

# BENNET ELEMENTARY

## STUDENT - PARENT HANDBOOK

### OF DISTRICT OR - 1

#### 2025-2026

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**District OR - 1 Student-Parent Handbook  
2025-2026 School Year  
General Information**

**Superintendent of District OR 1**

Mr. Michael Hart

**Members of the Board Of Education**

Jaimi Calfee

Brandon Desh

Dean Busch

Dee Moore

Tim Cheney

Joshua Penterman

**Elementary Principal**

Jared Haag

**Mission Statement**

Our mission statement is one of ideals, which focuses on the role District OR1 Schools will play in the shaping of the future of our students. This is the reason our school exists and the function we perform. District OR1 has adopted the following mission statement:

“Together, we prepare our students to successfully meet the challenges of the future.”

**Governing Principles**

Governing principles are fundamental guidelines and desirable rules of conduct, integrity and ethical behavior which guide us to do the right thing for the right reason. They direct our personal, professional and organizational behavior. The following governing principles were selected by District OR1 Schools based upon the mission statement above:

District OR1 will:

- model and reinforce a sense of self-respect for others;
- provide equal opportunity for each student to develop to his/her potential;
- seek and integrate educationally sound innovations into the curriculum;
- seek to develop a sense of individual responsibility and integrity; and,
- provide a safe, positive learning environment

## **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 District OR - 1. 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. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: <https://www.districtor1.org/>.

### **Section 2                    School Calendar**

[School Calendar Link](#)

## **Article 1 – Mission and Goals**

### **Section 1                    Mutual Respect**

The District OR - 1 expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 2                    Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

#### **1.                    Complaint procedure**

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## **Article 2 – School Day**

### **Section 1      Daily Schedule**

Breakfast	7:45 a.m. – 8:15 a.m.
Arrival	7:55 a.m. – 8:15 a.m.
First Bell	8:20 a.m.
Tardy	8:25 a.m.
Dismissal	3:20 p.m.
REC	3:20-5:30 p.m.

### **Section 2      Lunch/ Recess Schedule**

<b>Grade Level</b>	<b>Lunch</b>	<b>Recess</b>
Kindergarten	11:00-11:25	11:25-11:40
First Grade	11:15-11:40	11:40-11:55
Second Grade	11:30-11:55	11:55-12:10
Third Grade	11:45-12:10	12:10-12:25
Fourth Grade	12:00-12:25	12:25-12:40
Fifth Grade	12:20-12:45	12:45-1:00

### **Section 3      Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

## **Section 4      Closed Campus**

All students are required to remain on campus during the school day. Students must have permission from an administrator to go out to the parking lot during the school day.

## **Section 5      Supervision Responsibility Before/After School**

### Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building 20 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child’s first class or leaving prior to their child’s final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

## **Section 6      Field Trips**

Educational field trips may be taken by various classes during the school year. Such trips will be made in school buses with a teacher in charge. All bus rules apply on school sponsored field trips. An admission fee may be charged to families; all fee waiver eligibility pertains to field trips. A background check is required to chaperone students on a field trip.

## **Section 7      Standard Response Protocol (SRP)**

Bennet Elementary’s adoption of the Standard Response Protocol (SRP) provides a standardized approach to managing various events, both threatening and non-threatening, that may happen in or around our school.

These protocols provide actions for the following situations:

- Lockout (danger is outside the school)
- Lockdown (danger is inside the school)
- Evacuate (leave the school building, such as a fire)
- Shelter (tornado or severe weather)
- Hold (stay in classrooms due to a non-threatening event outside the classroom)

The above drills will be periodically conducted and are an important safety precaution. It is important that when the signal for one drill or the other is given all students obey promptly and clear the building or go to the designated area by the prescribed route as quickly as possible. Teachers in each classroom will give the students proper instruction as to prescribed routes, exits, and designated areas.

If there is a **tornado watch** in effect for our area, teachers and other staff members will be notified. No action needs to be taken at that time, but classes should be ready to move to the assigned areas if the watch is upgraded to a warning. In the event of a **tornado warning** or a **tornado drill**, an announcement will be made. All students should come in from outside and go to the assigned areas immediately. Once there, they must remain quiet and listen for further instructions from staff members. When in the assigned areas, the students should be seated on the floor in a crouched position and protect the backs of their necks and heads. They should remain in this position until the all clear is given.

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Every effort will be made to provide accurate and timely information through the media.

## **Section 8      Food**

Any food items that are brought to school for consumption are only consumed by the individual student that brought them. Special permission is given to students for birthday treats as approved by the teacher in advance. Food items that contain nuts or nut products may pose a health risk for some students and should not be brought to school with the intent to share with others. Water bottles used by students in the classroom must contain water only. Caffeinated beverages are not to be brought or consumed at school.

## **Section 9      After School Arrangements**

Arrangements for one student to go home with another after school should be made by the parents prior to the visit. The school and bus drivers, if applicable, should be notified of the plans in writing or by phone before 2:00 PM. **Students will not be allowed to use the phone during the school day to make these arrangements.**

## **Section 10      Before and After School Recreation Program**

Bennet Elementary offers a before and after school recreation program for students attending



Bennet Elementary School. The times for the before and after school recreation program will be from 7:00 – 8:20 a.m. and 3:20 – 5:30 p.m. There will be NO drop in after school services for students. The cost of the program will be \$4.50/hr per each child. A registration and enrollment fee of \$25.00 per family will be assessed at the beginning of the school year. Adult supervisors will supervise students. Students will take part in a number of activities during the before and after school activities program and will also receive a snack during the afternoon session. If you are interested in taking part in this program, please contact the school office for more information.

## **Section 11      Preschool Program**

Bennet offers an accredited preschool for 3-4 year-old children. We offer two 3 and ½ hour class sessions on Monday – Thursday, with no classes on Friday. The morning sessions run from 8:00 – 11:30a.m and the afternoon session runs from 12:00 – 3:30 p.m. We also offer a full day four year old program from 8:00-3:30 Monday-Thursday. If you are interested in having your 3-4-year-old children enrolled in the pre-school, please contact Bennet Elementary at 782-3535, so we may put you on our enrollment list. A separate preschool handbook is available for review.

## **Article 3 – Use of Building and Grounds**

### **Section 1      Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Please make sure the teacher and principal have been contacted **in advance** of the visit and asked when you may visit. *Visits of less than an hour are better.* A student's attention and behavior is altered by visitors in the classroom. If a parent visits the classroom, we ask that siblings not attend with the parent as this is a distraction to the students in the classroom. Teachers are busy providing learning activities and will not be asked to supervise additional children. Students are not allowed to bring visiting friends or relatives to visit the classroom without previous permission from the Principal.

### **Section 2      Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

### **Section 3      Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who damage property, break windows, or cause other harm to school property or equipment will be required to pay the cost to repair or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

#### **Section 4      Lockers**

Each student will be assigned a locker/ cubby space. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

#### **Section 5      Searches of Lockers and Other Types of Searches**

Student lockers, desks, computers, 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, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

## **Section 6      Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Section 7      Recording of Others**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

## **Section 8      Use of Cell Phones and School Telephone**

Students may not use cell phones during class time or unless otherwise permitted by a staff member with the authority to implement cell phone rules. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time. A telephone is available for student use in the office, with permission of office personnel. Students may place necessary calls from a phone in the office. Students and teachers cannot be called from class to take telephone calls except in emergencies.

## **Section 9      Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

## **Section 10      Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the

posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

## **Section 11 Copyright and Fair Use**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

## **Section 12 Behavioral Points of Contact**

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

## **Section 13 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

## **Section 14 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

## **Section 15 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

## **Section 16 Pets or Live Animals at School**

Permission from the building principal must be received by the student in order to ask the teacher for approval to bring a live animal to school. Permission from the administration only allows the student to ask the teacher. The teacher will give the final approval for bringing in a pet or live animal to share with the class. If the administration does not approve, the animal will not be allowed to be brought to school.

If the teacher gives approval, the pet **MUST** be brought to school by a parent just before the time for showing or sharing and leave immediately following the showing. Under **NO** circumstances is an animal to be brought to or from school on the school bus or van.

## **Section 17 Restrooms**

The use of the restrooms should be limited whenever possible to before school, during the lunch period or after school. It is also important that each student accept the responsibility for helping to keep the restrooms clean, healthy, and looking nice for others. Flushing toilets and urinals, throwing paper towels in the wastebaskets provided, and not writing on the walls can help considerably.

## **Section 18 Activities Attendance**

When your child attends athletic contests or other school events, we request that they sit with their parents or another responsible adult. We also ask that they remain seated during the contests or events. This is for their safety and for the enjoyment of the other spectators. Trips across a gym floor can be distracting and dangerous. The district is not responsible for the supervision of elementary students during athletic or activity events occurring outside of school hours.

## **Section 19 Ceremonies and Holiday Observances**

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

## **Section 20 Clothing & Supplies**

Make sure that clothing articles are clearly marked with student's names. To maintain the gym floor we ask that each student have a pair of tennis shoes for indoor use. Indoor shoes are stored in student cubbies. These should be marked in some manner so the shoes can be returned to the student in the event they are lost.

A school supply list is available on the district website or in the school office. Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost school supplies. Students are encouraged but not required to bring items from the class supply list.

## Article 4 – Attendance

### Section 1 Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

### Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness which causes a student to be absent from school.
  - c. Doctor or dental appointment which requires student to be absent from school.
  - d. Court appearances that are required by a court order.
  - e. School sponsored activities which require students to be absent from school.
  - f. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant.

### **Section 3      Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed for make-up work will be determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

### **Section 4      Attendance is Required to Participate in Activities**

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 5      Truancy**

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of truancies 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 aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee 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 or designee 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.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such 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. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

## **Section 6 Kindergarten Enrollment**

Any child who attains the age of 5 on or before July 31 will be admitted to school. A child may be admitted who will reach the age of five on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current school year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying out the work of kindergarten. If you have a child that falls in the late enrollment window for kindergarten, please contact the elementary school office.

## **Article 5 – Scholastic Achievement**

### **Section 1 Grading System**



Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A+	99-100	A	96-98	A-	94-95
B+	92-93	B	88-91	B-	86-87
C+	84-85	C	80-83	C-	78-79
D+	76-77	D	72-75	D-	70-71
F	0-69				

Each teacher will define the grading procedures to be used in their classes.

## **Section 2      Promotion and Retention (5201)**

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

## **Section 3      Interim Reports**

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

## **Section 4      Report Cards**

Report cards are issued at the end of each quarter. For secondary students, letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all coursework must be

completed by the end of the fourth quarter. All grades are subject to adjustment by the Principal for academic reasons.

## **Section 5      Parent-Teacher Conferences**

Parent-teacher conferences will be held in the middle of the 1st quarter and mid-3rd quarter. There will also be a back to school night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers. Parents and Guardians of students in grades K- 5 have online access to student grades through PowerSchool. If you would like to sign up for access to your student's grades, please contact the school office.

## **Section 6      Classroom Assignments**

Principals shall be responsible for teacher and classroom placement of students. It is not the practice of the district to solicit or request personal preferences of parents or guardians for specific, individual teacher assignments of children. The district may gather parent perceptual data on learning modality and learner aptitude as a qualitative tool in making individual teacher and classroom assignments. Teachers are assigned classroom pupils and subject matter based on certification, credentials, and in adherence to district curriculum. The final decision for all classroom placements remains with the building principal after due consideration is given to all available information, including teacher.

## **Section 7      Curriculum**

Curriculum is considered to include all experiences provided by the school to affect desired learning by pupils. Thus, each experience whether in the classroom, lunchroom, corridor, or on the playground or school bus, should be educational. The selection of specific experiences for a given group of pupils shall be the responsibility of the teacher of those pupils.

The Bennet Elementary curriculum is organized to complement continuous growth and to recognize differences in learning styles. An effective school has the following characteristics:

- A well-planned and well-balanced series of experiences geared to the needs of each child and closely related to the daily life of the children in the school and community.
- Emphasis is placed on the children's understanding and development of their own potentialities - how to care for themselves; how to express themselves; how to use their own powers to think, to act, and to feel.
- A program centered around social life; its ways, its institutions, and its problems. The social life of the school and classroom is recognized as an important laboratory for development of social attitudes and skills.
- Emphasis on information and skills which children need to advance their individual competence and to achieve progressively increasing levels of knowledge. Continuous emphasis is placed on critical thinking and problem solving activities in real life situations.

## **Section 8      Academic Testing**

We administer Measurements of Academic Progress (MAPS) to students in kindergarten through fifth grades. These are achievement tests which measure what knowledge the students have gained. These tests are used to plan educational programs for individual students and for entire classes. Parents/Guardians will receive a sheet describing the results of their student's test. If you have questions about the test, contact your child's teacher, or principal. Students in grades 3-5 will also take part in State Mandated NSCAS Assessments during the spring.

## **Article 6 - Support Services**

### **Section 1      Special Education Services**

#### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at the school's expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent

prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

## **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable

accommodations to allow your child an equal opportunity to participate in school and school-related activities.

5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3      Health Services**

#### **Student Illnesses**

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse 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.

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

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to

develop a self-management plan.

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. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) 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 in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

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 an affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

### 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.

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. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

## **Section 4      Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. As we continue to navigate the challenges of a growing school district, we will be adjusting our district transportation procedures beginning with the 2025-2026 school year. This change will become effective Monday, August 11th, 2025.

### **Communication Protocols:**

School will start on Monday, August 11th, for all students (Kindergarten -12th grade). Preschool will begin on Tuesday, August 12th.

Cathy Fick will again be our transportation coordinator this school year. Cathy is planning to contact each family approximately two weeks before school starts with specific times.

If you are new to the district and would like to request bus service, please contact Cathy Fick at (402) 540-2879 or email her at [fick.cat@districtor1.net](mailto:fick.cat@districtor1.net).

If you are a family that has utilized our transportation in the past, please email, call, or text Cathy as soon as possible to let her know your needs for this upcoming school year..

Please note: Contacting Cathy and making sure all personal contact information (including student medical issues, address or email changes, etc.) is updated is a critical step to ensure that your child is not only on the transportation list but also is accurately included in the pick-up and drop-off schedule. If Cathy doesn't hear from you, she will assume no bus service is needed.

### **Bus Assignments:**

At the beginning of the upcoming school year, we will have specific route buses designated for each student at each school. To establish consistency, students should consider these route buses as their "home bus". These vehicles will be easily identifiable ( Bus # 1, etc.), and vehicle and route assignments will generally remain the same unless we have a substitute driver or we have a bus that has been taken out of service for maintenance issues, etc.

We ask that if your child will not be riding the bus for any reason (or will not be riding for an extended period) to please call or text Cathy Fick at (402) 540-2879 so drivers can adjust their routes and passenger lists. Please make every attempt to call the night before if possible.

Switching Buses: Please note that students will not be allowed to switch bus routes or buses unless there are documented extenuating circumstances and the switch has been approved by Cathy. In these instances, parents must communicate the request to Cathy or the school office through a phone call, text, or email no later than noon that same day.

### **Bus Route Coordination:**

The projected routes and times may not be finalized until everyone needing bus service is registered, and there is a good chance specific pick-up and drop-off times may vary slightly until all student passenger lists are verified and we know definitely which students are riding each day. Please note that our bus drivers are regulated daily schedules and are allowed a maximum of one minute wait time for picking up and getting students on the bus. This one-minute limit facilitates drivers not being late to their next pickup and students arriving on time to school.

Please have your child ready, dressed for the weather, and waiting outside at their scheduled time for pickup.

### **Option Enrollment:**

As we continue to navigate the challenges of a growing school district, we will also be adjusting our transportation procedures for transporting “option enrollment” students. This change will become effective Monday, August 11th, 2025.

Please note: This change will not impact resident students and families that live within the District OR-1 boundaries.

If your child is “option-enrolled” and resides outside of our district boundary parameters for bus routes, we will no longer be able to provide the same level of bus service outside of these boundaries. Changing the level of service doesn't mean that transportation options are no longer available, but the protocols for transportation will be changing as listed below:

Beginning August 11th, 2025, we will only be transporting option enrollment students if they reside within a one-mile radius of the district school boundary or if the address is adjacent to a residence within the district that utilizes district transportation. For example, Family A lives within our district boundaries, and Family B lives across the street, yet outside of the district boundaries.

If families are outside of the designated one-mile radius, we will provide opportunities for transportation at designated pick-up points in Douglas and Bennet. These pick-up points are listed below:

Bennet: Church of Bennet: This building is located at 350 Monroe St in Bennet.

Douglas: Methodist Church of Douglas: This building is located at 245 W. 3rd Street.

If children are not brought to designated pick-up points, we will not be able to provide transportation.

If you have any additional questions about district boundaries, please contact our school office at (402) 780-5327.

### **Weather Related Information:**



If school operations are disrupted due to weather-related issues (severe weather, snow, etc.) and school is either canceled for the day or there is a “late start” or “early dismissal”, the district will make every effort to inform parents as soon as possible regarding the decision.

Late Start: When the district announces a late start, school begins at 10:00 a.m. at both buildings. Buses will run accordingly on these days, and pick-up times will be adjusted as needed to meet the current conditions.

Regardless of the weather decision, the information will be shared on local news outlets and social media platforms as soon as possible.

Bus Loading and Unloading Areas:

Bennet Elementary School:

All students will load and unload buses on the north side of the school building for the afternoon pickup. There should not be bus traffic on the south side of the building other than in the preschool south parking lot.

All students will load and unload buses on the south side bus lane in the morning before school. The bus lane should be kept clear of any traffic from 7:00:-8:30 a.m.

Palmyra Junior / Senior High School.

All students will load and unload buses on the north side of the school building.

Thank you in advance for your understanding, flexibility, and support of our school district.

If you have additional questions regarding transportation, please contact our district office at (402) 780-5327.

### **Behavior on School Buses**

Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the following rules while riding school buses:

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is 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.
2. 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 (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.
    2. While waiting for the bus, stay at least five (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.

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

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator 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.
3. 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 in an emergency, take all action needed to safely get the help of the driver.
4. 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.

## **Article 7 – Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District is a safe and drug-free schools zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students will be provided with an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3      Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

### **Disciplinary Sanctions**

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

## **Article 8 – Student Conduct Rules**

### **Section 1      Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action. While individual teachers maintain specific rules pertaining to their classrooms, these rules fall under “**The Panther Way**” school-wide rules for providing a learning environment. Those rules are as follows:

- 1. Be Respectful.**
- 2. Be Responsible.**
- 3. Be Safe.**

District OR 1 Bennet Elementary has created a Behavior Matrix that lists specific expectations for behaviors throughout the school day. We believe that children need to learn in a caring and safe environment that is free from distraction and disruption. This environment is the right of every child and maintaining this environment is the responsibility of every child and staff member. We also believe that children are accountable for the results of their decisions and actions. One of our jobs as parents and school staff members is to help children to make good decisions and to respect the rights of others. These beliefs are the basis of our school-wide discipline plan – a plan which will help to enhance Bennet Elementary’s positive learning environment.

Consistency is a key element in this discipline plan. Children must know the rules, expectations and consequences and know they are consistent school-wide.

The school wide behavior plan will be discussed with each class and reviewed throughout the school year to ensure a consistent, positive learning environment for all students.

This plan is in compliance with District OR1 Board of Education policy and Nebraska State Statutes

## **Section 2                      Forms of School Discipline**

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal’s designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
  - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
  - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.

- 2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
- 3. Expulsion:
  - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the

second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
  - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
6. Student Conduct Expectations. Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors.

7. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
- a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  - b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  - c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  - d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  - e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  - f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  - g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes,



the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

- h. Public indecency or sexual conduct. This includes “deep fakes” or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
- i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events.
- j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District’s dress code and electronic communication device rules.
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
- o. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

8. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.
  - a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
    - i. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
    - ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
    - iii. Headwear including hats, caps, and bandannas.
    - iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
    - v. Clothing or jewelry that is gang related.
    - vi. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in the Student Discipline Policy.

b. Academic Integrity.

- i. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- ii. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks,

pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Student to Take Test: Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
  - (iv) Failure to Contribute to Group Projects: Accepting credit

- for a group project in which the student failed to contribute a fair share of the work.
- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
  - (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
  - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (i) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (ii) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

- (iii) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.
- 9. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
  - a. 1st Offense: Student will be directed to stop.
  - b. 2nd Offense: Student will be directed to stop, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- 10. Law Violations  
Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.
- 11. Anti-Bullying:  
One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.
- 12. Network, E-Mail, Internet, and Other Computer Use Rules:
  - a. General Rules:
    - i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
    - ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the

information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

- iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
  - ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - iii. Students shall not use or try to discover another user's account or password.
  - iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
  - vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

## Article 9 – Student Fees Policy

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

### Appendix "1" to the 2025-2026 Student Fees Policy for District OR-1 Public Schools

#### Additional Information Regarding Required Materials and Fees

Bennet Elementary School (Pre-school – 5 <sup>th</sup> grade)	General Description	Amount of Fee or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Fee	Chromebooks	\$40.00 Technology Usage Fee / Insurance
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) <i>Please note: Limited instruments are available for use by students.</i>
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from the class supply lists
Field Trips	Transportation and admission costs	Field trip costs may vary based on location and event logistics.



		Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch-eligible students.
Summer Enrichment	Classes offered during the summer	\$75 per child. Fees may be reduced or eliminated based on the student's IEP or free/reduced lunch eligibility.
Credit Recovery	Classes are offered to students in Grades 9-12 at the end of the school year.	\$100.00 per class.
Lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of <b>\$65.00</b>
Yearbooks: This is an optional expense.	School Book	Yearbooks are published and made available for purchase every year.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		<b>Breakfast (Grades K-5)--\$2.25</b> <b>Lunch (Grades K-5)--\$3.30</b> <b>Milk (Grades K-5)--\$ .50</b> <i>Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.</i>
Before/After School Recreation per hour		\$4.50 per hour
Preschool per month		<ul style="list-style-type: none"> <li>\$150.00 per month part-time tuition</li> <li>\$300.00 for full-time tuition</li> </ul> <i>FYI: This bill is due on the 1st of every month.</i>

<b>Secondary Program Grades 6-12</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire)  Goggles-1 pair is provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing that may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	School-owned musical instrument rental	<b>\$50.00 per year or \$25.00 per semester for school-owned instrument rental fees and cleaning.</b> Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists, which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some limited-function calculators will be available at school.  If lost or damaged a replacement fee will be assessed at a rate paid by the school.  Students are encouraged but not required to purchase such equipment for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		<b>Breakfast (Grades 6-12)--\$2.50</b> <b>Lunch (Grades 6-12)--\$3.40</b> <b>Milk (Grades 6-12)--\$.50</b> Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student and may be adjusted during the year.
SENCAP: "Dual credit" college classes	Tuition and fees for college courses taken for credit while in high school.	"Dual Credit" class costs are to be paid directly by students to the college. Scholarships may be available through the Foundation for Knowledge
End-of-year lost or damaged books	Damage fee or replacement cost	Fees and fines of up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$65.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. The cost is generally about \$50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
<b>Technology Fee</b>	<b>Chromebooks</b>	<b>\$40.00 Technology Usage Fee</b>

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
Admission	Spectator fees for admission to events	<b>\$6.00</b> per event maximum. Students may purchase an activity pass for <b>\$40.00</b> per year. For District and Conference events hosted by the School, the cost is to be set by NSAA but not to exceed <b>\$20.00</b> per event. Senior Citizen pass: <b>\$5.00</b> per person per

		school year	
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.	
Equipment and Attire	Students are responsible for the required equipment and attire appropriate to the sport or activity that are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.  Uniform items are checked out to students.  If lost or damaged, students will be assessed fees in the amount of the replacement cost.	Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel.  Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads, and personal medical devices (braces, orthopedic inserts, etc.).  Additional required items for particular sports or activities include:	
		Basketball	No additional costs
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire, copies of research
		Track	No additional costs
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling headgear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt, jacket), poms, and other accessories
Travel meals	Meals	Students are responsible for their meals while traveling.	
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	

Marching Band and Musical Groups	Equipment and attire.	<p>Students will be responsible for the same costs as are set out for the athletic program.</p> <p>Students will be responsible for supplying their musical instruments and accessories and for their uniforms.</p> <p>Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.</p> <p>For High School Band Students, a \$10.00 uniform cleaning fee is requested.</p> <p>For Junior High Band Students, a \$10.00 uniform cleaning fee is requested.</p> <p>For High School Vocal students, a \$10.00 choir robe cleaning fee is requested.</p>
Vocal Music Group	Coordinating group attire	<p>Students will pay for the outfits selected by the group.</p> <p>Cost will be based on selection at a maximum of \$130.00</p>
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed \$50.00 per club.
Cheerleading	Uniforms	Uniforms TBA covered by parents Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
School plays, musicals, and social activities	Admission to events	\$10.00 per play or activity

School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
Senior Prom Fee	<p>Starting in 7th grade and through their junior year, each student will pay a \$15 fee that will go towards their senior prom.</p> <p>Leftover money from the prom fees will go towards the costs of the cap and gown.</p> <p>Please note: Graduating classes of 2026 and 2027 will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7th-grade year. Graduating classes of 2028 will have enough money from fees to cover prom expenses.</p>	\$15.00 per year
Class dues		<p>Currently, no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities.</p> <p>The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

Senior Recognition Assessment	<i>Optional graduation Activities</i>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required for students to receive their high school diploma.</p> <p>Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. <i>These may include the rental of graduation robes, caps, tassels, class flowers, a mother's flower, a class gift, a yearbook picture page, and a class composite picture.</i></p> <p>A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.</p> <p>Expenses for the above-mentioned items will be paid out of the "Class Activity" account until funds are depleted.</p> <p>After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
Trips	Transportation, lodging, meals, admission to events, etc.	<p>For extracurricular and optional trips like Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for the costs of school-sponsored trips where the trip is an extracurricular activity. The maximum cost of such trips will be \$2,000 per student.</p> <p>If the trip is not school-sponsored, the costs of the trip are not subject to this policy, and no fee waivers will apply.</p> <p>A trip is not school-sponsored if it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

## Article 10 – State and Federal Programs

### Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	High School Principal
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: Superintendent, Palmyra High School, P. O. Box 130, Palmyra, NE 68418, (402) 780-5327.

### Section 3 Multicultural

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.



#### **Section 4      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

#### **Section 5      Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.  
  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may 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 weight and height of team members.

Under FERPA, "directory information" 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 or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

## **Section 6      Military Recruiters**

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the

District will provide a military recruiter with the student's routine directory information.

### **Section 7 Combined District and School Title I Parent and Family Involvement**

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

### **Section 8 Student Privacy Protection Policy**

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decision maker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or

standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

## **Section 11 Homeless Students**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

## **Section 12 Asbestos Notice**

The District OR1 Schools have been inspected by a qualified inspector concerning asbestos abatement. It has been determined by this inspector that the school buildings in Palmyra and Bennet contain asbestos. The Environmental Protection Agency requires schools to notify parents regarding asbestos in the schools. This notice is included as a part of our compliance with EPA regulations. Please direct questions or concerns you may have about the contents of this notice to Superintendent Michael Hart (780-5327).

## **District OR-1 ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT'S AGREEMENT**

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, Palmyra District OR-1 Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Palmyra District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Palmyra District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

# District OR-1

Palmyra Junior-Senior High  
School--Bennet Elementary  
402-780-5327 [www.districtor1.org](http://www.districtor1.org)

**Michael Hart**  
Superintendent

**Heath Johnson**  
Secondary Principal

**Jared Haag**  
Elementary Principal

**Linde Walter**  
Student Services

## Administration of Medication to Students

### Parent/Guardian Request for Administration of Medication by School Personnel

It is the policy of District OR1 Public Schools to administer to students only medication(s) provided by parents/guardians. This medicine should be sent in the original container labeled with the student's name and the correct dosage to be administered. Medications that are expired will not be given to students. All medications must be transported to and from school by the parent/guardian, not the student. In addition, the school and/or its personnel will NOT be held liable if the student has a reaction or any ill effects from the medication.

Date: \_\_\_\_\_

Student's Name:

\_\_\_\_\_

Medication:

\_\_\_\_\_

Amount to be given:

\_\_\_\_\_

Time to be given:

\_\_\_\_\_

Starting date:

\_\_\_\_\_

Special instructions:

\_\_\_\_\_

Parent/Guardian Name Printed:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

## AVAILABILITY OF HANDBOOKS

The 2025-2026 Student-Parent Handbook of District OR - 1 is available on the internet at <https://www.districtor1.org/>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2025-2026 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 11, 2025**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- ☐ **Thank you for providing the 2025-2026 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
- ☐ **I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

## RECEIPT OF 2025-2026 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2025-2026 Student-Parent Handbook of District OR - 1. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature