

# **Sandhills Elementary School**

## **Grades K-6 STUDENT-PARENT HANDBOOK**

### **2023-2024**

*\*Approved May 8, 2023 by the Sandhills Board of Education\**



**Sandhills Elementary School**  
408 HWY 2 P.O. Box 99  
Halsey, NE 69142  
308-538-2224  
(Fax) 308-533-2338

**Sandhills Public Schools**  
PO Box 29  
107 Gandy AVE  
Dunning, NE 68833  
308-538-2224  
(Fax) 308 538-2228

**Sandhills Elementary School Parent-Student Handbook**  
**2023-2024 School Year**

*(All parents must submit online form to indicate receipt annually)*

Foreword

**Section 1 Intent of Handbook**

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Further, there is much related and relevant information contained in the 7-12 Student-Parent Handbook. This handbook has been kept simpler overall due to the inherent nature of grades K-6. Should a situation or circumstance arise that is not specifically covered in the district’s handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Section 2 Members of the Board of Education**

Name	Contact Information
Tedd Teahon, President	308-538-2692
Tyson Cox, Vice President	308-834-3306
Jeff Martindale, Secretary	308-547-2232
Michelle Milleson, Treasurer	308-538-2512
Reed Larsen	308-834-3384
Rory Zutavern	402-440-4383

**Section 3 Administrative Staff (emails are “names” first.last@sandhillsknights.org)**

Name	Position	School	Contact Information
JD Furrow	Superintendent	Sandhills Public Schools	308-538-2224 308-870-2824
Monique Leach	Secretary	Sandhills Elementary	308-533-2203

**Section 4 Staff**

<i>Teacher/Staff Member</i>	<i>Email Address</i>	<i>Grades</i>
Kristin Webster	kristi.webster@sandhillsknights.org	KG
Jeanine Saner	jeanine.saner@sandhillsknights.org	1 <sup>st</sup>
Julie Teahon	julie.teahon@sandhillsknights.org	2 <sup>nd</sup>
Delite Weinman	delite.weinman@sandhillsknights.org	3 <sup>rd</sup>
Cindy Simonson	cindy.simonson@sandhillsknights.org	4 <sup>th</sup> , Assessment, Tech
Janine Catlett	janine.catlett@sandhillsknights.org	5 <sup>th</sup> – 6 <sup>th</sup>
Trish Rodocker	trish.rodocker@sandhillsknights.org	Guidance Counselor
Kristin Ganoung	kristin.ganoung@sandhillsknights.org	Art/Library
Danielle Thompson	<a href="mailto:danielle.thompson@sandhillsknights.org">danielle.thompson@sandhillsknights.org</a>	Special Education
Brittni Bradley	brittni.bradley@sandhillsknights.org	PE/Title I
Kris Ganoung	kris.ganoung@sandhillsknights.org	Music
Jean Cox	jean.cox@sandhillsknights.org	Library Aide
Monique Leach	monique.leach@sandhillsknights.org	Paraprofessional
Chantelle Milleson	<a href="mailto:chantelle.milleson@sandhillsknights.org">chantelle.milleson@sandhillsknights.org</a>	Paraprofessional/ One-Act
Anita Peterson	anita.peterson@sandhillsknights.org	Custodian/Bus Driver

**Elementary Handbook**

On behalf of the Sandhills Public School, Board of Education, faculty, administration, and support staff, we welcome you to the school year. It is our desire that this year will be educational, successful, and enjoyable for you and your child.

This handbook contains most of the general information you will need to know about the Elementary Center at Halsey. We hope it is helpful to you and answers any questions you may have.

It is the objective of our school to be a warm, caring place where every child of any race, sex, color, national origin or disability can feel comfortable about learning. We feel that cooperation between home and school is essential to the educational process. When parents,

teachers, and students work together to share this common goal, educational success is assured.

You are invited to call or visit with the Superintendent/Principal or your child's teacher if any questions or problems arise during this school year.

### **Enrollment**

When enrolling students into the Sandhills Elementary it will be important that the proper documentation is filled out. One may find these forms by contacting the school secretary in the office. The forms that need to be filled out during this process include:

- 1) Request for Records of Student Transferring to Sandhills Public School.
- 2) Enrollment Data for Cumulative Records.
- 3) Pick up a Check List Sheet which overviews other needed documentation.

The main office school secretary, Ann Collier, 538-2224, will help in getting your student enrolled properly. In addition, the administration will be notified to assist in the proper and legal enrollment of your child.

### **School Hours**

The Elementary Center at Halsey will be opened at 7:50 a.m. and closed at 4:00 p.m. Monday through Thursday. However, parents are to stay informed regarding schedule changes which are communicated by messages, notes, or the school calendar. It is the responsibility of the parent to make certain their student is properly cared for outside of school supervised hours. On Friday school will be dismissed at 2:30 p.m., so the building will only be opened until 3:00 p.m. Children arriving before 7:50 a.m. should remain outside the building unless arrangements have been made with their teacher, or until the Purdum bus arrives at school. Supervision will be provided for students riding the Purdum bus after school until the bus returns to pick up students. Because the safety of your child is paramount to us, the supervisor will have a list of students staying after school. If you pick your child up early, please let the office know. Also, if your child does not usually stay after school and you would like them to, please contact the school secretary in advance in order to accommodate your needs. Students not riding the Purdum bus after school are to leave the school grounds immediately after school unless other arrangements have been made.

### **Suspension or Detention**

A student may be suspended/excluded from school by the superintendent on the basis of evidence that strongly indicates the pupil has infringed upon the accepted code of personal conduct as determined by the administration of schools. **All elementary students are held subject to the High School Handbook's section 8 "Student Conduct Rules" where it appropriately applies to elementary aged students according to the administration.** The administration will communicate with students, classroom teachers, and parents to assigned appropriate discipline when necessary. Examples of specific reasons for suspension/detention are listed, but not limited to below;

- 1) Possession, using, or being under the influence of drugs, alcohol, or tobacco on the school property or at school activities in which Sandhills Public Schools is a participant.
- 2) Fighting on school property.
- 3) Destruction of school property.
- 4) Disrespect for teachers, school officials, or other school employees.

- 5) Continuous behavior that seriously interferes with class work or school activities.
- 6) Any other behavior or conduct in which the Superintendent/Principal feels suspension or detention is an appropriate course of action.

A student may be given a detention by an administrator, teacher, or a playground supervisor if they deem the student's behavior to be inappropriate. All detentions shall be reported to the superintendent. Parents will be informed of this detention, and expected to pick up their child at school after the detention has been served. The person assigning the detention will call or contact the parents personally to discuss the reason(s) for the detention prior to the student serving the detention.

### **Illness, Injury, Tardiness, and Absences**

If your child is ill, tardy, or absent for any reason, please call the school by no later than 8:45 a.m. to let a school official know. A student will be considered tardy after school begins at 8:25 a.m. If you know your child will be absent from school in advance, please send a note to their teacher or call the office. For a student to receive a Perfect Attendance award, they must have perfect attendance. Homework should be made up before a student is gone from school when possible. It is the policy of our school to call parents when children become ill or are hurt more than taking simple first aid. If a child is injured severely an accident report form will be filled out detailing the cause of the accident. It is also a good idea if parents provide the school with alternative names and telephone numbers in case the parent/parents cannot be reached. Please be sure to keep the office informed of any changes of addresses or telephone numbers during the school year.

### **Truancy or Excessive Absences**

A student who engages in excessive absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

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 age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. 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.

Number of Allowed Absences & Excessive Absenteeism. Parents will be notified periodically as student attendance checks are conducted and excess absences are noted. Absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. A meeting or meetings between the school attendance officer, school social worker (or school principal or a member of the school administrative staff, if the school has no social worker), the student's parent/guardian and the student (if necessary) to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes such as alternative educational programs to solve the excessive absenteeism problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem by a school social worker (or principal or administrative staff member) to identify conditions contributing to the excessive absenteeism problem. If services for the student and student's family are determined to be needed, the investigator shall meet with the parent/guardian and child to discuss any referral to appropriate agencies to remedy the conditions.

If the student is absent more than twenty days per year, or the hourly equivalent and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the student resides. If the student is absent more than twenty days per year, or the hourly equivalent and any of such absences are not excused, the attendance officer shall file a report with the county attorney of the county in which such student resides. The report must be signed by a school representative and designate whether: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; or (b) The school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the student's attendance, the initial meeting between the parent/guardian of the student, the school, and the county attorney or his/her designee shall be at a location determined by the school.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

The superintendent shall report periodically to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have

dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

### **Homework**

We make an effort to keep homework loads as light as possible. However, if a child has been absent, or does not use his/her time wisely, it is expected that a child will have homework to do. If at any time, you think your child is carrying too much homework, please call their teacher to inquire as to the reason. We appreciate your concern and cooperation.

### **Lunch Program**

Lunch and breakfast prices are set annually by the board of education and made available prior to the start of school. We bill monthly, unless you would like to make other arrangements. Children are encouraged to eat the school lunch, as it is a nutritionally balanced meal. Free and reduced lunches are available to those individuals that qualify. Forms for the free and reduced lunches are sent out in the August newsletter, or you may stop by the school and pick one up. All information from the free or reduce lunch forms will be kept strictly confidential. Contact the main office with questions concerning free and reduced lunch/breakfast regulations.

### **Supplies**

Individual teachers request different items that your child will be expected to bring for a given year. These items usually include pencils, writing paper, crayons, rulers, erasers, etc., except that in grades one and kindergarten where the teachers will use special pencils, the school furnishes these. A detailed list of such items will be either sent home prior to the beginning of the school year, or can be found in the August newsletter. Some teachers may also ask their students to bring a box of Kleenex to school at the beginning of the year.

### **Insurance**

The school furnishes forms that will allow individuals to purchase a Student Accident Insurance Plan if you are interested. These forms will be made available at the beginning of each school year.

### **Early Dismissal, School Cancellation, or Late Starts**

The Superintendent/Principal may close public schools in case of severe weather. Parents will be contacted via the Connect Ed automated messaging system as well as the district's Facebook and Twitter pages. Please be sure to keep the office updated with current phone numbers and email contact information. Representatives of the Superintendent's staff will also notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations (KBBN - 95.3, KBRB - 92.7 FM, KCNI-96.3 & 1280 AM, KBEAR-92.3 FM, and KOLN/KGIN TV, KNOP TV, SandhillsExpress.com). Due to the size of the Sandhills District, it is possible to have inclement weather in one area and not others. Parents are encouraged to contact school personnel when in doubt regarding school closing information.

## **Personal Technology**

Personal technology devices such as cell phones and iPods are not allowed during school hours. We recognize today's technology needs/wishes and ask that parents inform their child's classroom teacher if their child has a phone or personal device. If the need to use such a device arises, it must be approved and supervised by the teaching staff. The use of cell phone or other image capable technology in restrooms is strictly forbidden. Violation of this rule will result in confiscation of device in addition to further disciplinary action if deemed necessary by the classroom teacher and or administration. **Our sole intent and purpose is to teach and model proper digital citizenship resulting in the safe, productive and respectful use of technology by all students.**

## **Playground Rules**

- 1) Students must stay within sight of the playground supervisor at all times. If a student is to leave the playground area to go off school grounds the Student must have a parental note from home.
- 2) There will be no throwing of snowballs on school grounds.
- 3) Tackle football is not allowed.
- 4) Students are to sit down on the slides. No going down backwards or head first. Only one person may go down the slide at a time.
- 5) Obscene language is not allowed on school property.
- 6) No baseballs allowed at school only softballs will be permitted. Students not at bat need to stand behind the backstop. Helmets need to be worn while batting.
- 7) Students are not to jump or stand in the swings. Only one person on a swing at a time.
- 8) The playground supervisor has complete authority over the students and are not to accept any inappropriate behavior. The supervisor will report any problems to the student's teacher and/or to the superintendent. The supervisor will never use corporal punishment on a student.
- 9) Jump ropes are only to be used for jumping.
- 10) No students are to play directly on or around the propane tanks.
- 11) When in the gym, soft sole shoes are to be worn. Students will be allowed to use only basketballs, nerf balls, and whiffle balls.
- 12) Only hand over hand will be allowed while climbing on the monkey bars. Always use this equipment as instructed without sitting or crawling on the top.
- 13) Annie-Annie Over will not be allowed to be played due to the chance of students running into one another.
- 14) No jumping out of the swings while they are in motion.
- 15) No items brought from home allowed on playground.
- 16) While on the playground, shoes must be worn.
- 17) Students are expected to comply with the requests and directions of the playground supervisor.

## **Report Cards/Parent-Teacher Conferences**

Report cards are sent home at the end of each semester. The report card is designed to aid the parent in determining the progress of their child. Our school will also hold Parent-



Teacher Conferences during the school year. This will take place sometime during October. It is recommended that parents and teachers stay in communication about their students standing in class and individual conferences can be scheduled at any time through the year.

### **Fire, Tornado, Lock down, and Bus Evacuation Drills**

Fire, tornado lock down, and bus evacuation drills are held at different intervals throughout the school year. Remember these basic rules:

- 1) Check the instructions in each classroom. Your teacher will go over said instructions at the beginning of the school year.
- 2) Walk. No talking. Move quickly and orderly to your assigned area.
- 3) Always follow the instructions of your teacher, without question.

### **Support Services** (including Special Education, section 504, immunization chart, etc.)

Please refer to Article 6 of the 7-12 Student-Parent Handbook available at [www.sandhillsknights.org](http://www.sandhillsknights.org) or pick up a copy at the main office.

### **Health Services & Information**

#### ***Immunizations***

Nebraska state law requires students entering kindergarten, seventh grade, and student's coming in from out-of-state to have a physical examination. All students must have completed the required immunizations or risk being prevented from attending school.

Immunizations required are those required by the Nebraska Department of Health and Human Services. Information is available at <http://www.hhs.state.ne.us> or contact the office.

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school offices. Immunization records or waivers must be submitted to the main office no later than October 1<sup>st</sup> for students beginning on the first day of school. Immunization records or waivers for Students who enroll after the start date of school must be turned in no later than 30 days after their enrollment date. Failure to produce immunization records or waivers can result in the child being excluded from school. Refer to the "Summary of School Immunizations" located at the end of this handbook provided from the Department of Health and Human Services website.

#### ***Student Illnesses***

Official school personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by school personnel that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

### ***Guidelines for Administering Medication***

If a child brings medicine to school, which he/she must take under a doctor's order, the medicine must be given to the office rather than the child keeping it in a desk or locker. A form must accompany said medicine designating the child's name and directions for dosages along with the doctor's signature. This needs to be brought back from the doctor's visit.

Nonprescription medicines, including cough drops, should not be brought to school unless necessary. In case of a real need the parent should send a note to explain such a need. Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the school nurse to develop a self-management plan according to current state regulations which are not governed by the school.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All prescribed medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### ***School Health Screening***

All children in Kindergarten through 4th grade as well as 7<sup>th</sup> & 10<sup>th</sup> grade will be screened for vision, hearing, dental, and BMI (height, weight, BMI percentile). If a parent wishes for their child not to participate in the state required school screening process, said parent must provide physician documentation that states the child has undergone the required screening/inspection within the last 6 months.

### ***Physical and Visual Examination***

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available at the school offices. Additional physical examination requirements exist for students participating in athletic participation.

### ***Birth Certificate Requirements***

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Parents will be notified if school personnel discover their child has lice. It is recommended that parents promptly seek the appropriate treatment and or medical advice in order to treat the condition and be able to return their child to school. With parent permission the first treatment may be administered by school personnel.
2. The school and its staff will defer to local and or state health officials to provide parent's information for treating and dealing with head lice. It is the school's intent to follow the guidelines of local and state medical officials in working with families when a condition of head lice arises to treat the condition promptly and effectively.
3. A child who has lice should be treated promptly and return to school as soon as proper treatment has been carried out and medical personnel advise it is appropriate for the child to return to school. The school may require a note from a medical professional stating treatment has been conducted and the student may return to school.
4. Families are encouraged to report head lice to the school office to help the school effectively minimize the situation or condition.
5. Classroom-wide or school-wide head checks may be conducted as needed in order to control the condition at school.
6. Based on CDC guidelines, nits (lice eggs) are not considered to be an immediate health threat to others and students will not be sent home for nits. However, parents are encouraged to continue active treatment plans to rid their children of nits and consultation with health officials is encouraged. School officials reserve the right to contact appropriate public health agencies to assist families with multiple issues of lice or nits. For more information, please visit the following CDC website: <http://www.cdc.gov/parasites/lice/head/schools.html>.

### Lost and Stolen Property

To prevent lost articles, we recommend that you put your child's name on his/her belongings. If an article is missing that belongs to your child, have them check the lost and found box, or ask the janitor if he/she has any unclaimed articles found on the school grounds.

### **Lost or Damaged Books**

If a student loses or damages a book, they must pay to replace it. Students will be charged the full price for this replacement. Students may also be charged for lost library books that have been checked out. Report cards will be withheld until unpaid debts are collected for such items.

### **Parties**

Room parties will be held under the direction of the classroom teacher. Parties may be held for special occasions such as Christmas, Halloween, Valentine's Day, birthdays, and other special events.

### **Visitation**

All visitors must report to the office, upon entering the main entrance, to communicate their business with main office personnel. Visits to classrooms may be limited or regulated to depending on the circumstances. Visitation by parents or relatives to classrooms are welcomed and encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Visitors must recognize the importance of communicating their wishes to visit with the classroom teacher before the visit and to obtain administrative permission. Wanting to visit without reasonable notice is not appropriate. If a concern exists it should be promptly communicated to the classroom teacher and administration if necessary. Simply contact the main office and we will gladly assist you in the process. Student visitors must be approved by the administration or designee before the visit and in accordance to board policy. Student visitors will be allowed to visit for a portion of the school day in order to minimize distraction to the educational process. Prospective transfer/option students are welcome to visit, with their parent or guardian by appointment with the administration. The administration reserves the right to make decisions regarding visitors on a case-by-case basis if deemed necessary.

### **State and Federal Programs** (including Title I)

Please refer to Article 10 of the 7-12 Student-Parent Handbook for the district's information regarding state and federal programs. All handbooks are available at [www.sandhillsknights.org](http://www.sandhillsknights.org) or a copy can be obtained at the main office.

### **Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

## **Behavior on School Buses**

- I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules, which apply when you are on school property or

attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

## **II. Special Conduct Rules for Riding School Buses.**

### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
5. Parents must contact the main office or send a note to school if their child is to ride or get off the bus other than their scheduled/planned routine.

### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any para-educator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

- II. **Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

### **Personal or Consumable Items**

Teachers may not require students to supply various personal or consumable items for use in courses. However, they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources. The following list provides an example of the types of consumable items that teachers may request but not require the students to provide.

Pencils  
Colored pencils  
Pens  
Paper  
Graph paper  
Tablets  
Notebooks  
Activity calendars  
Organizers  
Planners  
Crayons  
Markers  
Erasers  
Scissors  
Glue  
White Out  
Highlighters  
Compass  
Protractor  
Calculator

The district may require students to provide personal and consumable items for extracurricular activities. Teachers or sponsors in charge of said activities will communicate special needs well in advance of the planned activity. Questions or issues pertaining to extracurricular needs

### **NOTICE FOR DIRECTORY INFORMATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The *Family educational rights and privacy Act* (FERPA), a Federal law, requires that Sandhills Public School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sandhills 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 Sandhills Public Schools to include this type of information from your child's education 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 lists;  
Graduation programs; and  
Sports activity sheets, such as for wrestling, showing weigh 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 outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings and jewelry. 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 student's information without their prior written consent.\*

If you do not want Sandhills Public Schools to disclose directory information from your child's education records without our prior written consent, you must notify the district in writing by August 31, 2023. Sandhills Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially
- Address recognized activities and sports
- Telephone listing
- Weight and height of members of
- Photograph of athletic teams
- Date and place of birth
- Degrees, honors, and awards
- Major field of study received
- Dates of attendance
- the most recent educational agency
- Grade level or institution attended

\*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.

### **Live Streaming of District Activities and Events**

Notice is hereby given that district events may be live streamed via available internet or web-based technology. The district recognizes the benefit to consider live streaming events for the district's parents, patrons, friends, and relatives. Any official NSAA event, such as district or state contests, may not be live streamed without expressed permission from the NSAA. Regular season games, contests, events, etc., may be live streamed at the discretion of the district.

## **Student Fees**

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

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

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Post secondary education costs means tuition and other fees associated with obtaining credit from a post secondary educational institution.

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

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

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

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

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

- Participation in extracurricular activities;
- Post secondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.



The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

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

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

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures to avoid the direct handling of fees for students receiving post secondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

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

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

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

Legal Reference: Neb. Constitution, Art VII, Sect. 1  
Neb. Statute 79-215 (tuition)  
79-241 (option student busing)  
79-605 (nonresident busing)  
79-611 (transportation fees)  
79-734 (books, equipment and supplies)  
79-2,104 (student files)  
79-2,125 to 2,134 (student fees law)  
79-1104 (before-and-after-school services)  
79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items  
506 Student Activities

- 507.01 Student Records Access
- 801 Transportation
- 802.05 Free or Reduced Cost Meals Eligibility
- 1005.01 Public Complaints

### **Student Fee Waiver Procedures**

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

Waivers must be requested prior to the waiver deadline of September 1, 2023. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

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

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

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the HS Student Handbook which is available online at [www.sandhillsknights.org](http://www.sandhillsknights.org).

\*USDA Nondiscrimination Statement is provided on the following page.

***It is the policy of the Sandhills Public Schools and the Nebraska Department of Education not to discriminate on the basis of sex, disability, race, color, religion, marital status, age, national origin, or genetic information in its educational programs, admission policies, employment, or other agency programs. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance and procedures or the application of these policies of nondiscrimination.***

***Title: Mr. JD Furrow, Superintendent  
Address: 107 Gandy Ave, P.O. Box 29, Dunning, NE 68833  
Phone #: (308) 538-2224***

***Office for Civil Rights  
8930 Ward Parkway, Suite 2037, Kansas City, MO 64114  
Phone #: (816)-268-0550 Fax: (816)-823-1404; TDD: 800-437-0833***

