

***Freeman
Pre-K/Elementary***



***2011-2012
Parent-Student
Handbook***

www.freemanpublicschools.org

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WELCOME

The ultimate purpose of this handbook is to assist both the student and parent in becoming acquainted with Freeman Elementary School. This information has been prepared and presented so that it will be of value in helping you to adjust to our school, and to become an integral part of it.

Our major goal is to provide the best possible educational program for each individual student in the Freeman Public Schools. We hope you will find those opportunities which will contribute to your child's growth and education.

Our school welcomes you and hopes you and your child(ren) will follow the rules and regulations of this handbook. Freeman is extremely proud of its academic tradition and the achievements of its students. Be proud of your school and conscious of its traditions and requirements.

Freeman Schools provides much information on its website (www.freemanpublicschools.org) and also publishes a monthly newsletter so that you will be better informed of the happenings of our school. In addition, each teacher will communicate with parents on a monthly basis. We welcome your ideas and suggestions to make our school a great place for children to learn.

FREEMAN ELEMENTARY SCHOOL

Administrator

Randy Page, Superintendent and Elementary Principal

Board of Education

Anthony Meints	Doug Parde
Darin Jurgens	Steve Finkner
Leon Dorn	Dennis Remmers

Assessment Coordinator

Mary Gramann

Office Manager

Glenda Kuster

Administrative Assistants

Marcia Kress, Elementary and Central Office
Faith Parde, Secondary and Activities

Faculty

Marcy Marker	Kindergarten
Teri Nieveen	Kindergarten
Lisa Riha	First Grade
Stephanie Hoffman	First Grade
Rhonda Niles	Second Grade
Tina Andreasen	Second Grade
Shirley Yates	Third Grade
Aimee Parde	Third Grade
Judy Fischer	Fourth Grade
Abby Heusman	Fourth Grade
Rita Fix	Fifth/Sixth Grade
Nancy Wingate	Fifth/Sixth Grade
Bob Floth	Fifth/Sixth Grade
Mike Yates	Fifth/Sixth Grade
Marcy VanEngen	Music
Robin Sugden	Media Specialist
Amy Ludwig	Art
Laurie Dorn	Special Education
Dani White	Foreign Language
Vicki Kelly	Guidance
Jim McLaughlin	Physical Education
Sharon Mills	Band

Falcon Before & After School Program

Kristine Adams, Director

Para-professionals

Janet Harms
Phyllis Niles
Miriam Harder
Vicki Osterhaus
Amy Larkins

Nurse

Sherri Stanley

Maintenance

Rodger Pella, Director of Buildings & Grounds
Rex Mills
Harlan Oosting
Rick Rapp

Lunch Program

Susan Buss, Program Mgr.
Bonnie VanEngen
Marlene Harms

Bus Drivers

Wayne VanEngen
Kurt Larkins
Virgil Jobman
Marie Busboom
Ernest Jurgens
James Baehr
Lisa Scott

Freeman Public Schools Mission Statement

Freeman Public Schools shall function as a community directed institution committed to the diverse social, emotional, physical, and intellectual learning needs of students so that they may become responsible citizens.

2011-2012 SCHOOL YEAR CALENDAR

August 11	Back to School Night
August 15	First Day of School
September 5	No School - Labor Day
September 19	No School/ Parent-Teacher Conf. 1-9
October 13	End of First Quarter
October 14	No School - Teacher In-Service
October 2	No School
November 7	No School In-Service
November 23	1:00 Dismissal
November 24/25	No School - Thanksgiving Break
December 22	1:00 Dismissal/End of First Semester
December 23 to Jan 3	No School - Holiday Break
January 3	No School – Teacher In-Service
January 4	Second Semester Begins
January 26	1:00 Dismissal/ Teacher In-Service
February 13	Parent-Teacher Conferences 4-8
February 17	No School
February 20	Parent Teacher Conferences 4-8
March 2	No School – Teacher Comp Day
March 7	End of Third Quarter
March 8	No School /In-Service
March 9	No School
March 12	No School /In-Service
April 6-9	No School - Spring Break
May 12	Graduation
May 17	1:00 Dismissal - Last Day of School
May 18	Teacher Work Day
May 21-24	Possible Weather Make-Up Days

THE SCHOOL DAY

School-Day Begins at 8:10 am	K-6 Breakfast 7:55
School –Day Ends at 3:32 pm	K-2 Lunch/Recess at 11:13 -11:43 am
	3-6 Lunch/Recess at 12:11 - 12:39 pm

STUDENT REGULATIONS

1. Attendance Policy

1.1 *Excused Absence Procedures*

If your child is unable to attend school, a telephone call to the office by 9:00 am is **required** (988-2525). It is important for the safety and welfare of your child that we all know where he/she is during the school day.

If a student misses more than 1.5 hours in the morning or afternoon session, that student will be considered absent for that session. See Section 1.6 Perfect Attendance.

1.2 *Absences from School - Definitions*

Excused Absence. A student will be excused from attending classes for:

- (1) Illness (personal illness of the student)
- (2) Bereavement or emergency in the family
- (3) Participation in an approved school activity, and,
- (4) Parent/guardian requested prearranged absence (Parents or guardians may request that the student be absent from school for reasons such as medical or dental appointment, religious observance, court-ordered appearance, and family trips.

The following list of absences must be approved by phone call or note at least one day in advance: family choice, funerals, and weddings. Vacations must be approved at least three days in advance. Illness and family emergencies may be approved with a call the day of the absence.

Unexcused Absence. Any student absence for a reason other than those listed in the paragraph above may be considered unexcused.

Freeman Public Schools Board Policies and student handbooks are in compliance with Revised Statutes of Nebraska 79-201 to 79-210, better known as the Compulsory Education Attendance Law.

1.3 *Reporting and Responding to Truant Behavior*

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

1.4 *Excessive Absence*

Students, who accumulate more than five days of excused or unexcused absences in a quarter, or ten days in a semester, shall be deemed to have "excessive absences." When a student has "excessive absences" during any quarter or semester, the following procedures may be implemented:

A letter shall be sent to the parent/guardian of the student following the fifth absence in a quarter advising the parent/guardian that the student's absences are excessive for the quarter. When a student has missed his/her 10th day within the semester, a second letter shall be sent home stating the attendance record of the student and requesting a conference be held upon the parent's receipt of the letter. Members attending the conference may include the parent(s), the student, the teacher, and an administrator or his/her designee. They will meet to develop an

education plan for the student. If the parent/guardian refuses to participate in such a conference, documentation of such refusal shall be placed in the student's attendance records. A letter may also be sent to the county attorney and/or Nebraska Health & Human Services to advise of the attendance record.

If the child continues to be or becomes habitually absent (10 absences or more per semester), the administrator or his/or her designee shall serve a written notice to the person violating Neb. Rev. Stat 79-201 (i.e. the person who has legal or active charge or control of the student) warning him/her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the section, the administrator shall file a report with the county attorney of the county in which such person resides.

1.5 *Tardiness*

Students who come to school late will be recorded as tardy. If a student is tardy for a third time in a quarter, a letter may be sent home or a call may be made. After the fifth tardy, time may be made up before, during and/or after school.

1.6 *Perfect Attendance*

For a student to have perfect attendance, he/she must be in attendance every day of the school year. A student may miss up to two (2) hours a day for doctor or dental appointments. Funerals will be deemed an excused absence.

2. Student Rules

2.1 *Student Responsibilities*

Student responsibilities will apply to the classroom, playground, bus, athletic events, field trips and/or all other school property. The following list is not intended to be all-inclusive. Similar offenses will be handled as they arise. In all instances, interpretation is left to the administration and to modify penalties whenever extenuating circumstances seem to warrant.

Students are to:

- Behave in a manner that allows other students to learn. Behavior that distracts students or the teacher is not appropriate.
- Complete assignments promptly.
- Respect, listen to, and follow the directions of all administrators, teachers and all other school support personnel.
- Use appropriate language that is free from profanity, vulgarity, and name calling.
- Act in such a manner that they will not cause or attempt to cause physical harm or emotional anguish to others.
- Not bring weapons or anything that can be considered or used as a weapon onto school grounds AS PER 18 U.S.C. SECTION 921.
- Not bring games, toys, radios, or other entertainment items to school without permission from the teacher or principal.
- Respect school property and the property of others.
- Enter and leave the school grounds using the sidewalks.
- Be prompt and consistent in school attendance.
- Follow the telephone/cell phone restrictions.
- Not be allowed to sell merchandise in the school/community without authorization from administration.
- Adhere strictly to the anti-bullying policy

2.2 *Penalties*

Students may receive warnings, counseling, recess detention, after school detention and/or call/conference with parents. Repeated violations may be cause for a parental conference to remedy the situation.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Elementary Handbook, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include but not limited to: counseling of students, meeting with parents, rearranging schedules, requiring that a student remain in school after regular hours to do additional work, or restrict extra-curricular activity.

Student discipline in the Freeman Public Schools shall follow all the general provisions, effective notices, establishing rules and standards, emergency exclusions, short-term suspensions, definitions, due process, duty to report criminal violations and removal of a minor from school premises as set forth in what is known as the Nebraska Student Discipline Act section 79-254 to 79-294 of the Revised Statutes of Nebraska which is an extension of our student handbook. Should a parent like a copy of the Student Discipline Act, one will be furnished at no cost.

2.3 *Lunch Rules*

Lunches may be purchased at school or your child may bring his/her own lunch. All elementary students are to eat their lunch in the school. Milk comes with the school lunch but is available for a separate purchase of \$.30 per carton. Parents are to purchase their child's lunches in advance. Any student account in arrears by five meals may constitute that student not being able to eat the school's prepared meal until the account is made current.

We encourage parents to have lunch with their child. To help our cafeteria personnel plan, please notify the school before 8:30. On ice cream days, it will be part of the school lunch. All students are welcome to a cone on these days.

2.4 *Physical Education Participation*

Students who are scheduled in a physical education class must participate. They may be excused for up to two days with a note from the parent but a doctor's written note will be needed beyond the two days. Students are to have a pair of non-marking P.E. shoes at school for use in the gym.

2.5 *Student Desks, Etc.*

Student lockers, desks, computer equipment and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of, or items placed in or on school property, since this property is subject to search at any time by school officials. Students are responsible for whatever is contained in desk and lockers issued to them by the school. Students and their personal effects are subject to being searched by the administration or his/her designee if there is reasonable cause to believe that the student is in possession of a weapon, illegal substance, stolen property, etc. This includes all student pockets, purses, backpacks, etc.

2.6 *Bus Riding Rules*

Transportation to and from school is a privilege and will be offered to all students who reside within the school district. To this end, the following policy is set up to provide for the safety of all involved in the transportation of students and personnel. The driver is in complete control of the bus or other school vehicles and riders at all times.

Students who are scheduled to ride a bus must board the bus at their regular destination. No student will be allowed to get off the bus at any unscheduled stop without prior notice from the parent, guardian, or a school official. The bus driver is not responsible for students who do not get on or off the bus, for whatever reason. It is the responsibility of parents to know whether their children are riding the bus or not. **Parents should notify the bus driver the evening before or early in the morning with changes in the usual schedule. All same day after school transportation changes require notice to the office no later than 3:00 pm.**

Regular school conduct is required of all students on the bus. Any violation or cases of misbehavior will be reported to the principal's office and dealt with as described in the regulations.

Students shall:

Previous to Loading (on the road and at school)

1. Be on time at the designated school bus stops to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. Be careful in approaching bus stops.
5. Not be permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

While on the Bus

1. Keep hands, head, and all objects inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Keep noise to a minimum and avoid doing anything which may divert the driver's attention and result in a serious accident.
4. Sit when the bus is moving. All riders are to be in their seats.
5. Never tamper with the bus or any of its equipment.
6. Remove any items which the student brought on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of smaller children.
9. Not throw anything out of the bus windows.
10. Not participate in horseplay around or on the school bus.
11. Be courteous to fellow pupils and the driver.
12. Be SILENT when approaching a railroad crossing stop.
13. Remain on the bus in case of a road emergency.

After Leaving the Bus

1. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus), but only after looking to be sure no traffic is approaching from either direction).
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.

Extra Curricular Trips

1. Abide by the above rules and regulations that apply to any trip under school sponsorship.
2. Shall respect the wishes of the chaperone appointed by the school.
At the close of an extracurricular trip, sponsors should inspect the bus for cleanliness upon return to the school.

In matters that require disciplinary measures, these procedures will be followed:

The driver will request the student to behave properly. If student fails to obey request:

First Offense: The driver will make a referral to the administration. The student may serve an after school or recess detention and parents may be notified.

Second Offense: Parents will be notified of the infraction, student may serve an after school or recess detention and lose transportation privileges for up to 5 school days.

Third Offense: Parents will be notified of the infraction, and the student may lose transportation privileges for up to 60 school days (days will carry over to the following semester and following school year)

**All suspensions or expulsions shall comply with the requirements of the Special Education Act and requirements of the federal Individuals with Disabilities Education Act (IDEA).

2.7 *Student Dress*

The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day or school activity. An individual's dress, personal appearance and cleanliness, as well as behavior, should reflect sensitivity to and a respect for others.

The fact that our school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. The teacher and/or the administration will resolve the final decision in

those situations of disagreement after consultation with the student and parents/guardians. In addition to the above guidelines, the school administration will exclude the following items and/or method of grooming. This list is not all-inclusive:

- Clothing or articles which are soiled, torn or ragged.
- See-through clothing.
- Bare feet or midriffs.
- Printed wording or pictures on clothing that advertise or promote alcohol, tobacco, or drugs or carry derogatory or sexual connotations.
- Clothing that can be removed easily leads to horseplay and disrupts the school setting. Therefore, no hats/bandanas during school hours.
- Clothing or attire suggestive of gang relations.

Students who are not dressed appropriately may be sent home to dress properly and/or may be subject to disciplinary action.

2.8 Student Behavior

Administrators, teachers and other staff members are responsible to implement strategies and practices to reinforce and encourage positive behavior by students. Positive behaviors include anti-bullying, non-violence, cooperation, teamwork, understanding and acceptance of others. A program of positive behaviors will be utilized to help teach and encourage appropriate action by students at school and school activities. Parents will receive information regarding this program.

Individuals that appear to be in violation of appropriate behavior will be handled by staff or reported to administration. After a review of the circumstances of this event administrative action will take place. This action may include:

- Contacting parents
- Loss of recess
- Detention
- Suspension or expulsion from school

3. Student and Academic Guidance and Counseling

3.1 Birth Certificate

State law requires the original birth certificate within 30 days of a student's enrollment in school. The school will make a photocopy and return the original to the parents.

3.2 Student Files

Freeman Public Schools uses a cumulative record which follows a student from kindergarten through 12th grade. This record or file contains the following:

- | | |
|-------------------|------------------------------|
| 1. Personal data | 4. Scholastic records |
| 2. Family data | 5. Standardized test records |
| 3. Health records | 6. Attendance records |

In addition, the folder may contain records of special happenings, copies of letters mailed to parents, and information useful in evaluation of the student's education experiences.

3.3 Student Records

The school will authorize students, student's parent(s) or guardian(s), to access the student's files or records in the presence of the counselor or an administrator of the school. The school will authorize teachers, counselors, and school administrators to access the student's files or records but not to divulge the contents thereof.

Other persons may gain access to the student's records or file by presenting the original copy of a release of information statement signed by the parent(s) or guardian(s) stating the specific items to be released and to whom the information is to be given. A copy of student records is also released to other educational institutions to which the student transfers as provided for in the Federal Act.

The student and his/her parent(s) or guardian(s) also have the right to seek to have corrected any part(s) of an educational record they believe to be inaccurate, misleading or otherwise in violation of the student's rights. This particular right includes the right to a hearing on the issue of whether the student record should be changed if the District decides not to alter the student's records as requested by the student or parent or guardian.

3.4 *Parent-Teacher Conferences*

During the first and third quarters, Parent-Teacher Conferences are scheduled. These conferences are made available for parents to visit any teacher or staff member. Parents can schedule conferences any time throughout the year with any teacher by calling the school and making arrangements for the conferences.

3.5 *Special Parent Reports*

Parents and/or students requesting more frequent feedback about progress of a student should contact the counselor or principal if they have immediate needs.

3.6 *Report Cards*

Report cards are designed primarily to help parents understand the progress their student is making toward achieving educational goals or standards. Information contained on the report card will be supplemented by Parent-Teacher Conferences, papers sent home, letters and notes to parents and telephone calls. Report cards are completed four times during the school year (at the end of each nine week quarter).

4. Safety and Health Regulations

4.1 *Fire & Tornado Drills*

Fire and tornado drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and reports to the appropriate areas by the prescribed route as quickly and quietly as possible. Each room has posted fire escape and tornado routes. Teachers in each classroom will give the students instructions and stay with their groups.

4.2 *Illnesses or Injury During School*

If a student becomes ill or injured in school, the student SHALL REPORT to nurse, or other staff member immediately. A STUDENT MUST NOT LEAVE THE BUILDING WITHOUT PRIOR APPROVAL FROM THE NURSE/STAFF MEMBER AND PARENT/GUARDIAN. A student should not stay in the restroom or any other area but report to the central and/or nurse's office. The nurse or staff, not the student, will contact parents.

4.3 *Health Regulations*

The supervision and administration of the district health services will be the general responsibility of the school administration and school nurse. The responsibility for implementing individual health services shall rest with the principal.

General Goals of Health Services

- To provide emergency service for injury or sudden illness
- To appraise the health status of students.
- To discuss health problems with students and their parents.
- To encourage the correction of remedial defects.
- To assist in identification of handicapped children.
- To help prevent and control disease.

Physical Examination

All students shall show evidence of a physical examination by a qualified physician, including an complete vision exam, within six months prior to the entrance of such student into Kindergarten, or in the case of a transfer from out-of-state to any other grades, unless the parent/guardian of such student objects in writing.(Neb. Statute 79-248)

Immunizations

All students shall show evidence of immunizations as stipulated by Nebraska Statute (71-503) upon entering school. Immunizations shall include those to prevent: measles, mumps, rubella (MMR) 2 shots; polio vaccine, 3 shots; diphtheria, pertussis, and tetanus (DPT) 4 shots; Hepatitis B, 3 shots; and varicella (chickenpox) 2 shots.

Health Inspection

During the first quarter of each school year, each student shall have a health inspection to ascertain if he/she is suffering from

- 1) defective sight or hearing,
- 2) dental defects, or
- 3) other conditions as prescribed by the Department of Health.
(Statutes 79-4133-79-4137)

The findings of this examination will be recorded on the student's permanent record. Parents will be mailed a written notice of any abnormal symptoms found and are urged to correct them as soon as possible.

The school does not diagnose or treat an illness or injury. Our practices are:

1. First aid for sudden illness or injury.
2. The school's obligation continues until the emergency has been placed in the care of the family or physician of their choice.
3. Exclusion of children: having a temperature of 100 degrees or more; a suspicious contagion; symptoms of vomiting; headaches; head lice; etc
4. Any student with a rash must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted their family physician and has recommended readmission with a written notice to this effect, then admittance is acceptable.

Contagious and/or Infectious Diseases

Whenever a student shall show symptoms of any contagious or infectious disease, the student shall be sent home. The superintendent shall be notified. Regulations set up by the state and local health departments for excluding children with communicable diseases from school will be followed. A student who has been absent due to a communicable disease must have a release from his physician, or the school nurse before returning to school.

Medication in School

No medication shall be administered to any student by school personnel without written permission by the parent or guardian. This medication may be administered by the school nurse or other staff member.

Medicine prescribed by a doctor must be given to the school nurse or other staff member in the original prescription bottle, correctly labeled, along with a Medication Authorization form from the parent or guardian regarding its administration. This medication may be administered by the school nurse or other staff member.

Child Abuse

To comply with current Nebraska Statute, Article 15, Abuse of Minor Children, Incompetent or Disabled Persons, Sections 28-1501 to 28-1508, any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report or cause a report to be made on any suspected case.

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 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 such a child is six years of age or younger, or (e) sexually abused.

(Section 28-1501) Section 1507 provided immunity from liability to those reporting or investigating child abuse.

5. General Information

5.1 Visitors

Students are encouraged NOT to bring visitors to school. Any exceptions to the rule shall be approved by the principal or his or her designee AT LEAST ONE DAY IN ADVANCE. If approval is given, a visitor's pass shall be obtained from the office.

5.2 Lost and Found

Students who have found any lost items are requested to turn these in to the main office. Students may pick up lost items at that location.

5.3 Telephone and/or cellular phones

Students will not be allowed to use the office phone unless a staff member has given approval. Cell phones are not allowed on a student's person from 8:15 a.m. to 3:27 p.m. unless authorized by their classroom teacher.

5.4 Personal Items

The school assumes no responsibility for personal items lost, stolen, or damaged. All items brought to school should have some educational purpose. Students are not to bring radios, large amounts of money, candy, or any other items of value to school.

5.5 School Closing

It is the right and responsibility of parents to decide if their children should attend school under abnormal weather conditions. Parents may also, in bad weather, pick up their children from school at anytime during the day, calling or reporting to the office first. Should the decision be made to close, delay, or let school out early, the following news organizations will be contacted: (1) KWBE AM radio (1450), (2) Channel 10/11 TV, (3) Channel 8 TV and KFOR - AM (1240). Notice will also be provided via the telephone contact system and posted on the website and phone system.

5.6 Safety

The sixth grade volunteers for street patrol on 8th Street from 3:30 pm until about 3:45 pm. Students are to cross 8th Street at the intersection of Ash or Maple Streets. Parents picking up their students are asked to take notice of our volunteer safety patrol and to pick-up their students on the north side of the building.

5.7 Custodial Rights

All parents will be given full rights to their students including removing their child(ren) from school unless legal papers are presented to the school administration. It is the responsibility of the parent/parents to submit all legal documents when they are received from the courts.

5.8 Insurance

Student accident insurance is available through private companies by contacting the office.

5.9 Procedural Process

Students will have the right to hear and respond to all charges against them prior to the enforcement of all policies and rules. Parents will be contacted when charges have major consequences.

5.10 Staff Responsibilities

- Maintain a positive and caring learning environment.
- Teach, model, review and post academic and behavioral expectations of the school and your individual classroom.
- Teach, model and monitor student progress in social skills and problem solving techniques.

- Implement and document intervention actions such as having problem solving conferences with students, writing behavior plans, notifying parents, classroom consequences, curriculum modification and/or writing a referral to the principal.
- Request a Student Assistance Team(SAT meeting) when the above interventions have not been successful.

5.11 *Principal's Responsibilities*

- Assist in providing a positive, clean and safe learning environment for all students.
- Assist staff when addressing student misbehavior when the enforcement of classroom penalties are not effective.
- Provide consistent and timely feedback to staff and parents.
- Participate in the planning and implementation of instructional activities and policies and procedures relating to school wide behavior management.

5.12 *Parent Responsibilities*

- Read and understand the Freeman Elementary Student handbook. Know and discuss the expected behavior of students.
- Support and reinforce school rules and policies.
- Maintain communication with teachers and other staff members regarding children's behavior and academic progress.
- Assist in teaching specific skills such as students being responsible for assignments, communications, and personal and school property.

5.13 *Civil Rights - Compliance Requirement*

No person shall, on the grounds of race, color, national origin, age, handicap, sex, or religion be excluded from participation in or be subjected to discrimination in any program or activity.

5.14 *Selling of Merchandise*

No student or student organization is authorized to sell merchandise in the school or community without the prior authorization of the administration.

5.15 *Affirmative Action*

Elimination of Discrimination

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. The school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Preventing Harassment and Discrimination of Employees and/or Students

1. Purpose: Freeman Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, the Freeman Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on, for example, a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- A. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional, or educational environment.
- B. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

- C. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment exists when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation promotion, or retention).
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

Sexual harassment may also exist when such conduct by another person unreasonably interferes with an employee's work performance, or creates an intimidating, hostile or offensive workplace, classroom or educational environment.

- D. An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom or educational environment if the problem is reported to a supervisor or manager and no corrective action is taken.

2. Procedures

- A. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- B. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Freeman Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Freeman Public Schools, the complaint may be processed to the Board of Education.
- C. The supervisor, teacher or the Superintendent of Freeman Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student who alleges a violation of this policy.

Notice of Designation of Coordinator

Freeman Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Freeman Superintendent of Schools (415 Eighth Street, Adams, NE 68301, Telephone: (402)-988-2525, has been designated to coordinate Freeman Public Schools' compliance with the non-discrimination requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and any other such state or federal laws. Information concerning such Acts or other laws and the applicability of such Acts or other laws to the services, programs, or activities of Freeman Public Schools, may be obtained from the Superintendent, and any complaints alleging non-compliance by the Freeman Public Schools with such Acts or other laws should be communicated to the Superintendent

Notice of Nondiscrimination

The Freeman School District does not discriminate on the basis of race, color, national origin, gender, disability, marital status or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle these inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination. (Title IX, Title VI, or Section 504): Superintendent of Schools, 415 Eighth Street, Adams, NE 68301 Telephone: (402) 988-2525

5.16 Student Fees

Subsequent to the passage of the Public Elementary and Secondary Student Fee Authorization Act by the Ninety-Seventh Legislature (Second Session) the board of education of Gage County School District No. 34 adopts the following student fee policy. This school district will:

1. Provide free instruction for all courses for which the school district is required by law or by rules or regulations of the Nebraska Department of Education to offer.
2. Provide the staff, equipment and materials necessary for such instruction without any charge or fee to students who legally reside within the boundaries and attend Gage County School District No. 34 and to those students who may be under legal contract to this school district from other public school districts or who may be approved for attending this school district as result of Nebraska statutes §§79-234 through 79-247, homeless students as set forth in PL 100-77, Part 7, Subpart B, foreign exchange students as set forth in Policy 5125, Foreign Exchange Students, and those other situations specifically approved by the board of education. Students, other than those individuals identified, as homeless students must be living with a legal guardian as set forth in Policy 5115, Students Must Live with Legal Guardian.

Definitions

Extracurricular Activities shall mean student activities or organizations (1.) supervised or administered by the school district, (2.) that do not count toward graduation or advancement between grades, and (3.) in which participation is not otherwise required by the school district. [Sect. 2, (1)]

Students shall mean student, their parents, guardians or other legal representatives.

Governing Body shall mean a school board of any class of school district or an educational service unit. [Sect. 2, (2)]

Postsecondary Education Costs shall mean tuition and other fees associated with obtaining credit from a postsecondary education 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 pursuant to §79-1106 to §79-1108.03, 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. [Sect. 2, (3)]

Except for those exemptions as set forth in LB-1172 which pertain to students who qualify or are approved for free or reduced price lunches under the USDA child nutrition program, Gage County School District No. 34 may require and collect fees or other funds from or on behalf of students to provide specialized equipment or attire for any of the following areas:

Extracurricular Activities, Specialized Equipment or Clothing.

1. All students shall be expected to be well groomed and wear appropriate clothing as set forth in Policy 5505, Student Conduct. Students shall be responsible for providing traditional clothing apparel to meet the school district's general guidelines and any guidelines established by various programs in which students may participate. The need for such apparel and its proper use shall be specified in writing by the administration or the designated staff member responsible for the program or activity. (Sect. 5)
2. The school district will provide uniforms and normal protective equipment or pads for students participating in extracurricular activities. The school district will select the type of equipment which school officials may feel best meets the needs of the school. The school district will not provide equipment that may readily be used or worn by students in out-of-school endeavors or activities. Refer to AR-5340, Student Fees for Participation in Extracurricular Activities and Noncredit

Courses. [Sect. 3, (1)]

3. The school district will not be responsible for the cost of, or for providing equipment or clothing, which may be specially fitted or worn exclusively by a student. These items may include but not limited to: cheerleading or dance uniforms, special choir uniforms, T-shirts or sweat shirts with specific logos, golf clubs and ball gloves. Special medical braces or mouthpieces, which may be individually fitted, will be the responsibility of the student and his or her parent or guardian. [Sect. 2, (1) and Sect. 3, (I)]
4. The school district will provide students with all safety equipment and attire that is required by law. Building Administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

Admission Fees and Transportation Charges for Spectators Attending Extracurricular Activities.

1. All school-related extracurricular activities must have the approval of the superintendent of schools or his or her designee.
2. The school district may charge an admission to activities. If activity tickets are sold, the board of education will determine the cost for student season tickets to extracurricular activities held locally, except for conference tournaments or play-offs sponsored or assigned by the Nebraska School Activities Association. The school district has no control of admission fees charged by other schools.
3. The school district will provide transportation or arrange for the transportation to all school-sponsored extracurricular activities at no cost to the students, and for those students who have been authorized by the activity sponsor or activity director to participate in the event.
4. If school officials authorize the use of a student spectator bus to transport students of a school sponsored event, the superintendent of schools shall determine if a fee should be charged to offset the cost of the bus and bus driver. Individual students may be assessed a fee, or the fee may be paid by a student or school organization, by a student booster organization, or by a local organization or group of local citizens. [Sec. 3, (2)]

Postsecondary Education Cost.

1. A student shall be responsible for all postsecondary education costs including books, tuition and transportation, for courses, which are not used to meet graduation requirements for this school district, or for courses that have not received the approval of the superintendent of schools.
2. Payments for courses to meet graduation requirements for this school district, for courses that may be considered as accelerated courses, or courses that may further challenge the exemplary student, students must have prior approval of the superintendent of schools. If approved, the school district will pay for tuition fees and books. Student, or their parents or guardians will be responsible for any transportation costs or other costs incurred. [Sec. 3, (3)]

Transportation Costs Pursuant to Nebraska Statutes §79-241, §79-605, and §79-611.

1. This school district is responsible for the transportation of enrollment option students to school from home, or from school to the student's home, except for those special education enrollment option students which qualify for transportation under Nebraska Statute §79-1129 and those enrollment option students that have been approved as set forth in Policy 5110.1, Enrollment Option Students and AR-5110.1-Transportation of Enrollment Option Students.
2. This school district will not be responsible for the transportation of nonresident students unless such transportation has prior approval of the board of education or the superintendent.
3. Based upon the policy of the board of education, Gage County School District No. 34 will either provide transportation or pay parents or guardians for the transportation of students who qualify, as set forth in Nebraska Statute §79-611. [Sec. 3, (4)]

Copies of Student Files or Records pursuant to Nebraska Statute §79-2,104.

1. Students in this school district and their parents, guardians, and district-certificated employees who have a need to know shall have access to school files or records concerning such student. No other person shall have access to such files or records unless approved by the superintendent of schools. School employees shall not divulge student information in any manner to unauthorized persons. The school district will provide students, or their parents or guardians with copies of the students' files upon written request by the student, or his or parents or guardian. School officials will send copies of students' records to educational institutions. Refer to Policy 5205, Confidentiality of Records. If, in the judgment of the superintendent of schools, the number of requests for duplication of a student's records becomes excessive, the school district may charge a fee to cover the cost of duplication and/or mailing of these records. [Sec. 3, (5)]

Reimbursement

1. Each student shall be responsible for all schoolbooks or school equipment, which he or she may use throughout the course of a program or school term. School officials shall maintain a record of schoolbooks or equipment, which may be issued to each student. School officials may impose a fee if books or equipment are returned which exhibit excessive wear or are soiled, damaged, or become lost. [Sec. 3, (6)]

Before-and-After-School or Pre-kindergarten Services Offered Pursuant to Nebraska Statute §79-1104.

1. Each student shall be responsible for costs included in the participation of any before-and-after-school or pre-kindergarten services offered by the school district, including any transportation costs, unless such services are to be provided without cost, or the board of education votes to provide the services or programs without cost to participants. [Sec. 3, (7)]

Summer School or Night School.

1. Each student shall be responsible for summer school classes or night school unless the program has been approved as tuition-free by the board of education. If the school district would charge a fee for courses, such as drivers education, during the summer, over weekends, or during evenings, those students who qualify or are approved for free or reduced price lunches under the USDA child nutrition program may apply for a tuition exemption.
2. The school district will not pay for correspondence courses unless the requirement for taking the course is considered as a form of alternative education and is associated with Policy 1355, Firearms and Destructive Devices, Policy 5560, Student Suspension, Expulsion and Grievance Procedures or has otherwise has been approved by the board of education. [Sec. 3, (8)]

Breakfast and Lunch Program.

1. The costs associated with any school breakfast or lunch program shall be consistent with applicable current state and federal laws and regulations.
2. Individual students shall be responsible for the cost of food, beverage and any personal or consumable items which may be dispensed through coin operated vending machines or by booster clubs, parent groups, book clubs, etc. unless specifically requested to be purchased by the school administration or the board of education. [Sec. 3, (9)]

Refer to AR-5340 for student Meals for Field Trips or Extracurricular Activities.

Minor and Consumable Items

1. The school district encourages students to furnish minor items and consumable supplies as needed, but this is not required. This may include, but is not limited to, pencils, pens, paper, erasers and notebooks.
2. Students will be expected to provide certain non-specialized items. This may include, but is not limited to, aprons for cooking classes or coveralls or jackets for shop classes. (Sec. 4 & 5)
3. The school district will not require a student to become a member of any organization as a condition for taking and receiving credit in a class. If a student chooses to participate in music, science, vocational organization or club, or other organization, he or she will be responsible for any costs incurred.

4. The school district does not generally charge class or organization fees. However, this does not preclude individual groups from asking for a suggested donation to the class/organization fund. Classes or organizations should keep the amount collected at a minimum and should have a specific budgetary plan. The funds collected will be deposited into a specific class or organization account maintained as a part of the school district's activity fund. (Sec. 4)

Material Costs for Projects.

1. Classes, such as shop, consumer family education, etc. may, from time to time have students work on special projects. At the beginning of a semester instructors will provide students with a list of basic learning projects for which the school district will provide materials at no cost to the students. The school district will furnish supplies for the basic learning projects.
2. If a student chooses to work on a project which is not considered a part of the basic learning project, and desires to take the project home, the cost of the project must be approved by the class instructor and the student's parents or guardian, and the student will reimburse the school district for the cost of the project, including hardware, finish material and/or waste or spoilage which may be associated with the project. Items that need to be ordered should be paid in advance.
3. Students who qualify for or are approved for free or reduced price lunches under the USDA child nutrition program, but do not wish to pay for projects that may be taken home, may consider the following alternatives:
 - A. With the approval by the instructor, work on a project, which may be approved and used by the school, the city or other public nonprofit agency.
 - B. With the approval by the instructor, work on a project for a relative or a friend who will reimburse the school district for the cost of the material as described above.
 - C. With the approval of the instructor, assist another student on his or her project. (Sec. 6)

Waivers.

1. Per AR-5340, Student Fees for Participation in Extracurricular Activities and Noncredit Courses families that qualify or are approved for free or reduced-price lunches may submit a waiver of student fees request. The Request to Waive Student Fees form is supplied on the next page.
2. Gage County School District No. 34 shall provide fee waivers based upon the Public Elementary and Secondary Student Fee Act for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. Under certain conditions, as set forth within this policy and AR-5340 students shall be provided a fee waiver or provided material or equipment without charge for:
 - Participation in extracurricular activities.
 - Use of musical instruments for non-curricular activities.
 - Materials for class projects.

Public Hearings and Distribution of Policy (§79-2, 134)

Annually the board of education of Gage County School District No. 34 shall hold a hearing at a publicly scheduled board meeting on its proposed student fees policy. Prior to the discussion of the policy school officials will review the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for prior school year. The student fee policy shall be adopted by a majority vote of the board of education and shall be either published in, or as an addendum to the student handbook. (Sec. 10)

**FREEMAN PUBLIC SCHOOLS
REQUEST TO WAIVE STUDENT FEES**

The Public Elementary and Secondary Student Fee Authorization Act of 2002 requires school districts waive any fees that the school district may impose on those students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition program.

I hereby verify that the necessary reports are on file with the office of the superintendent of schools which qualifies _____ to

(Name of Student)

receive free or reduced-price lunches, as set forth by the United States Department of Agriculture child nutrition program. Furthermore, I request that fees or costs of material for the items or projects listed below be waived. (Sec. 9)

Description:

Signature of Student

Signature of Parent or Guardian

Date

Signature of School Official

Family Educational Rights & Privacy Act (FERPA) Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Freeman Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Freeman Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Freeman Public Schools to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual (yearbook);
- Honor roll or other recognition list;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to non-profit outside organizations without a parent's prior written consent. (Freeman Board of Education Policy #1335). In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their students' information disclosed without their prior written consent.¹

If you do not want Freeman Public Schools to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing by the last Friday in August. Freeman Public Schools has designated the following information as directory information:

- | | |
|---------------------------|--|
| - Student Name | - Participation in officially recognized activities and sports |
| - Address | - Weight and height of members of athletic teams |
| - Name of Parent/Guardian | - Degrees, honors, and awards received |
| - Date of Birth | - The most recent educational agency or institution attended |
| - Photograph | - Dates of attendance |
| - Grade Level | - Gender |

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S. C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**RECEIPT OF 2011-2012
FREEMAN PUBLIC SCHOOLS
ELEMENTARY PARENT-STUDENT HANDBOOK**

The signed receipt acknowledges receipt of the 2010-2011 Freeman Public Schools Elementary Parent-Student Handbook and/or accessibility to the handbook at www.freemanpublicschools.org. This receipt acknowledges that it is understood the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. The receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity and specific complaint and grievance procedures exist in the handbooks that should be used in responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that as a parent/guardian of a student attending Freeman Elementary School you have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug free schools law and 34 C.F.R. Part 86, both Federal legal requirements for the district to obtain federal financial assistance. Your signature below acknowledges you and your child/children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Student Name (Please print): _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature _____ Date: _____