a. Appropriate footwear will be worn properly during the school day.

9. Coats:

- a. Long coats will not be worn in school during the school day.

Consideration will be made for students who wear special clothing as required by religious beliefs or disability. In the event a student is uncertain as to whether a particular item of clothing is consistent with the school's guidelines, the student should contact the Principal in advance for approval. Coaches, sponsors, or teachers may impose additional requirements for students who are in specialized classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program. Certain school events (like dances) may have different dress code requirements that all students must follow if they wish to attend those events.

Due to recent decisions identifying and clarifying the rights of all members gathered in public schools, the wearing of any clothing, or if one's personal appearance disrupts the educational process, it is prohibited. If it is determined that an article of clothing bears a message that any administrator would find objectionable, then the educational process has been substantially disrupted. The student will be asked to change the article of clothing.

## **CONDUCT CONSIDERED "IN VIOLATION OF SCHOOL RULES"**

### **Rights and Responsibilities**

Student Expulsion and Suspension Procedures: School officials have the authority to discipline students by exclusion, suspension, mandatory reassignment, or expulsion. In addition, in the case of a clear and present danger to the student or to other students, emergency procedures may be followed. For the purpose of this section, the terms shall have the following meanings:

- Short Term Suspension – up to, and including five days.

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
  2. Other violations of rules and standards of behavior adopted by the Beatrice Public Schools 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.
- Emergency Exclusion – immediate exclusion if the student has a dangerous disease or his/her conduct presents a threat to the physical safety of the school community or is very disruptive.
  - Long Term Suspension – more than five days; less than twenty.
  - Expulsion – remainder of the semester.
  - Mandatory Reassignment-involuntary transfer to an alternative setting.

A student who on short-term suspension, long-term suspension or expulsion shall not be permitted to be on school grounds without the express permission of the Principal.

### **Safety Restraint and Seclusion:**

Safety Restraint and/or Seclusion may be used when a student is in danger of hurting him/herself or others, as outlined in the District Safety and Crisis Response Plan.

A Safety Restraint is the act of one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior.

Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to the student's behavior.

Any use of Safety Restraint and/or Seclusion is carefully documented and parents/guardians are notified of the procedure within 24 hours of its use.

### **Conduct**

#### **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a



substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Beatrice Public Schools buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - 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 dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such

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

19. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
  - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
  - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

### **HARASSMENT/BULLYING POLICY**

One of the missions of Beatrice Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited.

Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

## **DATING VIOLENCE – Policy 5420**

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

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

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

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

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

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

## **DANGEROUS WEAPONS/FIREARMS**

Beatrice Public Schools requires the expulsion from school, any student who is determined to have knowingly and intentionally possessed, used or transmitted a dangerous weapon or firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school sponsored activity or athletic event.

First Dangerous Weapons Offense: Expulsion for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the superintendent at any time during the expulsion period. Police will be contacted when there is a suspected violation of criminal laws concerning weapons. The

following are examples of a dangerous weapon: dagger, dirk, knife or stiletto with a blade over three and one-half inches in length, bludgeon, brass or iron knuckles, or other device, instrument, material, or substance, whether animate or inanimate, which in the manner it is used or intended to be used is capable of producing death or serious bodily injury.

First Firearm Offense: Expulsion from school for a period of not less than one calendar year. The superintendent may modify such one-year expulsion requirement on a case-by-case basis. Police will be contacted when there is a suspected violation of criminal laws concerning firearms. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device."

## **HEALTH**

### 1. Physical Examination and Immunization Requirements.

A PHYSICAL EXAMINATION BY A QUALIFIED PHYSICIAN AND A VISION SCREENING BY AN OPTOMETRIST OR AN OPHTHALMOLOGIST IS REQUIRED PRIOR TO THE ENTRANCE OF A CHILD INTO THE BEGINNER GRADE OR IN CASE OF A TRANSFER FROM OUT-OF-STATE TO ANY OTHER GRADE IN SCHOOL. STUDENTS WILL BE EXEMPT ONLY IF A PARENT OR GUARDIAN SIGNS A STATEMENT TO THE CONTRARY. (State Law)

### 2. Contagious or Infectious Disease

IF A STUDENT IS OUT OF SCHOOL WITH A CONTAGIOUS OR INFECTIOUS DISEASE, THE STUDENT WILL BE REQUESTED TO PRESENT A SIGNED PERMIT BY A DOCTOR OF MEDICINE ALLOWING RE-ENTRY TO SCHOOL. SOME OF THE ILLNESSES INCLUDED ARE: MEASLES, RUBELLA, MUMPS, CHICKEN POX, SCARLET FEVER, IMPETIGO, RINGWORM, PICK EYE, AND INFECTIOUS MONONUCLEOSIS. THE STUDENTS WILL BE REFERRED TO THE SCHOOL NURSE IF THEY FAIL TO DO SO.

### 3. Screening

Nebraska State Law requires kindergarten through 4<sup>th</sup> grade students to have health screenings which include height, weight, dental, vision, and hearing. If there are any abnormalities detected, a referral letter will be sent home to parents.

### 4. Doctor's Appointments

When absent from school due to doctor, dentist, or counselor appointment, **please present a signed statement verifying appointment.**

### 5. Exclusion from P.E. Classes

If for any medical or physical reason a student cannot participate in Physical Education classes or other school activities for an extended period, a note from their doctor stating the reason and the length of time involved must be presented.

## 6. Dispensing Medications

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

- A. Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:
1. A caretaker's signed and dated authorization/permission (Medication Consent Form) to administer the medication during school, which includes the reason the child is receiving the medication. (Note: all references to "caretaker" in this policy shall also include a parent, foster parent, family member or legal guardian; it shall not include a friend or childcare provider).
  2. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, administering physician, strength, dosage, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. Authorization for Non-Prescription Medications. If a student must take non-prescription medication during school, procedure 1 above is to be followed before administration, and the medication must be provided in its original container.
- C. Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
- D. Prohibition on Mandatory Medication. School districts and special education and related service providers are prohibited from requiring a child to obtain a prescription for a substance covered by the Controlled Substances Act (21 U.S.C. 912(c)) as a condition of attending school, receiving an evaluation under 92 NAC 51-006, or receiving services under the IDEA. 92 NAC 51-004. 11D through 004.11D2.

## ***HEALTH CONCERNS OF INDIVIDUAL STUDENTS***

Health conditions that could affect your child's safety or well being at school may be shared with school staff on a need-to-know basis. Examples of student health issues that could be shared include: diabetes, seizures, peanut allergy, asthma and medications that might show side effects at school (drowsiness, behavioral changes).

If you do not want Beatrice Public Schools to share your child's health conditions with school staff without prior written consent, you must notify the building principal or his/her designee.

Students who have been absent due to an illness are to be **fever-free for twenty –four hours, without the aid of medication before returning to school.**

### **HEAD LICE (PEDICULOSIS)**

**EXCLUSION:** Students with head lice are excluded from school until treated and nit-free. The parent or guardian is notified of the need for treatment, and advised to check other family members for pediculosis. The school nurse and/or building principal must make certain the parent/guardian understands proper treatment for the affected child and control measures necessary to curb an outbreak in the home. Treatment and prevention counseling includes written instructions given to the parent/guardian.

**READMISSION:** Readmission to school is dependent upon completion and verification of treatment with an FDA approved pediculicide. Parents may consult their physician for the preferred treatment.

Evidence of Treatment Includes:

1. No visible signs of lice or nits
2. Clean hair and scalp
3. The louse shampoo label or a note from the physician stating the treatment used.
4. A verified repeat treatment is needed 7-10 days following the initial treatment.

### **PEDICULOSIS SCREENING:**

When lice or nits are found, on consultation with the principal, the nurse may deem it advisable to send parental notification and advisement letters home, and screen all students in close proximity to the affected student(s).

### **NOT RESPONSIBLE FOR PERSONAL PROPERTY**

"The school can assume no liability for articles lost, stolen or damaged on school property. School property includes real estate owned or leased by the school, school transportation or any other place where a school activity is being held or students are present. Articles shall include, but not be limited to, vehicles, bicycles, and any other personal property owned by the student or in the student's possession."

## **SAFETY**

**Kindergarten and first grade students are not permitted to ride bicycles to school.**

Toys, key chains, etc. attached to book bags or clothing will not be permitted.

Personal toys and games are not permitted at school.

## **SUPERVISION**

**There is no before or after school supervision except for school bus riders.**

## **DISMISSAL OF SCHOOL**

A decision to close the schools is made by the superintendent in consultation with the administrative staff. In general, schools are kept open unless an emergency or weather conditions are such that a judgement is made to close schools. Such judgements cannot take into consideration special situations that individual families may encounter.

Therefore, during weather emergencies, parents may come to school and pick up their children when they feel weather conditions warrant it. The decision to keep the schools open or closed will be made as early as possible. In severe weather, Beatrice Schools will notify radio station KWBE, AM 1450, and television station KOLN. Notification through our School Messenger system will also be activated.

## **STAFF QUALIFICATIONS**

The Every Student Succeeds act of 2015 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Beatrice Public Schools will give parents the following information about their child's classroom teacher:

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

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

The request for information would be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

## **PARENTAL INVOLVEMENT**

Parents/guardians are provided access at reasonable times to review instructional materials used by the school. In the event any parent/guardian has a question or objection to any materials, he/she is encouraged to contact the school office.

Should any parent/guardian believe it to be appropriate for his/her child to be excused from testing, classroom instruction and other school experiences, he/she should communicate this to the building principal, who will follow procedures established in Policy 1240.

Parents/guardians have the right to access the records of their child during regular business hours. Parent/guardians may contact the school office to review such records.

The Beatrice Public Schools conducts the following standardized and criterion reference assessments during the school year:

- NSCAS English, Language Arts and Math (3-5)- April
- NSCAS Science (5)- April
- NWEA MAP Assessment- August, January, and May (K-5)

Parents/guardians wishing additional information about or to review test material may contact the school office.

From time to time the school is asked to have students complete surveys. In the event such a survey is requested or is to be administered by the school, parents/guardians will be notified in advance. Parents/guardians wishing additional information about or wishing to review such survey material may contact the school office. If parents/guardians wish to not have their child take part in the activity, the student will be excused from the survey.

Parental Involvement policy relating to this section of the handbook may be obtained at the school office.

## **STUDENT FEES POLICY POLICY 5416 and Appendix 5416**

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska constitution and state and federal law. The District does provide activities, programs and services to children which extends beyond the minimum level of constitutionally required fee contributed to the District's efforts to provide such activities, programs and services. The District's general policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration for further specifics.



The Board of Education of Beatrice Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2021-2022 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

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

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

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

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of

maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2021-2022 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. 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 a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## **CERTIFICATION**

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. Sections 79-2125 to 79-2135 and Laws 2003, LB 249  
(The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.  
 Neb. Rev. Stat. Sections 79-241, 79-605, and 79-611(transportation)  
 Neb. Rev. Stat. Sec. 79-2104 (student files or records)  
 Neb. Rev. Stat. Sec. 79-715 (eye-protective devices)  
 Neb. Rev. Stat. Sec. 79-737 (liability of students for damages to school books)  
 Neb. Rev. Stat. Sec. 79-1104 (before-and-after-school or pre-kindergarten services)  
 Neb. Rev. Stat. Sections 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: 4/11/2022

## APPENDIX 5416

<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$10.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades K-5)--\$2.30 Lunch (Grades K-5)--\$3.05 Milk (Grades K-5)--\$.50 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

## **Food Service Statement of Non-Discrimination**

### **Food Service Non-Discrimination Statement (Updated)**

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

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

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

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

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Title I Parental and Family Member Engagement**

### **Combined District and School Title I Parent and Family Engagement Policy**

Beatrice Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015*.

#### **In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to

improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
  - Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. Sections 6318 and 7801(32)

Date of Adoption: 11/8/2021

### ***Internet Safety and Acceptable Use Policy 6800***

#### **A. Internet Safety Policy**

It is the policy of Beatrice Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to



inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and

related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to

maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC Sec. 254  
Children's Online Privacy Protection Act, 15 U.S.C. Sec. 6501  
FCC Order adopted August 10, 2011  
47 USC Sec. 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003)  
(E-rate restrictions)  
Neb. Rev. Stat. Sec. 49-14,101.01 (Political Accountability and  
Disclosure Act)  
LB 512 (2017).

Date of Adoption: 11/8/2022



## **REMOVE AND RETURN PLEASE**

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade/Teacher

### **Field Trip Permission/Beatrice Elementary Handbook**

Throughout the school year, classroom teachers will have the opportunity to take their students on a variety of “trips”. These trips are designed to enhance the curriculum being presented in the classroom. Many of these trips will be taken in a school bus or van, but from time to time, the students may walk to the destination should it be located close to the school building. Classroom teachers will notify parents of trips through their classroom newsletter or a specific note. We ask that you sign below so we may keep it on file in the school office.

I give permission for \_\_\_\_\_ to attend field trips for the **2022/2023** school year. I understand that my child will be transported on a school bus, van or may walk if the destination is close to the school building.

**Parent/GuardianSignature**\_\_\_\_\_

**Date** \_\_\_\_\_

**REMOVE AND RETURN PLEASE**

**Dear Parent,**

**After reading this handbook, PLEASE sign and date this sheet.  
*Remove and return* to your child's school.**

**Student Name**\_\_\_\_\_

Please Print

**Parent Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

**School**\_\_\_\_\_

**Classroom Teacher**\_\_\_\_\_

If you would like to receive automatic updates concerning activities at your school, please list your email address/addresses.

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