

# PINE VALLEY COMMUNITY SCHOOL 2004-2005 HANDBOOK

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## **Welcome to Pine Valley Community School**

### **Dear Parents and Students,**

This handbook provides you with a guide for the procedures and programs outlined for our elementary school. In order to properly facilitate the excellent education opportunities for students within our district, it is imperative that communications between home and school are clear and frequent. This booklet is our initial effort to acquaint both students and parents with important information concerning the expectations, rules and procedures of the school.

Please take time to carefully review this handbook as it is your guide to getting the most that the Pine Valley School has to offer. Familiarity with its contents will enhance the understanding between home and school. If you should have any questions about its contents, please feel free to contact my office.

On behalf of the Elementary School staff and the Board of Education, I welcome you to our school and pledge our assistance in providing a quality education for each and every student within our district. Through cooperation, open communication and the dedication of school personnel, students and parents, I am confident that together we can meet the challenges that lie ahead.

Jeff Washington  
 Superintendent/Elementary Principal

### **Mission Statement**

The mission of the Pine Valley Public School is to challenge students to develop skills essential for success as productive, responsible citizens by providing quality educational experiences.

**We believe?.**

- ?..in a safe and orderly environment.
- ?..all students can learn and have the right to learn.
- ?..in treating one another with fairness and respect.
- ?..education is the combined effort of school, family, students, and community.
- ?..in challenging students to achieve educational excellence through high expectations.
- ?..competence in technology is an integral and essential part of education.
- ?..that self-discipline, accountability, and responsibility are catalysts for success.
- ?..successful people continually learn and change.

<b>Pine Valley Elementary School</b>			
<b>STAFF DIRECTORY</b>			
<b>Jeffrey Walburn – Elementary Principal/Superintendent</b>			
Kindergarten	Kay Vonderschmidt	Title 1	Leah Fleischman
First Grade	Joni Hegy	Music	Dennis Warner
Second Grade	Tammy Sukstorf	Art	Millie Beran
Third Grade	Patty Brousek	PE	Mitch Egger
Fourth Grade	Jon Baehr	Library	Judy Hackman
Fifth Grade	Sue Svoboda	Resource	Stacey Kenton
Sixth Grade	Shelli Ferguson	Speech	Barb Chall
Paraprofessionals	Julie Roumph	Guidance	Mary Ann Tingelhoff
	Lorri Callahan	Secretary	Joan Tainter
	Kelly Rump		
	Jacci Kerwin		
	Linda Hull		
	Shelly Woita		

**School Calendar 2004-2005**

August 16	M	First Day of School – Dismiss @ 1:30 p.m.
August 30	M	School Picture Day – 8:30. Preschool 8:00
September 6	M	Labor Day – No School
September 23	Th	Parent-Teacher Conferences-Dismiss @ 2:12 p.m.
September 24	F	Parent-Teacher Conferences – No School
October 15	F	End of 1 <sup>st</sup> Quarter – Dismiss @ 1:30 p.m.
November 24	W	Dismiss @ 1:30 p.m.

November 25/26	Th/F	<b>Thanksgiving Break – No School</b>
Dec.18 - Jan 2		Winter Break
January 3	M	School Resumes
March 4	F	End of 3 <sup>rd</sup> Quarter – Dismiss @ 1:30 p.m.
March 11	F	No School
March 25 thru 28	F/Mon	Spring Break
May 14	Sat	Graduation
May 20	F	Last Day of School – Dismiss @ 1:30 p.m.

(Any changes to this calendar will be posted on the school web site, Power School or a note)

**SCHOOL PHONE 728-2160**

**School Web Site - [www.pinevalleyschools.org](http://www.pinevalleyschools.org)**

### **SCHOOL HOURS**

Earliest arrival time for students: 8:00 a.m.

Upon arrival, **all** students must line up by classes outdoors.

School Day:

Monday thru Thursday: 8:14 a.m -- 3:15 p.m.

Friday: 8:14 a.m. -- 2:12 p.m

After dismissal, all students will promptly leave the playground.

(Check school calendar or PowerSchool for occasional changes in dismissal times)

### **EMERGENCY CLOSING OF SCHOOL**

For information on school closings or late openings, listen to KHUB (1340) radio of Fremont, KFAB (1110) of Omaha, Channel 7, KETV of Omaha, Channel 10/11 of Lincoln, or check Power School or the message on the school answering machine. Information is received by these sources as early as 6:00 a.m. and is repeated throughout the morning. The same sources carry information on early afternoon dismissals due to weather.

### **STAYING AFTER SCHOOL**

Students may be kept after school. They will not be kept later than thirty (30) minutes past dismissal unless parents are notified. Those students who ride the bus will be granted one day in which to make arrangements for getting home.

## **VISITORS**

For the safety and security of our students and teachers, all visitors, including parents, are required to sign in at the office upon their arrival in the school. At the desk they will sign in and receive a visitor badge. Upon departure, visitors are asked to return to the office to sign out. **You must sign in at the office before going to your child's classroom.** Parents are always welcome to visit classrooms in order to observe and familiarize themselves with their children's educational program. Please make an appointment through the classroom teacher.

## **SIGN-IN/SIGN-OUT POLICY**

All students taken from the building during the regular school day must be signed **out** at the school office. Also, if your child arrives late, they must sign **in** at the office. Whenever possible, dental and medical appointments should be made for non-school days or on Fridays after 2:30 p.m.

## **ATTENDANCE**

Attendance is essential to the overall success of the students. Instruction, demonstrations and interactions with peers can never be recreated for the absent student. Make-up work can never be the same as the lesson missed.

If your child is absent or late, you must notify the office (628-2060) by 8:30 a.m. If no call has been received, you will be getting a call to verify your student's absence. This ensures that children arrive safely at school.

Students who arrive at school after 10:00 a.m. or who leave school before 2:00 p.m. will be counted absent for half a day. Students reporting to their classrooms between 8:15 a.m. and 10:00 a.m.; after the time scheduled for the end of lunch break; or who leave school between 2:00 p.m. and dismissal will be counted tardy.

"Perfect Attendance" awards will be presented to those students who have had no tardies or absents for all school days throughout the year.

**EXCUSED ABSENCES:** Any absence where the school has been notified by phone that a student will not be in attendance for a specific reason, and a written excuse, signed by a parent/guardian is given to the teacher upon the student's return to school. All make up

work is due within a reasonable amount of time, usually within three (3) days after the student has returned to school. Prolonged medical absences need Doctor's slip to be excused.

**UNEXCUSED ABSENCES:** Any absence where the school has NOT been notified that a student will not be in attendance for a specific reason and no written excuse was received.

Students who are absent from school will not be allowed on school property or at school events that evening.

If a student accumulates 10 absences, either excused or unexcused, within a semester, the teacher may request a conference with parents and an administrator. Missing that amount of school could place a student's educational progress in jeopardy.

State Law requires that any student who has more than five (5) days absences per quarter or a total of more than twenty (20) days absences in the school year be reported to the County Attorney for habitual truancy.

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**EXCESSIVE TARDINESS:** Tardiness can interfere with the learning process just as greatly as absenteeism if it becomes habitual. Excessive tardiness may result in detentions, missed recess/lunch time, after school time until time is made up. Chronic tardiness may result in a parental conference with teacher and administrator.

## **DRESS**

Use **common sense** when dressing for school at all times of the year.

- Proper fitting jeans and tops. No skin will be showing.
- Bare-midriff, spaghetti straps, halter tops, mesh tops, tank tops, visible undergarments are not acceptable.
- Sagging jeans without belts will not be acceptable.
- Shorts of a reasonable length and fit may be worn.
- Hats are not to be worn in the building either by boy or girl.
- Pictures and/or printed words on clothing that are, in the view of the administration unacceptable, will not be allowed.
- Shoes and shirts will be worn at all times.
- Winter wear including snow boots, mittens, head bands/hats and warm clothes are necessary for outdoor play. However, when the wind-chill or temperature is "0" or below, as listed by the KHUB Weather number, students will remain indoors.

## **HOMEWORK**

Homework will be assigned in the following manner Monday through Thursday each week:

- K-3: Drill and Practice
- 4th: 20 minutes each night
- 5th: 30 minutes each night
- 6th: 40 minutes each night

### TESTING

The following tests will be given as part of assessing student abilities:

- Individual classroom tests as required
- Standardized Achievement tests
- Standards -- CRA K-6

### GRADING

Report cards are issued every nine weeks to show student progress. Grades indicate skill in a subject. Report cards should be signed by parents and returned to school.

Achievement Marks Used: (Grades 3-6)		Effort Marks Used: (K-1 and Specials)	
A	93-100	Excellent	O-Outstanding
B	85-92	Above Average	S-Satisfactory
C	77-84	Average	N-Needs Improvement
D	70-76	Below Average	
F	Below 70	Failing	

Art, PE, Music and Library will be graded on the above scales.

Mid-term reports are sent at the mid-point of each grading period. Grades are available daily on Power School.

Parent-Teacher conferences will be held during the first nine-week period for each elementary student. Any other conferences that the teacher or parent feels are needed will be scheduled as necessary.

**HONOR ROLL:** Special recognition is awarded those students who have shown outstanding academic achievement in grades 4 through 6 by earning all A's or a combination of A's and B's.

### SPECIAL NEEDS SERVICES

Programs that are offered are:

Title I (Remedial Reading and Math for Grades K-5)  
Speech Therapy  
Psychological services  
School Counseling  
Resource Program which offers an "inclusion program"

For further information on any of these areas, please contact the Elementary Principal

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**"NO CHILD LEFT BEHIND"**

The Federal No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Pine Valley School will give parents the following information about their child's classroom teacher:

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

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to the elementary principal. The information will be provided in a timely manner.

Finally, Pine Valley Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **SCHOOL ENTRANCE/REGISTRATION**

Pine Valley School offers a full-day, every day kindergarten. Children entering kindergarten must be five years of age on or before October 15. Upon enrollment, they must present a certified birth certificate and an up-to-date immunization record and record of a school physical, signed by a physician, dated within six months prior to entering.

Parents of students new to the district must come to school to fill out and sign a registration form, a release for records from prior school, to provide an up-to-date record

of the student's immunizations and bring a birth certificate. A physical examination is needed if transferring in from out-of-state. Students will not be admitted into school until the immunization records are provided.

### **OPEN ENROLLMENT**

The Pine Valley Schools will only accept and act upon option petitions that are correctly completed and are received within the stated time period. Option out applications will only be accepted for the ensuing year. They are due in the Superintendent's office on or before the March 15th deadline.

Pine Valley Schools accepts option in students at any time during the school year as per Board Policy. Direct any questions to the Superintendent's office.

### **DIRECTORY INFORMATION**

Directory information is that portion of the student record that may be released to the public. The following information has been designated such: student names, parent's names, addresses and telephone numbers, as well as other information typically found in school yearbooks, on the school web site or athletic programs. This information would include pictures, grade level, height, weight, participation in class and extra-curricular activities, awards and honors received.

Parents may restrict **ALL** information or **NO** information noted above.

### **PARENTAL INVOLVEMENT**

The Board of Education of the Pine Valley Schools welcomes parents as visitors in the classrooms at anytime, provided they do not interfere with the ability of the teacher to provide quality learning experiences for students. Visiting parents are observers not participants in the class and must conduct themselves as such. We ask that arrangements be made with the office prior to visitation day. The school requests visits not be scheduled during the first or last two weeks of school unless the visit is specifically for the purpose of viewing classroom procedures pertaining to those times.

Parents have the right to review the cumulative record files, SPED files and any discipline files that have been created for their children and have the right to question or challenge items in any of the files. Parents who wish to review their children's files may initiate the process by contacting the elementary principal.

Parents may review curriculum guides and discuss the contents with instructors upon request. If a copy of a course curriculum guide is requested, it will be provided at cost to the parent within a reasonable time frame.

Textbooks are selected in the spring and summer of each year. Input on texts, both positive and negative, will be accepted at any time, but may not result in a change of texts until the next replacement cycle.

Should parents object to certain learning assignments based on religious beliefs or family values, alternative assignments will be explored. These alternatives must offer similar learning objectives.

From time to time the Pine Valley Schools will offer instruction or seminars that touch upon areas that are considered controversial by the general population based upon family values or religious beliefs. When such types of instruction are offered, prior permission from parents allowing participation by students will be required. Alternative assignments will be offered to non-participants.

Students will not be surveyed or polled for information that could be considered as "personal family data", even though confidentiality is offered, without parental permission. This does not include casual questioning by teachers for the purpose of clarifying a topic or making the learning more relevant to the student; nor does it include the Climate Survey mandated by Nebraska Statute.

Concerns that this policy is being or has been violated should be addressed to the elementary principal. If the concern cannot be resolved at that level, the concern must be reduced to writing, with desired outcomes or changes listed, signed and dated prior to moving to the next administrative level. Should the concern still not be resolved, the Board of Education will render a final decision.

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**ANNOUNCEMENTS and NEWS**

Individual information on your student can be found on Power School (grades, attendance, lunch balance, etc.) by using a personalized ID and Password which are provided to each student. There is also a daily bulletin available on this site. Postings of school closings can also be found here.

Pine Valley Schools has a web site with all the information that will ever be needed about the school and the activities of its students. The address is [www.cedarbluffsschools.org](http://www.cedarbluffsschools.org) and can be accessed by anyone, anywhere there is an Internet connection.

**SCHOOL LUNCH**

Pine Valley provides a hot lunch program on a closed campus for all students. Cost for elementary lunches is \$1.50. Extra milk can be purchased for 25 cents. Students who bring lunches from home may also purchase milk. Weekly menus are published in the Fremont and Wahoo newspapers and are available from the elementary desk. Payments

for lunches are made directly to each student's account. When a child is low on lunch money a note will be sent home. Only three charges are allowed otherwise the child will be calling home for a sack lunch, lunch money or will possibly miss a lunch. Lunch balances can be checked on Power School.

Parents and other guests are always welcome to eat with their children. Adult meals are \$2.60 payable at the elementary desk before lunch serving begins. Please notify the school in the morning of the day you would like to eat at school.

### **PARTIES/TREATS**

Individuals may bring treats for the entire class on special occasions; check with teacher first. Party invitations for out-of-school parties should NOT be distributed in the classroom unless the party includes ALL children in that room.

### **PETS**

Children must ask permission from the teacher prior to bringing animals to school. A time will be arranged. A parent/guardian must accompany pets and remain while the pet is on school grounds.

### **LOST AND FOUND**

Items or clothing, school materials, and other personal belongings found in the school will be placed in the Lost and Found in the Elementary Office. Unclaimed items will be donated to charity at the end of the school year.

Please mark all balls, clothes and personal items for easy identification.

### **SCHOOL PROPERTY**

Students are expected to be responsible for all textbooks, library books, desks and other school property issued to and used by them. Students are expected to pay (up to total replacement cost) for property which is lost or damaged. Consumable textbooks that are lost or damaged beyond use will be replaced at student expense.

### **BUS RULES**

Riding the school bus is a privilege extended to all eligible students of the school district. The bus is an extension of the classroom with the same rules of behavior. If students choose not to follow the rules, appropriate discipline will be administered. In case of a

discipline problem, the bus driver will visit with the students(s) and/or contact their parents about the infractions. If the problems continue, the principal will be notified and this could result in suspension of riding privileges for a limited or permanent period of time. Those infractions that result in an unsafe situation for others may result in an immediate suspension from riding the bus.

All bus routes will be reversed at semester. Students will be dropped only at designated stops. If a non-eligible transportation student would like to ride the bus, they will need a note from home stating where and with whom they are riding. This will be given to the Elementary Office in exchange for a note to the route driver from the Office stating this is acceptable.

### **HEALTH and EMERGENCY NEEDS**

If your child becomes ill or injured at school, the school will contact parents first. If the parents cannot be reached, the adult listed as an emergency number will be contacted. School personnel will administer first aid only. Keep emergency numbers up-to-date so you or your designated emergency contact can be called without delay. This contact number should be an individual residing in the community who would be able to reach the school within a reasonable amount of time. Students will not be sent home unaccompanied unless specific instructions are given to the principal by the parent at the time the illness is reported.

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**COMMUNICABLE DISEASES:** Students showing any symptoms of a contagious disease at school must, by State Statute, be sent home pending a report from the student's personal physician. They will not be readmitted to school until a physician's note has been received.

**ASTHMA:** All diagnosed asthmatic students will fill out and have on file an Asthma Action Plan. This will include written medical documentation, instructions and medications as directed by a physician. In the event of a life threatening asthma attack during school hours, the school will defer to the specific documents and medication that the student has provided. If there is no medical documentation and instructions on file, the school will defer to the asthma regulatory protocol. Students will be allowed to carry their inhaler with them at all times.

**SYSTEMIC ALLERGIC REACTION:** (anaphylaxis) All students who are severely allergic to foods, insects, medication, etc. will provide this information to the school along with a detailed Allergy Plan. This will include written medical documentation, instructions and medications as directed by a physician. The school will follow the same procedure as in an asthmatic attack situation.

**MEDICINE:** If a child is to take prescription or over-the-counter medication at school, a parent must complete a Parental Permission and Instruction form before the medication can be administered. Medicines or unknown substances on school property without parental permission will be held in the office pending implementation of penalties or to be collected by the parent. Aspirin/Tylenol will no longer be dispensed at school. If your child periodically needs this medication, send your own bottle from home with an instruction form as explained above.

## **INSURANCE**

At the beginning of the year, the school offers a group plan for accident insurance at a nominal fee. This is voluntary and is a supplemental policy only.

## **ASBESTOS**

As the building has asbestos containing materials in various forms, all students will be informed as to their responsibility concerning these materials. The only asbestos that students may come into contact with that poses a potential health hazard is the ceiling covering in the Elementary. Due to the health hazard created by disturbance of this material, any student deliberately violating this rule will be subject to a suspension of school privileges.

## **FIRE/TORNADO/SECURITY PROCEDURES**

Students are trained in proper evacuation procedures through monthly fire drill as required by state law. Tornado drills are also conducted during the proper season. Students are also instructed how to respond in the event of other security issues. All students must closely follow all directions given by the school staff to assure safe and orderly evacuation.

## **DISCIPLINE**

Students must follow established guidelines of classroom and school behavioral standards as well as outlined procedures. Any student not doing so is infringing on the rights of fellow classmates. At the beginning of each school year, each teacher will outline rules for his/her classroom, as well as guidelines for the building, the playground and the lunchroom. Students are required to behave properly, respecting others and property. This includes traveling to and from school. Respect for all school employees and fellow students is expected. Failure to follow classroom rules and other guidelines will result in consequences.

If consequences are necessary, they will be fair, consistent and appropriate. The use of punishment will be used as a corrective measure to modify or change an inappropriate behavior, impressing upon the student the necessity of following rules.

Communication between home and school becomes vital when attempting to correct a discipline problem. The teaching staff will keep parents informed if problems do occur and will work with them in order to solve any problems as quickly and effectively as possible.

## **BUILDING/LUNCH ROOMD/PLAYGROUND GUIDELINES**

At the beginning of each school year, the classroom teacher will explain the rules/guidelines for proper behavior in the building, the lunchroom and on the playground. Failure to follow these rules and other guidelines will result in consequences.

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### **COMPUTER USAGE**

Students will use the computers and access information as directed by their teachers. When using computers, a teacher or a para must directly supervise students.

Students in grades 4 through 6 will receive a District Electronic Media Authorized Use Guide. This will be signed both by the students and their parents/guardian and returned to school.

### **NUISANCE ITEMS:**

Possession and/or use of items that disrupt the learning climate shall be considered nuisance items. These include, but are not limited to: electronic beepers, pagers, cell phones, laser pointers or other items. Students found with these in their possession will be dealt with in accordance with the discipline policy.

### **TOBACCO, ALCOHOL, DRUGS**

The possession, use, selling, distribution, being under the influence or advertising these substances on clothing by students is prohibited. Students who do not abide by this directive will be subject to disciplinary action.

### **SEARCH AND SEIZURE**

The school reserves the right to search student's private property while on school premises, providing there is a reasonable suspicion that school rules have been violated.

## **NOTIFICATION OF LAW ENFORCEMENT OFFICIALS**

Nebraska law now requires school officials to notify law enforcement agencies as soon as possible when they know or suspect a violation of the law. This means that Pine Valley School will notify authorities when a criminal act takes place on school property or at a school function.

## **VIOLENCE and THREATS OF VIOLENCE**

All threats of violence towards oneself and others will be taken seriously. Parents and law enforcement will be notified of a student threat. Students who threaten or commit acts of violence may be removed and kept from school under an Emergency Exclusion until it is determined by a mental health professional or other appropriate professional that the student does not present a danger to himself and/or others.

## **SUSPENSION AND EXPULSION**

Removal from school for disciplinary reasons will be used only after all other efforts by the teacher and principal short of suspension have proven unsuccessful. The decision to suspend or expel will be made by the principal only after he has personally investigated the incident. Appeals of a principal's decision of Long Term Suspension must be made to the superintendent (in suspensions of elementary students, a hearing officer will be appointed) and then to the Board of Education. For Short Term Suspensions, Pine Valley Schools may choose to use either an "In-school" or "out of school" suspension. If an "in-school" suspension is utilized, students may receive credit for the class work they have missed, while an "out of school" suspension will result in a loss of 25% credit for work done while on suspension.

The suspending principal has the responsibility and authority to determine the most appropriate type of suspension from the following list:

**A) Short Term Suspension** -- May be for a period of time up to five school days, and may consist of either an "in-school" or an "out of school" suspension.

A **short-term suspension** may be imposed upon any student by the principal for the following reasons:

- 1) Disregard of reasonable direction given by teachers, school officials, or other school employees.
- 2) Disrespect for teachers, school officials or other school employees.
- 3) Behavior that seriously interferes with classroom work or activities of the school,

including violation of any teacher's reasonable classroom rules.

4) Use of profanity, public indecency, obscenities, or pornography.

5) Unlawful sex acts.

6) Gambling

7) Harassment

8) Bullying

9) Any other violation of rules or standards of behavior, which may from time to time be adopted.

**B) Emergency Exclusion** -- May be recommended for a period of time as long as the student's presence in the school presents a danger to himself or to others.

**C) Long Term Suspension** -- A period of time exceeding five school days but less than 20 school days and must be an "out of school" suspension.

**D) Expulsion** -- A period of time not to exceed the remainder of the semester in which the expulsion took effect unless the Expulsion takes place within 10 days prior to the end of the semester, then it will also be in effect for the following semester. If a firearm is involved, the expulsion is to be for one calendar year.

Before long-term suspension, expulsion or mandatory reassignment is invoked, the student may, upon request, have a hearing on the specific charges. If a hearing is not requested within five school days from the date of recommendation, the sanction shall go into effect. A student cannot attend school, take part in any school function, or be on school property during the duration of the suspension, exclusion or expulsion.

The following behavior may constitute **grounds for long-term suspension, expulsion or mandatory reassignment:**

1) use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes; however, a student involved in the knowing and intentional use of force shall be expelled for the remainder of the school year if the misconduct occurs during the first semester and, if it occurs during the second semester, it may remain in effect for the first semester of the following school year.

2) willingly causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property.

3) causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this subsection.

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) knowing possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon. Under Nebraska Law, a the student shall be expelled for the remainder of the school year if the misconduct occurs during the first semester and, if it occurs during the second semester, it may remain in effect for the first semester of the following school year. Under Federal Law, a student involved in the knowing and

intentional possession, use or transmission of a firearm or destructive device as defined under Federal Code 18 U.S.C. Section 921, shall be expelled for one calendar year.

- 6) engaging in the unlawful possession, selling dispensing, or use of a controlled substance or alcoholic beverage.
- 7) for engaging in any conduct or activity constituting grounds for short-term suspension, emergency exclusion or long term suspension listed above in sections A,B,C, or D, after having been the subject of one prior emergency exclusion or suspension during the current school year.
- 8) 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.
- 9) repeated violation of rules and regulations.

Administrative and teaching personnel may take actions regarding student behavior short of suspension which are reasonably necessary to aid the student, further school purposes, or prevent interference with educational process. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student receive counseling or restricting participation in extra-curricular activities.

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**POLICE INTERVIEWS OR ARREST:** Students may be subject to an interview and/or arrest at school by a police officer. The principal or a designee, of an interview and/or arrest as soon as reasonably possible, will notify parents. School officials may not have the authority to refuse police officers access to students.

## **HARASSMENT AND SEXUAL HARASSMENT**

Harassment and Sexual harassment is against board policy among any persons under control of the district, be it students, staff, parents or other adults. If concerns arise that harassment or sexual harassment has occurred, contact the superintendent's office for the proper procedures to file a complaint.

### **Definitions of Harassment:**

1. Repeated behaviors expressed in words, pictures or actions that are offensive or unwelcome to someone.
2. Defined by the receiver.
3. May be embarrassing or uncomfortable for the receiver to experience.
4. One sided
5. Actions construed as bullying

### **Definitions of Sexual Harassment:**

1. Repeated behaviors expressed in words, pictures or actions that are offensive to someone.
2. Defined by the receiver.
3. Must involve issues of sexuality.

4. Not welcomed or may be embarrassing or uncomfortable for the receiver to experience. 5. One sided.

## **TOBACCO, ALCOHOL AND ILLICIT DRUG PROHIBITION**

It is the policy of Pine Valley Schools, in addition to standards of student conduct elsewhere adopted by board policy to absolutely prohibit the unlawful possession, use or distribution of tobacco, 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 of tobacco, 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 here in above 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 manner.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol or tobacco.

It is further the policy of Pine Valley Schools 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, referral to appropriate authorities for criminal prosecution.

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## **STUDENT FEE POLICY**

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

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the

classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

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

**(1 ) Guidelines for clothing required for specified courses and activities**

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

**(2) Personal or consumable items:**

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the

care of and lost by the student. Where students are provided school property of a significant value that may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

**(3) Materials required for course projects:**

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

**(4) Extracurricular Activities-Specialized equipment or attire:**

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

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with t-shirts for teams or band members will be required to be provided by the participating student. Equipment that is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

**(5) Extracurricular Activities-Fees for participation:**

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

**(6) Postsecondary education costs:**

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

**(7) Transportation costs:**

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

**(8) Copies of student files or records:**

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

**(9) Participation in before-and-after-school or pre-kindergarten service:**

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

**(10) Participation in summer school or night school:**

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

**(11) Breakfast and lunch programs:**

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

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

**(12) Waiver Policy:**

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

- (1) participation in extracurricular activities,
- (2) admission fees and transportation charges for student spectators attending extracurricular activities,
- (3) materials for course projects; students must have waiver at the time of registration,
- (4) use of a musical instrument in optional music courses that are not extracurricular activities.

Except for admission fees, there will be no ex-post facto waivers. All waivers must be in effect at the time of registration for a class or trying out for an extra curricular activity.

Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

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#### **HOW TO ACCESS FEE WAIVERS:**

With the new policies that regulate what fees may be charged by the school, some students may have such fees waived if they meet economic guidelines. If your family qualifies for the Free or Reduced Lunch Program, your family may request a waiver of specific fees.

To access this waiver of fees, your family will have to renounce the confidentiality provided by the Free and Reduced Lunch Program as a part of its rules. It will be necessary for parents to fill out the form "Sharing Information With Other Programs" and return it to the school office with the application for qualification for the Free/Reduced program. In addition, the parent/guardian must fill out a waiver form for each request to waive the fees and/or request for the school to provide special materials or equipment. This must be obtained in the school office by the parent/guardian. This form will be notarized and kept on file in the school office for the year.

Examples for waiver would include (not inclusive); free admission to school activities in Cedar Bluffs; specialized shoes for sports activities; band instruments; projects in the classrooms; other required fees associated with both curricular and extra-curricular programs.

It must be noted that any materials or equipment that the school provides via the waiver is the property of the school. The school administration determines the type of equipment, project, or instrument that shall be provided. Furthermore, regarding free admission to home activities, the students that qualify are subject to all rules, policies and expectations with regards to behavior, etc., and may have the privilege revoked, as may any/all children of our district.

#### **(13) Distribution of Policy:**

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook. The Student Handbook or the equivalent shall be provided to students of the District at no cost.

#### **(14) Student Fee Fund:**

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

- (1) participation in extracurricular activities,
- (2) postsecondary education costs, and
- (3) summer school or night school

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