Dear Parents,

This handbook is prepared to guide you through the procedures, programs, and practices of the elementary schools of the Lakeview Community Schools. Please carefully read this information and keep it for future use. Parents are an important part of the education process. Your children will experience more success in school if you are involved. Please feel welcome to visit your child's classrooms. You are also encouraged to communicate with school officials concerning your child's educational experience.
Your child's educational program can be modified if needed to meet individual children's needs. If you have questions about your child's program, please bring these concerns to school officials.
The employees of your schools wish that your child will have the most effective and positive school experience possible. With that in mind, we welcome you to another school year and hope to visit with you soon.

Lakeview Community Schools
Elementary School Staff

PLATTE CENTER ELEMENTARY
Box 109 155 Platte St Platte Center, NE 68653
(402) 246-3465

SHELL CREEK ELEMENTARY SCHOOL
16786 280th St Columbus, NE 68601
(402) 564-8008

STATEMENT OF NON-DISCRIMINATION

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. This institution is an equal opportunity provider. The completed AD-3027 form or letter must be submitted 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; or

   Fax: (833) 256-1665 or (202) 690-7442
   Email: Program.Intake@usda.gov

Superintendent: Mr. Rick Meyer
Lakeview Community Schools
3744 83rd Street
Columbus NE 68601 402-564-8518
rmeyer@lakeview.esu7.org

The Board designates the following individual to serve as the District's Title IX Coordinator and may or may not have the same person serve as Compliance Coordinator:
Title: Miranda Hellbusch
Office address: 16786 280th Street, Columbus NE 68601
Email: mhellbusch@lakeview.esu7.org
Phone number: 402-564-8008

Lakeview Community Schools 2026-2027 Calendar

August 2026
Aug 3 - 7th Grade Orientation
Aug 3 - New Teacher Orientation
Aug 4 - 9th Grade Orientation
Aug 5 - Teacher Flex Day
Aug 6, 7 & 10 - Pre-Service Days
Aug 11 - Teacher Work Day
Aug 12 - K-6 Dismiss @ 11:30
7-8 Dismiss @ 11:30
9-12 Grades (12:00-3:30PM)
Aug 19 - 2:30 Dismissal/Collaboration Day
Aug 26 - 2:30 Dismissal/Collaboration Day

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026
Sept 2 - 2:30 Dismissal/Collaboration Day
Sept 7 - Labor Day (No School)
Sept 9 - 2:30 Dismissal/Collaboration Day
Sep 16 - 2:30 Dismissal/Collaboration Day
Sept 23 - K-12 Dismiss @ Noon
K-12 P/T Conference 2:00-8:00PM
Sept 25 - No School
K-12 P/T Conference 8:00AM-Noon
Sept 30 - 2:30 Dismissal/Collaboration Day

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026
Oct 7 - 2:30 Dismissal/Collaboration Day
Oct 9 - End of 1st Quarter
Oct 12 - In-Service/Work Day (No School)
Oct 13 - Start of 2nd Quarter
Oct 14 - 2:30 Dismissal/Collaboration Day
Oct 21 - 2:30 Dismissal/Collaboration Day
Oct 28 - 2:30 Dismissal/Collaboration Day

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026
Nov 4 - 2:30 Dismissal/Collaboration Day
Nov 11 - 2:30 Dismissal/Collaboration Day
Nov 18 - 2:30 Dismissal/Collaboration Day
Nov 25-27 - Thanksgiving Break (No School)

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026
Dec 2 - 2:30 Dismissal/Collaboration Day
Dec 4 - K-12 Dismiss @ Noon for Wrestling
Dec 9 - 2:30 Dismissal/Collaboration Day
Dec 16 - 2:30 Dismissal/Collaboration Day
Dec 18 - End of 2nd Quarter/1st Semester
K-12 Dismiss @ 1:30PM
Dec 21-31 - Winter Break (No School)

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2027
Jan 1 - Winter Break (No School)
Jan 4 - In-Service/Work Day (No School)
Jan 5 - Start of 3rd Quarter/2nd Semester
Jan 6 - 2:30 Dismissal/Collaboration Day
Jan 13 - 2:30 Dismissal/Collaboration Day
Jan 18 - PD (No School)
Jan 20 - 2:30 Dismissal/Collaboration Day
Jan 27 - 2:30 Dismissal/Collaboration Day

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 2027
Feb 3 & 4 - K-12 Dismiss @ 1:30
K-12 P/T Conference 3:00-8:00PM
Feb 5 - Teacher Comp Day (No School)
Feb 10 - 2:30 Dismissal/Collaboration Day
Feb 17 - 2:30 Dismissal/Collaboration Day
Feb 19 - Vacation Day - State Wrestling
Feb 24 - 2:30 Dismissal/Collaboration Day

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 2027
Mar 1 - Work Day (No School) - Speech Conference
Mar 3 - 2:30 Dismissal/Collaboration Day
Mar 10 - 2:30 Dismissal/Collaboration Day
Mar 11 - End of 3rd Quarter
Mar 12 - In-Service/Work Day (No School)
Mar 15 - Start of 4th Quarter
Mar 17 - 2:30 Dismissal/Collaboration Day
Mar 24 - 2:30 Dismissal/Collaboration Day
Mar 26 & 29 - Vacation Days (No School)
Mar 31 - 2:30 Dismissal/Collaboration Day

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2027
Apr 7 - 2:30 Dismissal/Collaboration Day
Apr 14 - 2:30 Dismissal/Collaboration Day
Apr 16 & 19 - Vacation Days (No School)
Apr 21 - 2:30 Dismissal/Collaboration Day
Apr 27 - K-12 Noon Dismissal - Track Meet
Apr 28 - 2:30 Dismissal/Collaboration Day

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2027
May 5 - 2:30 Dismissal/Collaboration Day
Seniors Last Day
May 12 - 2:30 Dismissal/Collaboration Day
May 14 - End of 4th Quarter/2nd Semester
Dismiss @ 11:30
May 17 - In-Service/Work Day

Vacation (No School)
PD/Work Day (No School)
Early Dismissal
Teacher Comp/Flex Day
Half Day for Students
Parent Teacher Conferences
First & Last Day of Quarter

Early Dismissal Days
Students will be released from school at 2:30 PM on Wednesdays for Teacher Collaboration time. These days have been noted and highlighted in light blue.

Day Count		
	Student	Staff
Qtr	Days	Days
1	41	48
2	46	46
3	44	49
4	41	42
Total Days		
	Student	Staff
	172	185

TABLE OF CONTENTS

	Page
PARENT LETTER	1
NOTICE OF NONDISCRIMINATION	1
SCHOOL CALENDAR	2
TABLE OF CONTENTS	3-5
STAFF MEMBERS	6-8
MISSION STATEMENT	9
INTENT OF THE HANDBOOK	10
PARENT/STUDENT/TEACHER COMPACT	11
GUIDELINES/AND OR RULES AND REGULATIONS FOR STUDENTS	12
ACADEMIC RESPONSIBILITY	12
CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC	12
CHEATING	12
CLASSROOM SUPPLIES	12
CLASSROOM VISITATIONS	13
BIRTH CERTIFICATES	13
BULLYING	13
ATTENDANCE AND ABSENCE/TARDY PROCEDURE	14
HIGH ABILITY LEARNER IDENTIFICATION	14
ALCOHOL AND DRUG POLICY	15
BICYCLES	16
BUSSING	16-17
CHILD ABUSE AND NEGLECT	17
COMPUTER/TECHNOLOGY/INTERNET POLICY	18-22
CONTRABAND PROCEDURE	22
DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY	22
EMERGENCY HEALTH SITUATIONS	23
EMERGENCY PROCEDURES (Fire Drill, Tornado Drill, Lockdown Drill, Evacuation Drill)	23
EXTORTION AND INTIMIDATION	23
FALSE FIRE ALARMS AND/OR BOMB THREATS	23
FIELD TRIPS	24

FUNDRAISING	24
GRADING SYSTEM	24
GUM	24
HARASSMENT POLICY AND PROCEDURES	24-26
HEALTH EXAMINATION AND IMMUNIZATION RESPONSIBILITY	26-27
NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION	28
HIGHLY QUALIFIED STAFF	28
IDENTIFY SELF	29
INSURANCE	29
KIDNAP ALERT	29
LEAVING SCHOOL	29
LITTERING	30
LUNCH PROGRAM POLICY	30
MARKING ON SCHOOL PROPERTY	30
LOST AND FOUND	31
PARENT AND FAMILY ENGAGEMENT POLICY	31
P.D.A. (PUBLIC DISPLAY OF AFFECTION)	31
PETS	31
PUBLIC COMPLAINTS ABOUT EMPLOYEES	32
RIGHT TO DUE PROCESS	32
SCHOOL CLOSING INFORMATION	32
SCHOOL DAY	33
SCHOOL MILEAGE	33
SCHOOL PICTURES	33
STUDENT BIRTHDAYS	34
STUDENT CONDUCT EXPECTATIONS & DISCIPLINARY PROCEDURES	35-40
STUDENT DRESS PROCEDURE	40-41
ELECTRONIC DEVICES	42
STUDENT FEES	43-44
STUDENT FEE WAIVER PROCEDURES	45
PERSONAL OR CONSUMABLE ITEM REGULATIONS	46

STUDENT PROMOTION, RETENTION OR ACCELERATION	46
STUDENTS' SELF EXPRESSION	47
STUDENT/PARENT SIGNATURE FORM (RETURN TO SCHOOL)	48
FIELD TRIP PERMISSION FORM	49

SHELL CREEK ELEMENTARY SCHOOL

16786 280th Street Columbus, NE 68601
Telephone (402) 564-8008 * Fax (402) 563-4552

Erin Craven	Principal
Molly Parsons	Preschool
Bethany Wilke	Kindergarten
Rubie Escalante	Kindergarten
Erin Reeves	Kindergarten
Lisa Paben	Grade 1
Michelle Bauer	Grade 1
Rachel Nygren	Grade 1
Ashley Behlen	Grade 2
Anna Luckey	Grade 2
Megan Wilcynski	Grade 2
Kelly Frenzen	Grade 3
Caden Ranslem	Grade 3
Tiffany Rodehorst	Grade 3
Caitlin DeBower	Grade 4
Crystal Bell	Grade 4
Sheila Sloup	Grade 4
Michala Wurdeman	Grade 5
Alicia Blumenthal	Grade 5
Chelsie Hartman	Grade 5
Drew Ahlers	Grade 6
Don Bentz	Grade 6
Julee Jaixen	Grade 6
Miranda Hellbusch	Counselor
Jennifer Osten	Title I
Jillian Schmidt	ELL
Marissa Hunke	Special Education
Brittany Niedbalski	Special Education
Jessica Wendt	Special Education
Nancy Briggs	Speech Language Pathologist
Alex Elliot	Music
Robert Kercher	Band
Chris Thoms	PE/Health

<u>Non-Certified Staff</u>

Mandi Urkoski	Administrative Assistant
Mary Hruska	Computers
Wanda Borowiak	Librarian Paraeducator
Ashley Curtis	Paraeducator
Heather Palomares	Paraeducator
Jen Muhle	Paraeducator
Hortencia Sanchez	Paraeducator
Colette Smith	Paraeducator

Cassie Brabec	Paraeducator
Cassandra Niemeier	Paraeducator
Uriah Hubbell	Paraeducator
Abigail Dohmen	Paraeducator
Kamryn Chohon	Paraeducator
Shannon Vavra	Paraeducator
Nikki Eberhart	Paraeducator
Shauna Fiala	Preschool Paraeducator
Hayley Sprunk	Preschool Paraeducator
Steve Boyd	Custodian
Kelly Macken	Custodian
Mike Murray	Custodian
Dave and Kris Badura	Custodian
Karla Diaz	ASP Coordinator

PLATTE CENTER ELEMENTARY

Box 109 Platte Center, NE 68653
Telephone (402) 246-3465 * Fax (402) 246-3044

Brandon Nygren	Principal
Alyssa Jarecki	Preschool
Jody Jarecki	Kindergarten
Holly Sprunk	Grade 1
Elizabeth Dewald	Grade 2
Billie Jo Wemhoff	Grade 3
JoAnn Brandt	Grade 4
Haley Pasonault	Grade 5
Christine Kluender	Grade 6
Mollie Rambour	Counselor
Annette Barcel	Title I/ELL
Sarah Robinson	Special Education
Amy Polanco	Special Education
Sara Werner	Speech Language Pathologist
Daniel McCarty	Music
Robert Kercher	Band
Megan Childers	PE/Health

Non-Certified Staff

Stephanie Ellis	Administrative Assistant
Jessica Coble	Computers/Tech
Morgan Wichman	Librarian/Paraeducator
Dusty Johannes	Paraeducator
Tonia Wemhoff	Paraeducator
Doris Kocina	Paraeducator
Shane Johnson	Paraeducator
TBD	Paraeducator
Tanner Knutson	Paraeducator/ASP
Melissa Stenger	Paraeducator
Chris Kapels	Preschool Paraeducator
Rachel Miller	Preschool Paraeducator
Steve Boyd	Custodian
Shawna Woosley	Custodian
Guadalupe Nieto	Parent Liaison/Translator

THE VIKING WAY

Our Mission…

Building a strong foundation in academics, character, and mindset.

How will we DO this?

- We will work together as a team to develop a sense of community involving patrons , staff and students of the Lakeview district.
- We will establish a positive learning environment that will hold students accountable to themselves, their school, and their community.
- We will uphold high expectations, which will develop a sense of pride for self and school.
- We will effectively communicate with staff, students, parents, and patrons within our community.
- We will create an engaging educational environment that supports risk taking and learning.
- We will model the importance of lifelong learning and exhibiting intellectual curiosity in our content area.
- We will keep information regarding both the students and staff confidential as necessary for the well-being of everyone.
- We will provide support and encouragement to all students and colleagues in their activitities and organizations.

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lakeview's Elementary Schools, Platte Center and Shell Creek. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Shell Creek & Platte Center Elementary Schools
Lakeview Community Schools

Parent or Caring Adult/Student/Teacher Compact
Year: 26-27

*****As the **Parent/Caring Adult**, I/we understand that my/our participation in my child's education will help his/her achievement and attitude. I/We agree to carry out the following responsibilities:

- have my child/student at school regularly and on time
- provide homework assistance and check that homework is completed
- respect/support my child, the teachers, and the school through open communication
- encourage my child to use reading and math skills as part of his/her daily life

*****As the **Student**, I know that my education is important to me. It will help me become a better person. I agree to do the following:

- attend school regularly and be prepared to learn
- respect and show pride for self, school, and others
- accept responsibility for my own behavior
- use math skills and read daily for pleasure or information

*As **Educators**, we understand the importance of the school experience and our roles. We agree to carry out the following responsibilities:

- believe each student can learn and help them reach their full potential
- maintain open lines of communication between school and families and encourage parents to review the curriculum
- provide high quality curriculum and instruction to enable children to meet challenging state academic achievement standards.
- provide a safe and stimulating environment conducive to learning
- motivate children to practice and use their reading and math skills

(Revised Spring 2017 – Title I)

GUIDELINES AND/OR RULES AND REGULATIONS FOR STUDENTS

ACADEMIC RESPONSIBILITY

Students are obligated to complete all schoolwork assigned to them on time by their teachers. Students are also responsible for bringing materials, such as pencil, paper, textbooks, and homework to class regularly. Any student who fails to show a sincere and regular effort to complete their assigned school work may be disciplined for being academically irresponsible.

CHEATING

Cheating is defined in any one of the following three ways:

1. Plagiarism: knowingly taking or using any other person's work and representing it as your own.
2. Knowingly providing work or information to another student so that he/she doesn't have to do or know that work on his/her own.
3. Use of any authorized devices or means (such as crib notes, looking at someone else's paper, etc.) on tests, quizzes, homework, etc.

Any incidents of cheating will be recorded on the student's discipline record. Additional consequences will be determined by the classroom teacher.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

No fee shall be assessed for students to use textbooks or library books. However, students are responsible for any damage beyond ordinary wear to books used by them. The school is authorized to assess and collect reasonable fines for excessive damage or replacement cost.
If a parent would like to receive notifications on which books, periodicals, or videos their child is checking out of the library, parents must contact the Media Specialist- Mrs. Lacey Luebe at lluebe@lakeview.esu7.org to set up book check out notifications.

CLASSROOM SUPPLIES

Each year parents and/or guardians receive a list of classroom supplies students need. This list is sent by the school and/or individual teacher. If any additional supplies are needed throughout the year, parents and/or guardians will be notified.

Students should not bring items to school that have not been requested. Any item that may be a disruption to the learning environment or cause damage to school property, including but not limited to: squishies, toys, electronic games/devices, trading cards, etc. may be broken or lost and should remain at home unless brought for a specific reason with teacher permission. Items needed to be utilized as tools under 504 plans or Individualized Education Plans may be brought from home and used as long as they are used as a tool to support learning. Items brought, which are not requested, may be confiscated by the teacher or principal. The return of confiscated items is at the discretion of the teacher or principal. The school is not responsible for any item brought from home that is lost, stolen, or broken.

Students are allowed to bring a water bottle to school. Water bottles may only contain water. No added flavor, juice, soda, coffee, etc is allowed.

CLASSROOM VISITATIONS

Parents and/or guardians are welcome to visit their child's school during school hours. It is best to check with your child's teacher regarding the best time to visit. All visitors are asked to report to the school's office when they arrive. Children not attending the school may not visit unless they are accompanied by an adult or prior arrangements are made with the building principal.

HIGH ABILITY LEARNER IDENTIFICATION

Definition of High Ability Learner:
A learner with high ability shall mean a student who gives evidence of high performance capability in intellectual and general academic areas.

Steps for Identification of High Ability Learners:
High Ability Learners will be identified through the use of multiple criteria using Student Achievement scores and teacher recommendations. The program will be designed to meet the requirements of, but not limited to, Nebraska Rule 3.

Step One: All Lakeview Community Elementary students will be eligible for High Ability Learner identification. The Lakeview School system realizes that we have high ability learners in grades K-2, but due to the lack of concrete data, formal identification will be postponed until entry into 3rd grade. Enrichment activities for K-2 will be provided for all students. Teachers in grades K-2 will begin gathering data using a formal checklist that will help identify potential high ability learners.

Step Two: Students will be tested three times a year through the NWEA MAP assessments. Student achievement scores will be used as the first method of identifying high ability learners. 3rd – 6th Grade students who score in the 90th percentile or higher on at least one MAP assessment in Math, Science, or Reading, or 90th percentile on the NSCAS Growth Math or Reading Assessment will qualify for identification.

Student achievement scores are just one method of identification. For a student to be identified they must receive a certain score on achievement tests, and they must also meet the criteria set in Step Three of the High Ability Learner identification policy.

Once identified as High Ability, the student remains identified until the next identification level. Identification levels will be at grades 3-6, 7-9, and 10-12.

Step Three: Teacher Recommendation. Students who qualify for Step Three must have a formal recommendation from a teacher. A checklist adopted by the School District will be used to help identify the characteristics that many high ability learners possess.

Step Four: A Selection Committee will meet to make final identifications. The Selection Committee may be comprised of the following individuals: Principal, Counselor, and Teachers. The Selection Committee's decision is final.

Step Five: Parents will receive a cover letter outlining the high ability identification policy and communicating that their son or daughter is eligible for consideration because of his/her achievement scores.

Programming: Students selected for the High Ability Learners program will receive enrichment activities as part of their regular school day.

ATTENDANCE AND ABSENCE/TARDY PROCEDURE

Excessive Tardy Policy

A student is considered excessively tardy when they are late to school more than five times in a quarter or twenty times in a school year. Tardiness is defined as not being in the classroom when the school day begins at 8:05. Three tardies is equivalent to one absence.

Level 1- When a student reaches **five** times tardy within one quarter the student and/or parent and/or guardians will receive communication from the school summarizing the tardy policy and tardiness data for the student.

Level 2- When a student reaches **ten** times tardy, the parent and/or guardian will receive a letter from the school summarizing the attendance policy and tardiness data for the student. At this level a parent conference may be held. During the conference ways to solve the attendance problems will be discussed. Curriculum changes and disciplinary actions will be explored and an effort will be made by the district to compel student attendance

Level 3- When a student reaches **eleven** or more times tardy, the parent and/or guardian will receive a letter from the school summarizing the attendance policy and tardiness data for the student. A meeting with the parents will be arranged to develop a plan for eliminating the tardiness issue.

When the combination of days tardy and absent by a student totals over 20, the county attorney and law enforcement will be notified.

Excessive Absenteeism Policy

Level 1- When a student reaches **five** to **seven** absences, a letter and copy of the student's attendance record will be mailed home to notify parents and/or guardians of the student absences. A conference with parents and/or guardians may be requested to determine a plan to improve attendance.

The county attorney and/or DHHS may be notified regarding the student's attendance record.

Law enforcement may be notified for students under age 18 per the Nebraska compulsory education statute. Nebraska Statute 79-201-211 states that parents/guardians of students under the age of eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility.

Level 2- When a student reaches **ten** to **twelve** absences, a letter and copy of the student's attendance record will be mailed home to notify parents and/or guardians of the student absences. A conference with parents and/or guardians **will** be requested to determine a plan to increase attendance. During the conference ways to solve the attendance problems will be discussed. Curriculum changes and disciplinary actions are explored and an effort is made by the district to improve student attendance.

The county attorney and/or DHHS may be notified regarding the student's attendance record.

Law enforcement may be notified for students under age 18 per the Nebraska compulsory education statute. Nebraska Statute 79-201-211 states that parents/guardians of students under the age of eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility.
As per Nebraska Statute 79-209-the school has the right to compel student attendance.

Level 3- Once a student reaches **twenty** absences, a letter is sent to parents notifying them of the district's intent to involve the county attorney. Administration may review options for curriculum changes and disciplinary action and an attempt to remediate the problem will be communicated.

The county attorney and DHHS will be notified and possible legal actions will be made.

Law enforcement may be notified for students under age 18 per the Nebraska compulsory education statute. Nebraska Statute 79-201-211 states that parents/guardians of students under the age of eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility.

ALCOHOL AND DRUG POLICY

The possession and use of illicit drugs and alcohol is unlawful, harmful and wrong. Therefore, mandatory disciplinary sanctions (consistent with Local, State, and Federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct.

Any student possessing, distributing, or under the influence of illicit drugs or alcohol on school grounds or while attending any school activity as a participant or spectator, shall be subject to the following:

1. First Offense: Mandatory suspension until the student's parent/guardian comes to the school for a conference between the student, parent, and principal. At this conference, details of the infraction will be discussed, information about drug and alcohol counseling and rehabilitation will be made available, and expectations for the student's future will be outlined.
2. Second Offense: Mandatory suspension until the student has enrolled in a drug and alcohol rehabilitation program. Conference with student, student's parent/guardian, and principal prior to school re-entry.
3. Third Offense: Recommendation for expulsion from school.

Students may not use or possess any form of tobacco, nicotine, vapor products, or any items resembling such in school, on school grounds, or at school-sponsored activities.

Students are not to consume, possess, sell, or distribute any drug (including tobacco), narcotic, alcohol, or substance purported to be a drug, narcotic, or alcohol, at school, on school grounds, or at school-sponsored events. This rule does not prohibit possession or consumption by a student of a substance that has been prescribed to him/her by a person licensed to prescribe.

Students are prohibited from consuming any drug, narcotic, controlled substance, alcohol, or substance purported to be a drug, narcotic, alcohol, or controlled substance in any quantity immediately prior to coming on school grounds or to a school-sponsored event.

Following is Board Policy Relative to Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities:

It shall be the policy of Lakeview Community Schools, in addition to standards of student conduct elsewhere adopted by Board of Education policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution or illicit drugs and alcohol by any

student of the District during regular school hours or after school hours at school-sponsored activities on school premises, or at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described, shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, or referral to appropriate authorities for criminal prosecution.

In order for Lakeview Community Schools to operate at its best, it is important that everyone help create an atmosphere that is conducive to learning. Nonproductive and negative conduct or behavior by students will not be tolerated. Our goal for education is that all students have an equal opportunity to a basic education. No student has the right to deprive or interfere with any other student's right to that education.

Parents and students will be made aware of procedures if and when it becomes necessary. Any action taken against a student will comply with existing state and School Board of Education policies and shall afford the student due process.

BICYCLES

Bicycle racks may be provided by the school. Bicycles should be parked in the racks as soon as students arrive at school. Parents should teach and encourage students riding bicycles to comply with traffic and safety rules and laws.

The school is not responsible for damage or theft of bicycles or bicycle parts. It is recommended that a sturdy lock be used with bicycles to prohibit their being taken. Repeated rule violations with bicycles may cause school officials to request that parents not allow their child to ride a bicycle to school.

Skateboards, scooters, and in-line skates are not to be brought to school.

BUSSING

For the safety and convenience of everyone, good behavior must be observed on all buses. Directions may be given by the driver or other school personnel, so there can be no unnecessary noise. Buses are as much school property as textbooks, and therefore should not be defaced or damaged in any way. The following rules are expected to be followed on school buses and vehicles:

1. Always remain seated while the bus is in motion.
2. Follow all directives given by the bus driver and school personnel.
3. Conduct on the bus is the same as in the classroom or building.

I.e. No hitting, rough actions, physical abuse, inappropriate language, defiance of authority, throwing items, inappropriate gestures, possession of contraband is allowed.

4. Stay on the sidewalk or loading zone until the bus has stopped when loading.
5. Use the emergency door only in an emergency.
6. Damaging or stealing items on the bus will be treated similar to the same offenses in the school building.
7. Students must ride the bus they are assigned and extra passengers such as friends are not allowed on the bus without Administration approval.

The Bus Discipline Ladder will be used to enforce rules for students on school transportation:

1. First Offense- A student who does not follow rules and regulations will be issued a verbal warning.
2. Second Offense- A student who does not follow rules and regulations will be written up on a bus discipline form. The form will be given to the school administration and the student's parents and/or guardians will be notified.
3. Third Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and be moved to a closely monitored seat for more direct supervision. The student's parents and/or guardians will be notified.
4. Fourth Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and will be suspended from riding the bus for a time determined by administration. The student's parents and/or guardians will be notified.
5. Fifth Offense- A student who does not follow rules and regulations will be written up on a bus discipline form and will be suspended from riding the bus for an extended period of time. The suspension could last the remainder of the semester or school year. The student's parents and/or guardians will be notified.

The Lakeview administration reserves the right to skip steps on the bus discipline ladder due to the severity or persistence of a student's offenses.

CHILD ABUSE

When any school staff member has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she is required by law to report such incident to the proper law enforcement agency.

Abuse or neglect shall mean knowingly, intentionally or negligently causing or permitting a minor child or an incompetent or disabled person to be:

(a) placed in a situation that may endanger his/her life or physical or mental health
(b) tortured, cruelly confined, or cruelly punished
(c) deprived of necessary food, clothing, shelter, or care
(d) left unattended in a motor vehicle, if the person is six years of age or younger;
(e) sexually abused

COMPUTER/TECHNOLOGY/INTERNET POLICY

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of **Lakeview Community Schools** to comply with the Children's Internet Protection Act (CIPA). 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; and (e) 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.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

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. Staff shall confine e-mail use to work-related purposes and only limited, incidental personal use.

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.

      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 email to a minor child or spouse; sending an email 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 other data storage devices.
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. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network. Students shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
9. Students 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 other data storage devices.
10. 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 emails that contain sexual jokes or images. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting, is forbidden.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails 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 emails that divulge protected confidential student information to unauthorized persons.
4. to take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator or administrator.
5. to engage in or promote violations of student conduct rules.
6. to engage in illegal activity, such as gambling.
7. in a manner contrary to copyright laws.
8. 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.

9. Consequences. Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the information, ANY of the following consequences may be imposed:
    a. Appropriate legal action will be taken.
    b. Conference with parent or guardian.
    c. Individual access privileges will be revoked.
    d. Loss of Internet access for a determined period of time.
    e. School disciplinary action according to the handbook and posted rules.
    f. Suspension in or out of school.

    Responsibility for Damages. Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged or vandalized while under their care.

CONTRABAND PROCEDURE

Items which violate state law or school policy or which threaten to disrupt the teaching and learning environment may not be brought to school. This includes a wide variety of items such as but not limited to: pocket knives, media devices, toys, trading cards, slime, items that may damage surfaces, or any item that disrupts the learning environment. Students who are caught with such items at school will have the items confiscated. At their discretion, the teacher or administrator who confiscates such items may choose whether or not to return the item. They then may also choose where, when, how, and to whom the item will be returned. If an item is not on the school supply list or directly requested by a teacher or staff member, please do not bring it to school.

DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage school or private property. If school or private property is damaged by a student, he/she is financially responsible for all damages and may be disciplined. Students are prohibited from borrowing without permission or stealing private or school property. Students who do either of these things may be disciplined.

Video Surveillance

The use of video cameras in school hallways and the parking lot is to ensure the health, welfare, and safety of all staff, students, and visitors to the district and to safeguard facilities and equipment. Recorded video images may be used by staff and law enforcement to assist in determining any violation of school policies/regulations or local, state, and federal laws. Video recordings may become part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

EMERGENCY HEALTH SITUATIONS

In most cases, students' parents are contacted first if a child becomes ill or injured at school. In the event of a student needing immediate emergency medical attention, the rescue unit will be called first and then the parents will be notified. Parents are requested to supply the school with current information regarding their work and home telephone numbers so they may be reached in an emergency. Also, parents should provide numbers of relatives or friends who may be called if they are not available.

EMERGENCY PROCEDURES

Fire Drill

Students participate in fire drills planned and conducted throughout the school year. The purpose of these drills is to prepare students for a quick and orderly evacuation of the building in case of fire.

Tornado Drill

Schools conduct yearly tornado drills with students in case a tornado should develop in the area during school time. In the event of an actual tornado, or warning, students will not be dismissed after being placed in a sheltered area. Parents arriving at school will be asked to join their child in the shelter.

Lockdown Drill

Students participate in lockdown drills planned and conducted throughout the school year. The purpose of these drills is to prepare students to follow procedures in the event of school going into lockdown.

Evacuation Drill

Students participate in evacuation drills planned and conducted throughout the school year. The purpose of these drills is to prepare the students to follow procedures in the event of the school needing to evacuate the building.

Bomb Threats

Students will not be dismissed from school if a bomb threat is received. A procedure is in place at each school, which allows the premises to be searched and to maintain school. Any person making such threats is subject to legal prosecution.

EXTORTION AND INTIMIDATION

Threatening or intimidating another student(s) or school personnel is prohibited at school, on school grounds, at school-sponsored events, or going to and from them.

FALSE FIRE ALARMS AND/OR BOMB THREATS

Students are not to falsely set off fire alarms or report bomb threats.

FIELD TRIPS

Educationally based field trips may be taken by classes during the school year and will take place under the guidance and supervision of employees from Lakeview Community Schools. Parents and/or guardians may be asked to assist on field trips. Parents and/or guardians attending the field trip will need to transport themselves to and from. All Lakeview students are required to ride school transportation to the location of the field trip. Parents and/or guardians may sign students out at the conclusion of the field trip. Special circumstances for transportation must be approved by the building principal or principal designee.

A permission slip covering ALL field trips will need to be signed by parents/guardians at the beginning of the school year. Prior to any activity/field trip, a letter will be sent home from the student's teacher with information regarding the specifics of each trip. At that time the parents and/or guardians may contact the teacher to opt out of any activity/field trip. The Field Trip Permission form is included in the back of this handbook.

Elementary students not participating in a field trip due to parent requests will remain at school during the normal school day.

Since field trips are a part of the school day, rules regarding student behavior enforced at school shall also be enforced during the trip. A student may be denied field trip privileges due to excessive inappropriate behavior.

FUNDRAISING

All fundraising must be approved by the building administrator.

GRADING SYSTEM

K, 1 & 2	Nongraded

The grading system for Grades 3 - 12 is as follows on the report cards:

A	93 - 100%
B	86 - 92%
C	78 - 85%
D	70 - 77%
F	69% & Below
Inc	Incomplete Grade

GUM

No gum is allowed at school.

HARASSMENT POLICY & PROCEDURES

Harassment of students, staff, or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaging in school activities; while using cell phones and other forms of technology and social media; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. This includes any social media post that may cause a disruption to the school environment. Any threatening remarks or statement, use of the Lakeview, Shell Creek, or Platte Center, mascot, or image to discredit Lakeview is prohibited.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Unwelcome and offensive public sexual display of affection;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- Creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc;
- Demeaning jokes, stories, or activities directed at an individual.
-

The district will promptly and reasonably investigate allegations of harassment. The administration or designated investigator will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

HARASSMENT BY STUDENTS INVESTIGATION PROCEDURES

Harassment of students by other students will not be tolerated in the school district. Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other

laws. The school district has the authority to report students violating this rule to law enforcement officials. Students or individuals who feel that they have been harassed by other students should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:
    - Tell a teacher, counselor or principal; and
    - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
        - What, when and where it happened;
        - Who was involved;
        - Exactly what was said or what the harasser did;
        - Witnesses to the harassment;
        - What the individual said or did, either at the time or later;
        - How the individual felt; and
        - How the harasser responded.

COMPLAINT PROCEDURE

An individual who believes he/she has been harassed shall notify the building administrator or designated investigator. The alternate investigator is the guidance counselor. The investigator may request that the individual complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

HEALTH EXAMINATION AND IMMUNIZATION RESPONSIBILITY

A physical screening of students in grades PreK-6 during the school year by appropriate personnel. Parents will be informed in writing of any deficiency or unusual symptoms found and are urged to seek further medical help, when necessary. **These routine school screenings are not to take the place of regular medical and dental check-ups.**

Accidents at School - If your child is injured at school, emergency first-aid will be administered and parents/guardians will be notified immediately. If you cannot be reached, we will attempt to contact the emergency number that you list on the student information form.

Exclusion from School - If your child becomes ill or has symptoms of illness at school, you will be contacted. If we cannot reach you, we will use the emergency contact information you provide on the student information form. Arrangements should be made for the child to be picked up from school. The following conditions will be just cause for a child to be picked up from school:

1. Communicable diseases such as measles, chicken pox, mumps, pink eye, hand foot and mouth, etc.
2. Skin eruptions or suspicious rash
3. Vomiting/Diarrhea
4. Abnormal temperature (above 100.0)
5. Untreated head lice
    a. A student will be sent home upon discovery of live or untreated head lice. Shampoo treatment needs to begin immediately and a nit comb should be used to remove all eggs (nits) from the hair. The student must be free of all live lice before they are allowed to return to school. Regular checks of student hair may be completed at school.
6. Live bed bugs

A child suffering from a skin disease, or who has been absent from school because of an infectious or contagious disease, may be required to present a written statement from a doctor upon returning to school.

Medical Conditions - Parents are responsible to inform the school of their children's medical status. For example, if a child suffers from allergies, asthma, diabetes or other conditions, the parents need to inform the school of this. A plan will then be developed detailing how the school will respond to the medical condition should it be necessary at school.

Medications - Medicine, including aspirin and Tylenol, cannot be administered by school personnel without authorization from a parent. A dispensing Medication Form must be signed by the parent. **Any medication brought to school must be in the container with the pharmacy label, which must state the student's name, prescription, dosage, and manner of administration.** A note from the parent/guardian must accompany the prescription noting the time for the medication to be administered. All medications (including cough drops) will be left in the office and administered by a school personnel.

Physical Examinations - Nebraska State Law requires that each student entering Kindergarten and 7th grade must be examined by a qualified physician prior to entrance in the school. Physical forms may be obtained from the principal. Parent(s)/guardian(s) must comply with this law or object to the physical in writing. Students will be excluded from school if they fail to meet this requirement. Refusal forms are available from the principal. Transfer students, all grades, from out-of-state are also required to complete the physical examination. Parents(s)/guardians(s) having a question regarding this requirement should contact the school principal.

Health Examination and Immunization Responsibility - State law requires that each student must be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to admittance to school. This law further requires that prior to the entrance of a student into the beginner grade and the seventh grade, or in the case of a transfer from an out-of-state school to any other grade, that he/she be examined by a qualified physician. Any student who fails to comply with these health responsibilities should be excluded from school until such time as he/she complies with these responsibilities unless his/her parent(s) legal guardian(s) object to either of these responsibilities in writing.

NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION
BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION AND VISUAL EVALUATION

Nebraska Law requires that the parents or legal guardian furnish the following documents to the school:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

(2) Evidence of a physical examination by a physician, physician assistant, or an advanced practice registered nurse, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, or an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment.
*Exceptions are allowed based on:
(1) written statement by health care provider that immunization would be injurious to the student or a family member or
(2) affidavit of a religious reason for non-immunization.
*Provisional enrollment is allowed based on:
(1) written statement of health care provider that immunization have begun, and immunization is continued as rapidly as medically feasible and
(2) written statement of parent or guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3.
*Forms to submit objections are available from the school.

HIGHLY QUALIFIED STAFF

Lakeview Community Schools employs highly qualified staff.Requirements include such things as teachers teaching in the areas that they are endorsed to teach. Para-educators must have two years of college or have passed a minimum competency test. If you wish to see documentation of the highly qualified status of our employees, please see your building administrator.

IDENTIFY SELF

Students will identify themselves when asked to do so by school personnel. Any student who fails to identify himself/herself upon request may be disciplined.

INSURANCE

The school district does not provide for any accident or health insurance for students. This responsibility is left to the parents.

KIDNAP ALERT

1. If a dispute between divorced or separated parents leads to a request for our help in protecting a student, we first determine who has custody. We ask for a copy of that portion of the divorce decree or court order relating to custody, so that we can see how the judge ruled.

2. If a custodial parent advises us of a possible abduction, we request a photo and description of the possible abductor. We pass on both to the child's teachers and any other personnel who come in contact with the child.

3. After a potential abduction has been reported, we follow this procedure:

    a. The child is never left alone in the school or on the school grounds.
    b. Wherever the child goes inside the school (even to the bathroom) he/she must be accompanied by an adult, whether the child is in a group or not.

4. If we receive a call alerting us to an imminent abduction attempt, and we know or are told that the threatening parent knows the location of the child's classroom, we move the entire class to another room. (Successful abductions on school grounds typically take ninety seconds or less.)

5. If a kidnapping does occur, get a good description of the abductor and of the vehicle, including license plates and state of registration. Above all, protect the child; though armed kidnappers have been talked out of attempts, we advise against physical interference with them.

As a matter of policy, we permit no student to leave the grounds alone. Any parent who wants to pick up a child during the school day, no matter what the purpose, must come to the school office to do so. We reserve the right not to release the child to anyone other than the custodial parent; in case of doubt, we phone the custodial parent to confirm that someone else is authorized to pick up a student. If a parent authorizes a child's leaving the building (when the parent is unable to pick him/her up) the office requests the child to call back that he/she has arrived. Only under extreme circumstances is this allowed.

LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the school day without permission from the office. If you must leave the grounds because of illness or other emergency, you must check out at the office. You must also check in with the office when you return to school. Failure to follow the proper procedure will be considered an unexcused absence.

LITTERING

Students are to use proper trash containers for throwing anything away. Students who drop things on the floors, school grounds, or leave things on school furniture that should be placed in a trash container will have violated this rule and may be disciplined for their actions.

LOST AND FOUND

Most articles that are lost are turned in to the office. If the article is labeled, the child will be called to pick it up. You are invited to check the lost and found frequently. If the article is unlabeled and not claimed, it will be turned over to a welfare agency during the summer.

LUNCH PROGRAM POLICY

Prior to the beginning of the school year, the lunch policy and procedures are communicated to all families through orientations, the school handbook, and the communication of daily procedures. The policies and procedures are also communicated on the school webpage under the student handbook section. The following lunch procedures apply to all students; it is the student and parent/guardian's responsibility to monitor their child's daily balance. Parents are encouraged to monitor their child's lunch account on EduTrak. If you need assistance with how to monitor your child's lunch account on EduTrak please contact the school office and our staff will assist you through this process.

Students must maintain a positive balance in their lunch account. If a balance becomes more than $10 negative, the student is not allowed to eat the main meal unless they are given permission by an Administrator. The student will be provided an alternate meal consisting of a cold sandwich and milk until the lunch balance is no longer negative. The alternate meal is accessed in the same lunch line as the main meal and is presented in the same manner as the main meal.

The school office communicates your child's negative lunch balance by sending an automated phone message informing parents/guardians that their child has a negative lunch balance. If a child transfers to a different school district or it is at the end of the school year and your child's lunch balance is in the negative the school will not officially sign the student out and records may not be released until the child's lunch account is paid. If you have any questions with your child's lunch account you can contact the school office.

Students who bring lunch from home are encouraged to pack nutritious meals that support healthy learning and growth. Soft drinks, including pop or soda, should not be included in lunches brought from home.

MARKING ON SCHOOL PROPERTY

Students are not to write, draw, or mark in any way with any items on school property.

PARENT AND FAMILY ENGAGEMENT POLICY

Lakeview Community Schools (Shell Creek and Platte Center) 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.

P.D.A. (Public Display of Affection)

Inappropriate display of affection while on school grounds, or in the course of a school related activity will not be tolerated.

PETS

Arrangements for pets being brought to school must be made with the classroom teacher. Parents should remain at school and take the pet after it has been shown at school.

PUBLIC COMPLAINTS ABOUT EMPLOYEES

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for certificated employees and the superintendent for support staff.
3. Unsettled matters regarding certificated employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled board meeting in accordance with board policy 204.10.

RIGHT TO DUE PROCESS

The policy of the Board of Education states:
The Board of Education of Lakeview Community Schools views the establishment of rules and responsibilities governing student behavior as a necessary element of the educational process.

The rules and responsibilities governing student behavior established pursuant to this policy and other School Board of Education policies affecting student personnel shall be approved by the School's established procedure prior to their use.

All rules and responsibilities established by the School District and any rules established by individual buildings governing student behavior at the school shall be publicized.

The Board recognizes that each classroom teacher needs to establish certain rules governing the educational process he/she is in charge of. Any rules established by individual teachers are to be reflective of school policies and rules. Such rules are exempt from Board approval and need only to be made known in each individual class he/she is in charge of.

Any behavior on the part of a student that violates school policies, rules, or regulations may be subject to disciplinary action. Any disciplinary action shall be administered within the fundamental framework of due process.

SCHOOL CLOSING INFORMATION

The decision to close school is made after closely monitoring weather reports and forecasts, as well as, considering visibility, drifting, and the road conditions.

The decision will then be made whether school will be open, closed, or delayed to a later starting time. If at all possible, this decision will be made by 7:30 a.m. and announced on KKOT/FM93, KLIR/FM101 and KZ 100 as well as the scheduled time on KOLN-TV. All families with a contact telephone number will receive notification regarding school cancellation, late start, or early dismissal from the Bright Arrow calling system. We specifically want to ask for your cooperation at these times by **not** calling the school to ask for information about school closing. Please stay posted by listening to your radio and TV sets for any information. It is important that we keep the school line open for our own communication needs. We also want to emphasize that the ultimate decision rests with parents if we decide to have school. Such a decision would be based on the premise that most of the students would not have a problem getting here. If school has started and we are forced into an early dismissal because of a developing storm, a decision to close will be announced on KKOT/FM93, KLIR/FM101, KZ 100 as well as KOLN-TV.

SCHOOL DAY

School day is 8:05 am until 3:20pm with Wednesday dismissing at 2:30. The building will be open to students at 7:30 am. There is no supervision until 7:30. School is dismissed at 3:20 pm. Students who are still on site at 3:35 p.m. may be sent to the after school program and billed accordingly. The After School Program runs until 5:30 pm. The Platte County Sheriff or Department of Health and Human Services may be contacted if students are still on site after 5:30 pm.

SCHOOL MILEAGE

The school district contracts with First Student Bus Company to provide transportation with certain pick up points. The district will pay a mileage allowance for elementary students attending a Lakeview Community School in compliance with Nebraska School Law.

Students living more than four miles from their designated school attendance centers shall be entitled to transportation to and from their attendance center at the expense of the school district. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Those parents who transport their children at the expense of the school district shall be reimbursed in accordance with state statute. A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It shall be within the discretion of the board to determine such conditions.

If a family resides in the district and has students enrolled in any public elementary attendance center and has students enrolled in the high school, such family shall not receive more than one allowance for the distance actually traveled.

SCHOOL PICTURES

The Lakeview Community Schools annually arrange for pictures to be taken of elementary students. Information regarding date, time and prices will be distributed from each school.

STUDENT BIRTHDAYS

Parents may send treats to school to celebrate a student's birthday. Treats should be individual and easily served. Parents should inform the teacher prior to sending treats. Student allergy procedures may differ between buildings and will be followed strictly to ensure student health and safety.

Invitations should not be distributed at school unless they are given to all the boys/girls in the classroom.

Gifts sent to students at school on birthdays or other occasions will be kept in the office and given to students at the end of the school day.

STUDENT CONDUCT EXPECTATIONS

DISCIPLINARY PROCEDURES:

It shall be the policy of the Lakeview Community Schools in order to comply with the Student Discipline Act of 1994, as amended, to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

DEFINITIONS AND STANDARDS:

The following student conducts will constitute grounds for in-school suspension, short-term suspension, long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a school owned vehicle, or at a school sponsored activity, or athletic event:

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

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

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

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

5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or which is a firearm as defined by 18 U.S.C. 921;

6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, or alcoholic liquor, or being under the influence of a controlled substance or alcoholic liquor;

7. Public indecency, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;

8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree.

9. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

10. A repeated violation of any rules and standards validly established pursuant to §79-4,176 if such violations constitute substantial interference with school purposes.

DISCIPLINARY ACTIONS THAT A TEACHER AND/OR ADMINISTRATOR CAN ADMINISTER:

1. Guidance: A conversation between the student and school personnel. The purpose of this form of counseling is not to scold the student but to inform him/her that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.

2. Conference: A meeting of a student's parent(s) or legal guardian(s) and school personnel to discuss the student's behavior or learning progress. The school intends to seek the assistance of the student's parent(s) or legal guardian(s) in helping the student to become a better student.

3. Detention: Requiring that a student remain after school for a period of time.

4. School Clean-Up: Requiring a student to clean up certain items of the school that the student failed to care for properly. The student may be required to clean more than just the item(s) damaged by him/her to encourage the student not to damage or litter school property in the future.

Each Lakeview Community Schools building has a behavioral awareness point of contact that is trained in behavioral awareness and has knowledge of community service providers and other resources that are available for the students and families in the district. The contact shall maintain or have access to a registry of local mental health and counseling resources for the students and families. The behavioral awareness point of contact shall coordinate access to support services for students whenever possible. If information for an external support service is provided to an individual minor student, school personnel shall notify a parent or guardian of the contact in writing unless such recommendation involves law enforcement or child protective services. The following are the Lakeview Community Schools Behavioral Awareness Point of Contacts:

- Platte Center Elementary – Mollie Rambour
- Shell Creek Elementary – Miranda Hellbusch
- Lakeview Junior High – Mollie Rambour
- Lakeview High Schools – Paige Rambour

DISCIPLINARY ACTIONS THAT ONLY ADMINISTRATORS MAY ADMINISTER:

1. Rearrangement of School Schedule: Assigning a student a new schedule of classes which may be shortened from a regular schedule due to academic and/or behavioral needs and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner. A student assigned to a shortened schedule will be required to check into the office before their school day begins and out of the office after their school day ends. A student assigned to in-school suspension for the reasons of usage of alcohol, tobacco, controller substances, extortion, possession of firearms, setting off false fire alarms or bomb threats, or at administrative discretion, shall not be allowed

to participate in school-sponsored activities until he/she is reinstated to school. The intent of this action is to improve the student's behavior.

2. Restriction of Extracurricular Activities: informing a student that he/she cannot participate in certain activities because of his/her past or present behavior. Such actions as this are intended to improve student behavior at home and at school.

3. School Probation: Action taken by the principal to assist a student in resolving his/her behavioral problems.

4. Requirement That a Student Receive Counseling/Educational Evaluation: An action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor to assist the student in resolving his/her problem.

5. In-School Suspension: Students are placed in the detention room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by the rules set down for in-school suspension. Assigning students to in-school suspension is at the discretion of the administrator.

6. Suspension and Emergency Exclusion:
   (a) Short term: a forced withdrawal of a student from school. Such action will comply with state statutes. A short-term suspension shall mean the exclusion of a student from school attendance for a period not to exceed 5 school days.
   (b) Long term: a forced withdrawal of a student from school. Such action will comply with state statutes. A long-term suspension means the exclusion of a student from school attendance for a period exceeding five school days but less than twenty school days.
   (c) Any student who is suspended from school will not be allowed to participate in school activities until he/she is reinstated to school.

7. Expulsion: The exclusion from attendance in all schools within the district for a period of time as defined in Nebraska statute 79-283.

8. Exclusion: Immediate withdrawal of a student from school for:
   (a) presenting a clear threat to the physical safety of himself/herself or others or for being so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
   (b) a dangerous communicable disease.

9. Legal Action in Court of Law: Any disciplinary action taken against a student will comply with existing state and School Board of Education policies and shall afford the student due process.

EMERGENCY EXCLUSION

A student may be excluded from school for the following reasons:

a. Dangerous communicable disease.
b. Creating a danger to self or others.
c. Disrupting others' opportunity to learn.

The exclusion may last only as long as a clear factual situation warrants. It may initially last for up to five school days and the following procedure should be followed:

a. The principal will investigate.
b. The student will receive oral or written notice of the charge and the reasons for the suspension.
c. The student will be told the basis of the evidence used to make the decision.
d. The student will be given an opportunity to present his/her version of the story.
e. Parents will be notified within 24 hours.
f. The principal will try to hold a conference with the parents before or at the time the student returns to school.

FIGHTING

Students may not engage in verbal or physical fights in school buildings, on school grounds, at school-sponsored activities, or on their way to and from school. Students are prohibited from hitting, striking, kicking or in any other way harming another student, or school personnel.

FIREARMS, WEAPONS, EXPLOSIVE, AND MATERIAL THAT CAN BE IGNITED

The before-mentioned material items are prohibited on school property or at school-sponsored events unless authorized by proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon.

FIREARMS

It shall be the policy of the District when a student is determined to have knowingly and intentionally possessed used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such student conduct occurred on school grounds, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the Superintendent of Schools or the Board of Education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to or possession of firearms by members of the reserve officer training corp., or to firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

After a hearing requested pursuant to §79-4-,181 and §79-4,182 R.R.S., a report shall be made by the hearing examiner of his/her findings and a recommendation of the action to be taken, which report shall explain, in terms of the needs of both students and the Board of Education, the reasons for the particular action recommended. Such recommendations may range from no action through the entire field of counseling, to long term suspension, expulsion, mandatory assignment, or an alternative educational placement; provided, however, that nothing in this policy shall be constructed to require the hearing officer to avoid making a finding recommending suspension or expulsion without an alternative educational placement.

USE OF FORCE

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except when such knowing and intentional

use of force resulting in personal injury to persons just named is caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

SEARCH AND SEIZURE

Students possess the right to privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

School employees may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.

2. Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or which might possibly interfere with school purposes may be seized by school employees.

3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.

A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

SHORT-TERM SUSPENSION PROCEDURE (1-5 DAYS)

The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

The following due process will apply to short-term suspension (1-5 days - In School Suspension or Out of School Suspension) which is set forth in School Policy 5101.

1. Notice of the charge against the student.
2. An explanation of the charge against the student.
3. An opportunity for the student's explanation of the incident(s), issue(s), and/or event(s).
4. Notification, verbally and in writing, within 24-48 hours to the parents or guardians of the student stating:
    a. The reason(s) for the short-term suspension
    b. Dates of the short-term suspension
    c. Actions taken to address the behavior prior to suspension.

    d. Resources the school is able to provide or recommend to assist the student
    e. How the school will address behaviors moving forward
5. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school.
6. The decision of the administrator shall be final.

IN-SCHOOL SUSPENSION

The following procedures shall be followed by any student who receives an in-school suspension:

1. The student shall report to the office on the day of the in-school suspension.
2. The student shall bring homework and reading material for the day.
3. No radios, games, cards, etc. will be allowed.
4. The student will eat lunch by himself or herself.
5. The student will not get up from the assigned suspension seat without permission.
6. The student shall get assignments from each of their teachers prior to school on the day of their in-school suspension.

LONG-TERM SUSPENSION/EXPULSION/EXCLUSION PROCEDURE (More than 6 days)

The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

The following due process will apply to long-term suspension (Long-Term Suspensions, Expulsion, and Exclusion) which is set forth in School Policy 5101.

1. Notice of the charge against the student.
2. An explanation of the charge against the student.
3. An opportunity for the student's explanation of the incident(s), issue(s), and/or event(s)
4. Notification, verbally and in writing, within 24-48 hours to the parents or guardians of the student stating:
    a. The rule(s) or standard(s) of conduct allegedly violated.
    b. The penalty recommended by the school official in charge.
    c. A statement indicating the student has a right to a hearing on the specified charges upon request.
    d. A description of the hearing process and appeal procedure.
    e. A form for parents to fill out in order for parents to request a hearing (to be signed and returned to the superintendent of schools).

Nothing in the above procedure precludes the students, student's parent(s), legal guardian(s), or representative from discussing and settling the matter with the appropriate school personnel prior to the hearing. In the event the school does not receive a request for a hearing within five (5) school days following the receipt of the written notice, the punishment shall go into effect. A hearing can still be requested prior to thirty (30) calendar days after the actual receipt of written notice; however, the punishment imposed may continue in effect pending the final determination.

BULLYING

Bullying means an ongoing pattern of repeated physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. When the school administration determines that an incidence of bullying has occurred, they will deal with it swiftly and severely within the behavior rules governing students' treatment of other students.

The following are suggested steps for students to use to handle a bullying situation:

1. Ask the person to stop the perceived bullying behavior and walk in the direction of the nearest adult.
2. If the problem behavior persists, report it to school officials.
3. If the problem behavior persists, report it to the building principal.

STUDENT DRESS PROCEDURE

Students may wear any clothing which does not interfere with the purpose of school or break one of our school rules. Clothing which creates a distraction to staff or students or disrupts the learning process in any manner will not be allowed. Any piece of clothing or any other item brought to school by a student should not contain any reference to violence, gang affiliation, profanity, sexual innuendos or promote the use of tobacco, alcohol, or drugs in any manner. Students who wear clothing to school, which is considered inappropriate, will be asked to change their attire for the remainder of the day.

Our dress codes specifically prohibits the following kinds of clothing for the following reasons:

* Clothing or items that advertise violence in a promotional way. Clothing identified by outside agencies (police and other law enforcement agencies) as gang-related apparel (i.e. sagging pants, long baggy coats, long baggy pants, specific colors associated with a gang, do-rags worn on the head, hung from the waist, tied around the knee or arm, tied to a belt loop, etc; or colors, etc.) Violence is defined as any mean word, look, sign, or act that hurts a person's body, feeling, or things such as clothing that promote violence. Any reference or symbol that may cause a disruption to the school environment. Chains from pockets or billfolds are not allowed.

* Clothing which is too tight or too short, midriff tops, or clothing which has holes in the hip, thigh, genital or upper chest areas, or unnecessarily shows off one of these areas (i.e. tank tops with deep armholes, shirts unbuttoned to show sports bras underneath, etc.) <u>Shorts and skirts must exceed fingertips when arms are at the side</u>. No undergarments showing will be allowed. (Boxers, sports bras, or bras under spaghetti strap tops, etc.) Such clothing violates our sexual harassment policy. No hats or tri-scarves.

* Clothing which contains profanity or sexually suggestive language or pictures. Such clothing violates both our profanity rule and our sexual harassment policy.

* Clothing which advertises drugs (defined in policy as alcoholic liquor, tobacco products, over-the-counter drugs, prescription drugs, controlled substances, and substances purported to be drugs), or drug lifestyles or features drug-related logos or drug paraphernalia (i.e. Marlboro or Winston clothing, Budweiser clothing or any clothing advertising breweries, pubs, etc.). Such clothing violates our District drug policy.

Shorts- No biker shorts are allowed. All other shorts must be long enough so as not to cause an unnecessary distraction in the school. As a guideline, shorts hemline should be at least to the student's palm.

Please keep this list in mind when you pick out what clothing you will buy for school or wear to school.

Students are not permitted to wear caps, hats, bandanas, and hoods inside of the building. If we are going to respect others we must follow the rules of etiquette and show our respect by taking our hats off inside the building. In addition, when hats are worn in the building they tend to become disruptions and distractions because students take them away from each other, lose them, etc.

Coats, jackets, windbreakers and other clothing items intended to be worn as coats or outerwear also may not be worn inside the building.

Students who dress inappropriately may be asked to change into clothing provided by the school, to put on other clothing which belongs to them, or to call parents and ask them to deliver a new set of clothing to the school. If a parent cannot be reached, the child will be given a shirt to be worn at school.

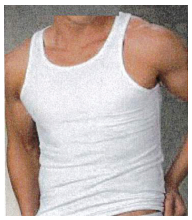
The administration reserves the right to determine appropriateness of student dress. Students not meeting these standards may be sent home to dress appropriately before re-entering school.

Examples of appropriate Girls attire:

Examples of inappropriate Girls attire:
No spaghetti strap type, low cut shirts, or midriffs.

Example of appropriate Boys attire:

Example of inappropriate Boys attire:
No Cut-out T-Shirts or tank tops.



ELECTRONIC DEVICE USE

Electronic Communication Device

Cell phones, smart watches, media players, digital recording devices, and other electronic communication devices are prohibited during school time. Students may have the device in possession in their locker or book bag, however, it must be off. No electronic devices are to be used in restrooms or locker rooms. Cell phones or electronic devices must never be used to photograph or record others without their knowledge during the school day. The sending, sharing, viewing or possessing of pictures, text messages, e-mails or other material of a sexual nature or any type of harassment in electronic form or other form on a computer, cell phone, or other electronic device is strictly prohibited. By bringing cell phones or other electronic devices to school, the student and parent consent to the search of the device when school administration have reasonable suspicion that such a search will reveal a violation of school rules.

Consequence:

1st Offense- The device is confiscated and the student will serve a lunch/recess detention. Parents will be notified that the phone was confiscated. The phone will be returned to the student at the end of school day.

2nd Offense- The device is confiscated and the student will serve three lunch/recess detentions. Parents will be notified that the phone was confiscated. The device will be returned to a parent or guardian at the end of the school day.

3rd Offense- The device is confiscated and the student will serve five lunch/recess detentions. Parents will be notified that the phone was confiscated. The device will be returned to a parent or guardian after up to seven days. The student will then be required to check their device in at the office each day.

*The device will be returned unless the device is dangerous, contrary to law, or has been turned over to legal authorities. If the device is used for cheating, bullying or any type of harassment, it may be confiscated and returned after 30 days.

STUDENT FEES

The Board realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

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

2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after school or pre kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

a. Participation in extracurricular activities;
b. Postsecondary education costs; and
c. Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.
The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the above paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the above paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and

7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the Board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Legal Referenced: Neb. Constitution, Art II, Sect. 1
Nebr. Statute 79-215, 79-241, 79-605, 79-611, 79-734, 79-2,104, 79-2,125, 79-1104, 79-1106

Policy Adopted: 07/08/02 LAKEVIEW COMMUNITY SCHOOLS
Revised: 07/14/03 COLUMBUS, NEBRASKA

STUDENT FEE WAIVER PROCEDURES

The Board recognized that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the commencement of the activity. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time prior to commencement of the activity but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

Approved: 07/14/03 LAKEVIEW COMMUNITY SCHOOLS
COLUMBUS, NEBRASKA

PERSONAL OR CONSUMABLE ITEM REGULATIONS

Teachers may not require students to supply various personal or consumable items for use in courses. However, they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students.

The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

The following list provides an example (and is not all inclusive) of the type of consumable items that teachers may request but not require the students to provide.
Pencils, Erasers, Colored Pencils, Scissors, Pens, Glue, Paper, folders, Notebooks, Highlighters, Calculator, Compass, Crayons, Protractor, Markers

The district may require students to provide such personal and consumable items for extracurricular activities as follows: (this is not an all inclusive list). Blank audio or video tapes, Reeds for musical instruments, Make-up kits for drama, Protective mouthpiece for sports

Approved: 07/14/03 LAKEVIEW COMMUNITY SCHOOLS
COLUMBUS, NEBRASKA

STUDENT PROMOTION, RETENTION OR ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.
Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

More than one retention during the elementary years will receive special consideration and require the approval of the superintendent based on the recommendation of the principal, teacher and parent or guardian.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Legal Reference: Nebraska Statute 79-526

STUDENTS' SELF-EXPRESSION

When students express themselves at school, at school-sponsored activities, or in public places away from school, they must abide by the following rules:

1. The expression shall not contain words that are considered indecent, lewd, obscene, profane, vulgar, off-color, fighting or gutter words (four-letter words); phrases which contain threats, or physical gestures which are offensive or threatening to anyone seeing or hearing the expression; and expressions which undermine or are disrespectful to school personnel.
2. The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle others.
3. The expression of the student shall not encourage other persons to violate school rules.
4. The expression of the student shall not be unusually loud, or interfere with or obstruct any lawful mission, process, function, or purpose of the school.
5. The expression of the student shall not be slanderous.
6. The expression of the student shall not be libelous.
7. The expression of the student about, or directed to any teacher, administrator, or other school employee at any time in a public place shall comply with the six previously stated rules governing student expression. (Example: Any student who shall refer to a teacher in a public place at any time by a lewd or obscene name in such a loud voice that the teacher and or others hear the insult may be disciplined by the school authorities).

Any student who fails to meet these requirements when expressing himself/herself may be disciplined.

Approved: 07/14/03 LAKEVIEW COMMUNITY SCHOOLS
COLUMBUS, NEBRASKA

Lakeview Community Schools

***Note**: This form needs to be signed and returned to your child's school by August 28, 2028.

STUDENT HANDBOOK REVIEW

We have reviewed the 2026-2027 Platte Center/Shell Creek Elementary School Student/Parent Handbook including the provisions relating to the acceptable and safe use of computers, internet safety, and technology.

Student Signature_____Grade _____

Student Signature_____Grade _____

Student Signature_____Grade _____

Student Signature_____Grade _____

Student Signature_____Grade _____

Parent/Guardian PRINT_____

Parent/Guardian Signature_____

PERMISSION TO PUBLISH

As part of your child's educational program, he or she may have the opportunity to publish assignments and projects on the World Wide Web. These projects may include a class homepage, wiki or blog, a story, a poem, a drawing, a research project, photographs, video, audio file, or a multimedia project. Individuals with Internet access will be able to view your child's work. We think this is an exciting and enriching opportunity for your child to publish content for a global audience. We will do everything in our power to protect the identity of your child, but can make no promises about how other people will use this information. Select one of the options below:

If you DO NOT want your child's photo or information posted on the web or in the school newsletter, please mark below and print your student's name.

_____ Do not publish items for _____.

ELEMENTARY ACTIVITY/FIELD TRIP PERMISSION FORM

Dear Parent/Guardian:

Your daughter/son is eligible to participate in school-sponsored activities/field trips requiring transportation to a location away from Shell Creek / Platte Center. The events will take place under the guidance and supervision of employees from Lakeview Community Schools.

Prior to any activity/field trip, a letter will be sent home from your student's teacher with information regarding the specifics of each trip. At that time you may contact your student's teacher to opt your student out of any activity/field trip.

If you approve your student's participation in these events, please complete, sign and return the following statement of consent and release of liability. As a parent/legal guardian, you remain fully responsible for any legal liability that may result from personal actions taken by your student. Should significant problems arise with your student's conduct, you will be contacted to take the student home.

Student's Name	Teacher	Grade

We hereby consent to the participation of the children listed above to attend events that are held away from Platte Center/Shell Creek Elementary. We realize that these events will be under the supervision of Lakeview Community School Employees and that students will be transported by bus or van.

_____ **Parent/Legal Guardian Signature**

_____ **Medical Insurance Company**

_____ **Address**

_____ **Home/Work Phone** **Date**

_____ **Emergency Phone #**