

**DUNDY COUNTY  
STRATTON**



**Teacher Handbook  
2017-2018**



# Dundy County Stratton Public Schools

## Teacher Handbook

2016-17

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# General

## INTRODUCTION

A school's policy is the result of the philosophy and actions of its Board of Directors. The school's progress, its academic level and the extent of the program are all directly related to the Board's thinking and action in dealing with the operation of the local school district. School policy must be in accord with the Constitution of the United States of America, the Constitution of the State of Nebraska, the Laws of the State of Nebraska, and the rulings of the State Board of Education. It should attempt to meet the needs of the local school functions.

The Dundy County Stratton District #117 Board of Education is well aware of its responsibilities in promoting a sound, well-balanced academic program. We realize the necessity of a solid core foundation on which to build such a program. We realize that school policy must also form a substantial framework within which the school administration and faculty can and will function efficiently. Thus, school policy must not be too stringent lest it tend to restrict the school in making full use of its opportunities, nor can it be too lenient lest it lose its authority and fail to keep this school interested in educational process.

Our aim is to develop healthy, useful, and well-adjusted citizens of a democratic society. Our immediate and long-range objectives to accomplish this are:

1. A strong staff of well prepared, well trained, and well paid teachers.
2. Provide adequate building and equipment.
3. A practical course of study to include refinements of social living.
4. Use of modern methods of study and instruction.
5. Full value for every dollar of taxpayers' money expended.
6. An opportunity for every child to make the most of his physical and mental assets.
7. Instruction in morals, values and ideals in keeping with the lead to better education opportunities.
8. To work with the local community in those areas which will lead to better educational opportunities.

To do this we cannot permit the dollar sign to limit education advancement, for if we do, our children will begin their adult lives under a handicap they may never be able to overcome.

We must also provide opportunities for a terminal education to those student who lack the ability or desire for higher education as well as a college preparatory education for those who will seek advanced schooling.

New policies will be adopted and old policies revised as the need arises. Policies rendered ineffective by changing conditions will be discontinued.

We believe all rules and regulations that make school policy must be made in the interest of education; and inasmuch as it is our responsibility to aid our staff, our faculty, our administration and our fellow board members, we feel it is also their responsibility to read

and study this book of policies so that they may better understand their responsibilities as well as the rules, regulations, and conditions under which this school has successfully functioned in the past.

#### MISSION STATEMENT

Dundy County Stratton Public Schools District #117, in cooperation with family and community will provide a flexible and varied educational program committed to excellence. Students will be empowered to become productive and contributing members of society.

#### GUIDING PRINCIPLES

The goal of the Board of Education of the Dundy County Stratton Public School District #117 is to provide an educational program of the highest standard possible. Success in attaining this goal is dependent in large measure upon the competence of the professional staff and of those who serve in direct supporting positions to the instructional program of the school. It shall be the policy of the Board of Education to recruit and retain the highest caliber of professional personnel and non-certificated employees. It shall be the policy of the Board of Education to appoint all personnel only upon the recommendation of the Superintendent of Schools.

#### NOTICE OF NONDISCRIMINATION

The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its education programs, activities, or employment policies in compliance with Title VI and VIII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Educational Opportunity Act, the Americans with Disabilities Act, and all other relevant civil rights statutes and regulations.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VII may be directed to the superintendent.

#### GENERAL STATEMENT

Teachers are responsible for being aware of and complying with the Board of Education's policies, rules, and regulations, and administrative directives, rules, and regulations. Complete and updated Board Policy Manuals are available online and in the district office. Teachers are responsible for the teaching and supervision of students, and the care and maintenance of equipment and supplies.

#### ASSIGNMENT

The assignment of teachers is one of the most important factors related to the instructional effectiveness of each faculty. Balanced teaching loads, in terms of content, intensity, student receptivity, teacher interest and preference, are some of the items that must be considered in teaching assignments. The administration will make its best effort in maintaining these standards in departmental assignments.

1. Prior to the construction of building schedules, each teacher should have an opportunity to make his or her interest and wishes known.
2. Principals will have final authority, subject to review by the superintendent to assign teachers so that the children will benefit from the most effective arrangement of personnel to the instructional requirements.

#### TRAVEL EXPENSE

Expenses for approved travel outside the District shall be reimbursed at the rate determined by the Board of Education.

#### CHURCH NIGHT

Wednesday is church night – do not plan or schedule activities on this night. This is for the Benkelman community only. All students should be dismissed from activities by 6:00 on Wednesday evenings. All school buildings should be vacated by 6:15 p.m. on Wednesdays.

#### SCHOOL DAY

##### Regular Day

The regular school day in Benkelman for teachers begins between 7:30 and 7:45 a.m. and ends between 3:30 and 3:45 p.m. In Stratton the days begins between 7:50 and 8:05 a.m. and ends between 3:30 and 3:45 p.m.

##### Early dismissal

The regular school day in Benkelman for teachers begins between 7:30 and 7:45 a.m. and ends between 1:46 and 2:06 p.m. In Stratton the days begins between 7:50 and 8:05 a.m. and ends between 1:40 and 2:00 p.m.

Tardiness on the part of the teacher in reaching the school or classroom results in many problems. Teachers are to be in their classroom and available to students at least 10 minutes before class is scheduled to begin. Teachers who desire to leave school before the conclusion of their 8-hour day must receive permission from the principal.

#### EMERGENCY CLOSING OF SCHOOL

When Weather conditions are severe and it has been determined that school will be dismissed early or will not be in session, this information will be made available through Infinite Campus as well as local radio and television stations.

#### EMERGENCY NOTIFICATION

We will be using a component of Infinite Campus for electronic notifications in emergency situations this year. Please contact the district office to make sure that your information is up to date and to select your preferred method of contact.

#### MASTER CALENDAR

Events should be scheduled on a *MASTER CALENDAR* in the District Office. The scheduling of events must be submitted to and approved by building Principals and the Activities Director, who will then submit them to the Superintendent for final approval.

## USE OF THE BUILDING

The buildings may be used during the day for regular school purpose as planned in the daily class schedule. Teachers may return in the evenings for work, but are not to have pupils return without permission from the building principal. No unsupervised students should be in the building after 3:45 p.m. All evening group meetings are to be scheduled in advance, permission will be granted through the office. The last teacher to leave the building will be held responsible to see that all windows are closed, all lights are turned off and that all outside doors are locked. Whenever a group participates in any activity, practice, or game, the teacher should be the last to leave the facility.

Teachers may work at school on Saturdays. Pupils should not be at school on Saturday unless under the supervision of a teacher.

Buildings and grounds use on Sunday with students is allowed only when specifically approved in writing by the Activities Director, Principal or Superintendent.

Teachers sponsoring different school activities must keep in mind regular meeting dates that are scheduled, so students are not taken out of one activity for another. **CHECK THE SCHOOL CALENDAR, AND THE ACTIVITY SCHEDULE.**

## ROOM SECURITY

You should keep your area locked when you are not there. Do not give your keys to students. Report in writing any loss or damage of missing items to the office immediately.

Be sure to lock windows in your room, adjust your shades before you leave at night. Be sure that your doors are locked when you leave. **The last person to leave the building is to check all doors.**

# Relating to Students

## AWARDS FOR STUDENTS

We believe that excellence in any area of school life on the part of students should receive recognition. All awards must be justified on the basis of worthy contributions to the school community. The school district may accept plaques, gifts, or memorials honoring students or graduates of the district for outstanding achievement or personal sacrifice. The acceptance of such plaques, gifts or memorials from persons not connected with the schools is not approved unless the school staff determines that the origins and purpose of such trophies, prizes or awards are consistent with school goals.

The board encourages the professional staff to maintain a set of criteria and procedures for presenting letter or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be pointed out.

## EXCUSING PUPILS

No teacher will excuse any pupils on requests of strangers or on a request coming in writing or over the telephone where the teacher is not certain that it is the parent who is making the request. Any request coming from sources that might not be approved by the parents should not be granted. If the teacher is in doubt at any time about the request to excuse the pupil, it is better to refuse to grant the request than to allow the pupil to be called out of class.

Student telephone calls should be held to those that are essential, and unless it is an emergency call, students will not be called to the telephone. The number will be taken and given to the pupil to call back at the close of the period or after dismissal.

Student passes should be kept to a minimum. The continual movement of students in the hall can be very disruptive to classes. There are very few occasions where students should be given passes to leave the school grounds. In all cases students should check out in the principal's office before leaving.

## STUDENT ILLNESS

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

## LONG TERM STUDENT ILLNESS

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodation and support plans. The plan may include accommodations, modifications or curriculum, medical monitoring and other strategies. Parents and staff will be engaged in ongoing communication about student needs.

## PLAYGROUND RULES

1. Students are not allowed to stand up on teeter-totters, merry-go-rounds, and slides.
2. Only one person is allowed per swing and no standing up.
3. Balls or other playground equipment thrown over any of the fences will remain there until a teacher or aide on duty designates one student to retrieve the article.
4. Students are not allowed to play on or under the evergreen trees.
5. Throwing of rocks, snowballs or any hard objects will not be tolerated.
6. Tackle football and other unusually rough games are not allowed.
7. All teachers and aides are to enforce all rules for all students at all time.
8. All teachers should move about the playground so that potential trouble can be spotted and prevented.
9. Teachers should exercise their own judgment to handle any problems that are not covered under playground rules.

## STUDENT SPECTATORS AT EXTRA-CURRICULAR ACTIVITIES HELD DURING A SCHOOL DAY

With the exception of RPAC Conference tournaments, meets, and/or clinics, and State Activities, only those students directly involved in an extracurricular activity will be excused from regular scheduled classes. All other students must remain in classes unless a parent or guardian contacts school officials and states that they will be attending the activity and requests that their son and/or daughter go with them. Should the parent or guardian later decide not to attend the activity, then the student must return to scheduled classes as the excuse would no longer be valid. If the parent or guardian attending an activity leaves for a short time while it is in progress, it is expected that the student will accompany their parent or guardian during the leave. Any time a student attends an activity either in whole or in part during times of scheduled classes without their parent or guardian in attendance, with the exception of RPAC Conference tournaments, meets and/or clinics, and State Activities, is subject to an unexcused absence.

## SCHOOL TRIPS

When students have been transported to an event by school vehicles and parents wish to bring their child(ren) home, a written note or verbal contact with the sponsor shall be required. A parent may excuse their child in "writing" only to ride the parent or guardian or another adult that is approved by the sponsor or Administration. Parent approval is required when students do not leave with parents.

## PEP RALLIES-ASSEMBLY PROGRAMS

Your attendance at these is expected unless the activity occurs during your planning period. You are responsible for the class you have dismissed for the event.

## PRESCRIPTION MEDICATION

Prescription medications need to have written orders from a physician detailing the name of the drug, dosage and time interval that the medications are to be taken.

Written permission from the parent or guardian of the student requesting that the school district comply with the physician's order is required.

Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. The person who administers the medication must document the student, dosage, medicine, and time.

#### PASS PERMIT

If a student needs to leave class or a study hall for a short period of time, he must first receive permission from the teacher in charge. Only a limited number of students should be out of the room at one time. The students leaving a study hall will sign out with the teacher in charge and shall state his destination. The teacher will then issue the student a pass permit if in his or her judgment the student must or should leave. To help prevent congestion and confusion in the hallways while classes are in session, the student will stay in the respective classes until that period is over.

Students leaving a class or study hall to use the library or other school facilities are to report back to their original rooms to hand in their pass permits and be cleared by the teacher in charge before going to their next class.

#### DISCIPLINE

The keys to strong discipline which generates respect are fairness and consistency. Students must be told what is expected of them, and they must be aware of the consequences which will result from breaking rules. If students know they must take responsibility for their actions. They will be less likely to test the system. A clearly defined set of disciplinary actions, fairly administered, will foster appropriate behavior based on respect and not fear.

#### RESTRAINT AND SECLUSION

Restraint and seclusion are behavioral interventions, not educational techniques. They are limited to exigent circumstances and situations that necessitate their use to protect the safety of the student, other students, staff and property. When used as safety intervention, they should be used as methods of last resort. When used as behavior intervention, they must be used according to the terms of this policy.

This policy does not cover interventions such as voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider have indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

#### SUICIDE PREVENTION TRAINING

All staff are required to complete at least one hour of suicide awareness and prevention every year. This includes but is not limited to: teachers, nurses, counselors, psychologists, administrators, office staff, coaches, para educators, bus drivers, kitchen staff and

custodians. New staff has 30 days to complete the training. The training for all staff will be complete prior to September 1 of each school year.

#### DATING VIOLENCE

The Nebraska Legislature recently passed a law that requires all Nebraska school districts to adopt a policy which states that it will not tolerate dating violence. Dundy County Stratton Public Schools complies with all state statutes. It does not condone violence of any nature, and has discipline policies stating such. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or who otherwise violate the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policy. The district will provide dating training to staff as deemed appropriate by the administration and in accordance with Nebraska law and will include a copy of this policy in the student handbook.

#### PREGNANT AND PARENTING STUDENTS

The district will make necessary and reasonable accommodations for pregnant and parenting students. This includes expression activities. These situations will follow legal and policy guidelines. Not all situations are the same and not all will require the same accommodations.

#### STUDENT INTERVIEWS BY AUTHORITIES

Generally, students may not be interviewed during the school day by persons other than parents, school district officials, and school employees. Requests from law enforcement officers and others to interview students should be made through the principal's office. The principal will determine whether to grant the request per board policy. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present. Students will not be taken from school without the consent of the principal and without proper legal authority when applicable.

#### CAFETERIA SEATING

Elementary students will be seated at assigned tables by grade level. Teachers may assign students to wipe off tables for their class – grades 2 through 8. Kindergarten and 1st grade teachers will wipe off tables for their class. Please make sure all student trays are returned to the dishwashing area before leaving the cafeteria.

**COUNSELING** - The district provides a counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will share relevant information with other educational professionals as appropriate or directed. The counselor will also contact parents and law enforcement as appropriate. This includes the statutorily required reporting on abuse and neglect.

#### ATTENDANCE-POLICY

##### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to dis-enroll pursuant to this policy.

### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

### **Exceptions**

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to dis-enroll.

Only children dis-enrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Excessive Absenteeism**

When a student is absent for 5 days or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for rendering the services within the district's power to compel the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent, the Attendance Officer will file a report with the county attorney of the county in which the student resides.

### **ATTENDANCE-Procedure**

Each student is entitled to the best education he/she can possibly receive. In order to gain such in education at Dundy County Stratton Public Schools a student must be regular and punctual in attendance. Because absences often lead to poor achievement, discouragement, or scholastic failure, it is our goal to encourage the best possible attendance of all students. We also consider it the school's responsibility and in the interest of the students to keep parents informed of potential attendance problems.

#### *HIGH SCHOOL*

Teachers will submit period attendance records of students to the office electronically. It will be monitored each period. No child shall be excused or taken from school during school hours unless positive verification of the validity of the request can be made by the teacher or principal. Students should have passes when they are tardy. The tardy should be recorded on Infinite Campus. Frequent or prolonged absence or repeated tardiness without satisfactory reason may be grounds for suspension. Work missed from every absence, excused or unexcused, must be made up.

**Tardiness.** When a student arrives late to school, he/she must report to the office for a pass. Parent must either send a note or call the office before the student arrives to school. The principal will determine whether the tardy will be excused or not. If the tardy is unexcused, the student will receive detention. The first tardy to school will result in a five minute detention, 2<sup>nd</sup> – 15 min. detention, 3<sup>rd</sup> – 30 min. detention, 4<sup>th</sup> – 45 min. detention, 5<sup>th</sup> – one hour detention. When a student is tardy to 2<sup>nd</sup>--- 8<sup>th</sup> period, the teacher will handle the tardy. A Student will be counted tardy when he/she is late by 15 minutes or less; when he/she is more than 15 minutes late, the tardy will be considered an absence. ***On The 6<sup>th</sup> and succeeding offenses, the student's parent/guardian must bring the student to the office and meet with an administrator BEFORE the student will be allowed to go to***

***class. If the parent/guardian does not show up at the time of the tardy, the administrator will meet with the parent/guardian at their place of employment; however, the student will be directed to I.S.S. until the meeting takes place.***

### ***ELEMENTARY***

Teachers of grades K-6 will take the roll each morning and afternoon. Place morning absentee slips and lunch count in the tray that is on the counter of the office window. Report afternoon absentees by 1:00 p.m. Teachers of grades 6-8 will take roll at the beginning of each class period. Indicate 100% attendance by writing "0" on the slip. If the attendance changes after the roll is taken, notify the office giving the time of departure or arrival of the student. Every absence from classes by students will require a written excuse from the parent or guardian of the child, clearly giving the reason for such absence.

No child shall be excused or taken from school during school hours unless positive verification of the validity of the request can be made by the principal.

Frequent or prolonged absence or repeated tardiness without satisfactory reason may be grounds for suspension. Work missed from every absence, excused or unexcused, must be made up.

Excused Absences and Tardiness-Completing work missed due to excused absences and tardiness. Those students who are properly excused from school for any reason will be required to submit make-up as assigned by the teachers in proportion to the time missed. Such make-up work should be completed in advance when possible to prevent getting behind in daily assignments. When this cannot be done, work should be made up as soon as possible after the absence. For up to five consecutive days of excused absences, two (2) days will be allowed to make up work for each day missed. Beyond this five day limit in cases of extreme illness the teachers will use their discretion as to the number of days allowed to make-up work. If makeup work is not satisfactorily completed within the allotted time period, a grade of "F" will be entered for the work missed and such grade averaged into the entire nine weeks.

When a parent is aware of an absence, it is the belief of this school that all absences should be excused in advance. A student's parent or legal guardian should contact the school office prior to his/her missing classes and request and excuse.

Students are not permitted to leave campus for any reason during the school day unless they have presented to the office a written note or telephone call from their parents or have been sent to the office on an errand at a teacher's written request. An off-campus permit will then be granted which must be submitted to the office upon the return to campus. Students that become ill during the school day must be cleared either by the school nurse or office before leaving the school building. If you have a doctor or dentist appointment, we expect you to return to school as soon as possible following the appointment.

## HALL DUTY

Teachers will station themselves in the hallways for monitoring of students passing from one room to another. You are expected to maintain order and discipline in hallway.

## SCHOOL ANNOUNCEMENTS

Teachers who wish to make announcements to the students should prepare a copy of the announcement and submit it to the principal for approval before 3:30 p.m. Announcements will be read daily by all teachers, to the class during 3rd period.

## VISITATION PHILOSOPHY

It is the philosophy of the school administration that visitations to classrooms by patrons should be encouraged. A climate in which parents feel welcome should be developed whenever the possibilities arise. Arrangements for visits are to be made through the office a day or more in advance so that teachers may assess the appropriateness of the lesson to the goal of the visit. Minors who wish to visit school may come for a portion of the day provided prior approval from the building principal has been obtained.

## PARENT-TEACHER CONFERENCES

The Dundy County Stratton School District will conduct parent-teacher conferences during the first and third nine-weeks grading period.

## NINE WEEKS TESTS AND SEMESTER TESTS

Nine weeks tests will be given on a voluntary basis during the last week of the quarter. Nine weeks tests should be limited to one period each. First semester and second semester tests will be given during the normal or regular school day during the last week. Semester tests are required unless approval from the principal is obtained.

## GRADING SYSTEM FOR GRADES 5-12

93 - 100 = 4
90 - 92 = 3.5
85-89 = 3
82-84 = 2.5
77 - 81 = 2
74-76 = 1.5
70-73 = 1
BELOW 70 = 0

## HONOR ROLL

### HIGH SCHOOL HONOR ROLL

Honor Roll - 3.5

Honor Roll with Distinction – 4.0

### JUNIOR HIGH HONOR ROLL

Qualification standard for honor roll will be a 93.0-100 average with no more than one "C" and no "D's". Qualification standard for merit roll will be a 90.0-92.9 average with no more than one "C" and no "D's". All subjects will be included in the honor\merit roll.

Grades 5-8 will post numerical grades for all subjects except Art which will be grades of U or S.

Nine weeks grades for reading students in Remedial Classes are determined by averaging the remedial grade with the grade from the homeroom teacher with the average grade being placed on the report card by the homeroom teacher.

Teachers are to turn in grade sheets to the office following each semester. Grade sheets will be available in the office

### REPORTING TO PARENTS

A Progress Report will be filled out by all teachers and turned into the office bi-weekly. Any student who has a D or F will receive a Progress Report. These students should not leave study halls. All parents should be notified when their child's course work is deficient.

Proficiency Reports should be used to report good work or positive progress. Teacher contact with parents is encouraged through phone, notes, etc.

### TUTORING

Teachers will make every effort to help students with learning problems before recommending that the parents engage a tutor. In exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by teachers may be approved by the superintendent.

Teachers may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the board.

Teachers may not tutor for a fee in school facilities or during regular school hours unless approved by the superintendent.

### CHILD ABUSE

A school employee who has reasonable cause to suspect a child is a victim of abuse of neglect, or who observes conditions which reasonable would result in abuse or neglect, shall report such incidents to the proper authorities.

### SPECIAL EDUCATION REFERRALS

If a teacher is not being successful in teaching a particular student it would be appropriate to fill out a Request for Assistance Form. (see form packet). This form will help you to check whether or not you have made appropriate modifications to your teaching before convening a Student Assistance Team (SAT). Should you decide that additional help is required and you submit the Request for Assistance, then the SAT will meet. This team, made up of the student's teachers, the special education teacher, principal, guidance counselor and other individuals will attempt remediation using non-special education options. Beyond this, there may be a determination that testing is needed whereupon a qualified person will be contacted to undertake the task. If testing verifies a special need, an MDT (multi-disciplinary team) meeting will be convened. This group of members from various disciplines will make recommendations for meeting the special needs of the student. These recommendations will be acted upon in a meeting of professionals and parents to develop an individualized education plan (IEP). The plan will provide for an

appropriate education in the least restrictive environment. It will set up specific outcomes based on the recommendations of all professionals involved. The student's placement is outlined and everyone involved in the student's education as outlined is notified.

#### SPECIAL EDUCATION RECORDS

The following individuals have access to Special Education files: administrators, teachers who have students in a class, Special Education staff, and the guidance counselor.

#### SEX EQUALITY IN THE EDUCATION PROGRAM

The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy and the subsequent rules and regulations, as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

# Relating to Staff

## BUILDING FLOWER AND GIFT POLICY

**PURPOSE:** There are many occasions during the year when gifts or flowers might be in order for various members of the staff and faculty and their families. The following is an attempt to put down on paper a policy concerning gifts and flowers. (This does not rule out gifts from any faculty member as an individual). This is always optional participation.

**OCCASIONS FOR FLOWER: FLOWERS WILL BE SENT IN THE FOLLOWING INSTANCES:**

1. When a faculty member enters the hospital
2. When a faculty member is ill at home for at least five days.

**OCCASIONS FOR CARD: A CARD WILL BE GIVEN IN THE FOLLOWING INSTANCES:**

1. When a faculty member enters the hospital.
2. When a faculty member is ill at home for at least five days

**OCCASIONS FOR CARD: A CARD WILL BE GIVEN IN THE FOLLOWING INSTANCES:**

1. When a member of the immediate family goes to the hospital.
2. When a member of the immediate family dies.
3. When a member of the immediate family is confined to bed for more than a week.

## REQUISITIONS

The ordering of supplies, equipment, textbooks and other items should be done in springtime of the previous school in which supplies are to be used. The process and general timeline for ordering is:

March – Informally visit with building principal about needs and request requisition forms.

Early April – Requisition forms are due with the following information being required before a requisition will be considered:

1. Supplier (Company)
2. Address of Company
3. Quality desired
4. Catalog number
5. Page number
6. Copyright number
7. Unit & Total cost
8. District office should have a copy of the catalog you ordered from

Mid-April – Requisition forms are due to the superintendent

May – Principals will notify staff of approved/disapproved orders

**NOTE:** If an item is needed and must be ordered at different times during the year the above mentioned process should still be followed except the timeline.

## COPIER

The use of the school's copiers shall be for necessary school use only. Teachers are urged to scrutinize their copier use. A concerted effort must be made to conserve paper and copier supplies.

Students, except those authorized by the administration, shall not be allowed to operate the copier.

Teachers are not to send students to make copies for them.

Any copies other than for necessary school use will cost \$.10 per copy.

## SUPPLIES

Teaching supplies may be obtained from building secretaries. To enable use to maintain proper control of supplies, all supplies will be distributed by the office staff. Teachers are asked to refrain from taking supplies from the storage areas.

## AGENTS

No school employee shall visit with or discuss business matters of personal nature with any representative during the hours the employee is on duty in the school, except by special permission of the principal or superintendent.

## DUE PROCESS PROCEDURE

School district personnel shall comply with the requirement of due process in considering the cancellation, amendment or termination of a permanent certificated employee's contract of employment. After compliance with the requirements of due process, the board may cancel, amend or terminate the contract of employment of a permanent certificated employee for just cause as provide in statute, contract or board policy.

The superintendent of school may, at his or her discretion, notify a permanent certificated employee that his or her employment contract may be canceled, amended or terminated. The full due process procedure may be found in Board Policy.

## THE PROFESSIONAL SPIRIT

Dundy County Stratton expects all of the teachers and staff to be professional in their relations to pupils, patrons and fellow teachers. To this end, the teachers and staff will refrain from criticizing or discussing, to a detriment, one pupil with another, one teacher with pupils, or with outside persons. Teachers and staff should remember that they are rendering a professional service to each pupil's habits, capacities, interests, excellences, and deficiencies that is second only to that of the pupil's parents. This information should be considered as CONFIDENTIAL by the teacher.

The professional teachers and staff will refrain from discussing fellow faculty among themselves, with persons outside the schools or before their pupils. Friction within our ranks can cause nothing but friction and confusion in the school-community relationship. The professional teacher will keep abreast of the times. To do this, he will read the best current periodicals as well as educational books and magazines dealing with the professional work in which he is engaged.

## TEACHER JOB DESCRIPTION

- I. **ROLE AND PURPOSE:** The teacher is responsible for contributing to the education system as a unit and to the growth of each student in the assigned curriculum area.

The teacher shall assist each student to develop skills, to acquire knowledge, and to realize his or her potential.

## II. QUALIFICATION:

### A. Minimum Certification/Education:

A valid Nebraska teaching certificate, with required endorsements for subject/level assigned.

### B. Special Knowledge/Skills:

Knowledge of subjects assigned; general knowledge of curriculum and instruction.

### C. Minimum Experience:

At least one year of student teaching, approved internship or alternative preparation as approved by the Nebraska Department of Education.

## III. MAJOR RESPONSIBILITIES AND DUTIES:

### A. Major Job Responsibilities and Duties:

1. Keeps informed of and complies with state, district, and school regulations and policies for classroom teachers.
2. Develops and implements plans for the curriculum program assigned.
3. Prepares lessons that reflect accommodations for individual student differences.
4. Presents the subject matter according to guidelines established by the Nebraska Education Agency, board policies, and administrative regulations.
5. Employs a variety of instruction techniques and media, consistent with the needs and capabilities of the student groups involved.
6. Assists student in analyzing and improving methods and habits of study.
7. Tests students, records grades, and sends progress reports to parents.
8. Assess the accomplishments of students on a regular basis.
9. Establishes and maintains open lines of communication with students and parents.
10. Establishes control in the classroom and administers discipline in accordance with board and administrative policies.
11. Maintains accurate and complete records as required by law, district policy, and administrative regulations.
12. Assists in the selection of books, equipment, and other instructional materials.
13. Attends and participates in faculty meeting.
14. Participates in the in-service education program.
15. Assumes responsibility for extracurricular activities as assigned, and may sponsor outside activities approved by the school.
16. Maintains a professional relationship with all colleagues, students, parents and community members.
17. Cooperates with other members of the staff in planning and implementing instructional goals, objectives, and methods.
18. Works to maintain and improve professional skills and knowledge.
19. Performs other duties as assigned by the principal.

## PROFESSIONAL ORGANIZATION DUES

If you wish to authorize a payroll deduction, the school bookkeeper has the necessary forms.

## MAIL

Each teacher will have a mailbox. All incoming mail will be distributed in these boxes. Please try to check your mailbox each morning, noon and evening for memos, mail and announcements. Also, please do not let things pile up in your mailbox. Notices from the principal or superintendent are not easily seen when boxes are partially filled.

## TEACHER ATTIRE

As professionals, our certified staff is requested to dress the part. Appropriate, professional attire is expected of our teachers and administrators. Blue jeans and other such casual attire doesn't fit into the normal dress expectations for most professions, nor should they be considered acceptable for the education profession.

## EXTRA PAY

You will be paid \$10.00/full period and \$5.00/half period for covering classes for fellow teachers. Teachers and principal will keep a record. Teachers will fill out a form prescribed by the principal. The principal will report to the bookkeeper for payment.

## TICKET TAKING

Ticket takers will be recruited by the Activities Director. Each member of the staff is expected to work two sessions to earn a conference pass. After the two sessions have been completed, pay for ticket taking is \$10.00 per session.

## FACULTY MEETINGS

The superintendent of schools and principals may schedule meetings of staff members before school, after school, or during the school day, as they deem to be in the best interest of the school district. Staff members shall attend such meetings except when they are unable to attend because of legitimate reasons such as those that require absence from regular duty. Staff members who are unable to attend a meeting shall inform the principal prior to the meeting and secure approval to miss the meeting.

The informal Fireside Chat meetings are tentatively scheduled for the second week of each month after the board meeting.

## STAFF DEVELOPMENT

It is desirable that all instruction personnel maintain their professional competence through in-service training. The administration shall be responsible for organizing and appraising in-service training programs.

The superintendent of schools shall have the authority to grant leave to instructional employees to perform other educational services such as participating in school survey, professional meetings, visitation to review programs, study course, or workshops. This "duty" leave is not to be construed as professional leave which is defined in the negotiated agreement.

## PROFESSIONAL GROWTH

Each permanent (tenured) certified teacher shall give evidence of professional growth every six years. Six semester hours of college credit shall be accepted as evidence of professional growth. Other activities that may be used for professional growth points are listed below. A total of 30 point must be secured in a six year period. Teachers hired in the middle of a six year cycle who achieves permanent (tenured) status prior to the end of a six year cycle shall earn an equivalent of one college credit or five points per year of permanent status.

The first six year period will end on January 1, 1986 and future periods will end every six years hence.

Courses in progress at the closing date will be applied to the next professional growth period.

Teachers not acquiring the required hours in the six year period may be considered in violation of the profession growth requirement described in Section 79-12, 113 (1982) and may be subject to statutory provisions including contract amendment or termination related to the failure to give evidence of professional growth.

Points may be secured as follows:

1 hour college credit – 5 points

1 day professional leave – 1 point

1 or 2 day workshop (non-credit) – 1 point per day

1 day in-service (4 hour minimum other than preschool orientation) – 1 point

Teachers' convention (brief summary of sessions attended) – 1 point per day

Curriculum committee service – 10 points

Self-evaluation committee leadership – 5 points

#### RULES FOR RECORDING PROFESSIONAL GROWTH

1. Each principal shall keep a professional growth record for each teacher under his/her supervision.
2. Each teacher shall keep a record of his/her profession growth.
3. Teacher's and principal's copies must be updated with both parties present.
4. Principals and teachers must both initial copies when they are updated.
5. No report is necessary from a teacher when attendance is mandatory.
6. When a teacher attends a one or two-day workshop, in-service, professional day visitation, or teachers' convention, a one page report describing that activity must be submitted to the principal at the time the professional growth record is updated
7. Each teacher will be notified in writing as to his/her status regarding professional growth points by the principal annually in May.

#### TRANSCRIPTS/CERTIFICATES ON FILE

Be sure to have all of your hours on record in the Superintendent's Office. All transcripts are to be forwarded to the Superintendent's office. A copy of your signed certificate is also on file in the central office.

#### SMOKE-FREE ENVIRONMENT

The Board of Education has adopted a policy making our school buildings and vehicles some-free environments. The use or possession of any tobacco product, including the use

of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

#### DRUG AND ALCOHOL USE

The board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes non-school property if the employee is at any school-sponsored, school-approved, or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The Superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. An employee who fails to successfully participate in a program may be subject to discipline up to and including termination.

The Superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the Superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

The Superintendent shall be responsible for developing administrative regulations to implement this policy. This policy and related administrative regulations shall be reviewed once every two years to determine their effectiveness, to implement needed changes, and to ensure that the sanctions are consistently enforced.

#### TEACHERS' WORKROOM

Teachers' lounge is for the use of teachers and other school employees. Teachers are expected to do their part in keeping the room neat and tidy. There will be no smoking in the lounge or anywhere in the building.

#### LESSON PLANS

Lesson plans may be required weekly and may be requested for view at any time. Teachers should use the online lesson planning software.

#### REQUEST FOR LEAVE

Teachers requesting release time for any kind of leave must submit an initial request to the principal. Forms are available in the office. The first and last two weeks of school, personal or professional leave will be approved with administrative discretion only.

#### DUTY LEAVE

Leave assigned by the administration as part of your assignment. This leave will be submitted to the superintendent for approval prior to the event.

#### **SUBSTITUTE TEACHERS**

Substitute teachers shall be qualified to serve as substitute teachers pursuant to the requirements of the Nebraska Department of Education. The building principal shall be responsible for maintaining a list of substitute teachers who may be called upon to replace regularly contracted certificated employees. A person whose name does not appear on this list will not be employed as a substitute without specific approval of the superintendent. The building principal shall be responsible for filling teacher absences with substitute teachers immediately.

Teachers will notify the principal as early as possible, preferably before 6:30 a.m. MT to arrange for substitute teachers in the event of illness. Substitute teachers will be obtained by the principal, Mr. Rotherham, in the Elementary and Mr. Fette, in the High School. Notify the principal where you begin the school day if you work in more than one building. Mr. Rotherham. (308) 423-2055; Mr. Fette 402-826-0776

#### **EDUCATION ASSOCIATION (NSEA) MEETINGS**

All Education Association (NSEA) meetings, negotiations strategy sessions, and the preparation for such meetings are to be conducted outside of the teacher's workday.

#### **GRIEVANCES**

Any teacher who feels that he has grievance should first discuss the matter with his grievance representative, principal, or supervisor to whom he is directly responsible in an effort to resolve the problem, within three school weeks. Full procedures are outlined in Board policy 4013

## **State and Federal Programs**

#### **NOTICE OF NONDISCRIMINATION**

The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its education programs, activities, or employment policies pursuant to the requirements of Title VI and VII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Educational Opportunity Act, the Americans with Disabilities Act, and all other relevant civil rights statutes regulations.

Any person who believe she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity may grieve such matters using the grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VII may be directed to the superintendent.

## DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is:

Superintendent of Schools  
Dundy County Stratton Schools P.O. Box 586  
400 9th Avenue West  
Benkelman, NE, 69021-0586  
Phone 308-423-2738  
Fax 308-423-2711

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability 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

## ANTI-DISCRIMINATION AND HARASSMENT POLICY

**Elimination of Discrimination.** The Dundy County Stratton Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

**Preventing Harassment and Discrimination of Students.**

**Purpose:** Dundy County Stratton Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Dundy County Stratton Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment. Complaints under this section are subject to the same grievance/complaint procedures previously outlined in this handbook and as stated in Board Policy.

## NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. 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: Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability. Have the school district advise you of your rights under federal law. Receive notice with respect to identification, evaluation or placement of your child.

1. Have your child receive a free appropriate public education.
2. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
3. 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.
4. 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.
5. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
6. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
7. 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).
8. File a local grievance.

### **Local Grievance Procedure**

The local grievance procedure is found in the board policy manual as policy # 4013.

### **Title IX and Section 504 Grievance Procedures For Students, Faculty And Staff**

The following policies procedures are established in order to assist in the fair resolution of student, faculty, and staff member (grievant) that a violation of Title IX or Section 504 regulations has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance filed on or after May 15, "days" shall refer to Mondays through Fridays, excepting legal holiday.
2. A grievance may be filed by an individual grievant, or by a parent on behalf of a student grievant if the grievant feels that sex discrimination or discrimination on the basis of handicap has occurred in this school district.
3. A grievant is encouraged to file the grievance at the appropriate level with ten (10) days after the event which is the subject of the grievance.
4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified unless there is a mutually agreed extension or time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to

have been denied and the grievant may submit the grievance in writing to the next level.

## **PROCEDURES**

### **Level One**

A grievant should, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal; or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

### **Level Two**

If the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing; sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which grievance is based and an explanation of how such facts result in sex discrimination or discrimination on the basis of handicap. The principal or immediate supervisor must submit a written answer with five (5) days after receipt of the written grievance.

### **Level Three**

If the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the superintendent. The superintendent will respond in writing to the written grievance within five (5) days thereafter.

### **Level Four**

If the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Director of Title IX and Section 504 who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of handicap in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

## **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. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write 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. 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 school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth

- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district.

#### **ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION**

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

**NOTICE CONCERNING DISCLOSURE OF STUDENT INFORMATION TO MILITARY RECRUITERS** The No Child Left Behind Act of 2001 requires Dundy County Stratton Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Dundy County Stratton Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Dundy County Stratton Schools will comply with any such request.

### **NOTICE CONCERNING STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Dundy County Stratton Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Dundy County Stratton Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **STUDENT PRIVACY PROTECTION POLICY**

It is the policy of Dundy County Stratton Schools District 117 to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

**RIGHT OF PARENTS TO INSPECT SURVEYS FUNDED OR ADMINISTERED BY THE UNITED STATES DEPARTMENT OF EDUCATION OR THIRD PARTIES:** Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

**PROTECTION OF STUDENT PRIVACY IN REGARD TO SURVEYS OF MATTERS DEEMED TO BE SENSITIVE** The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

**RIGHT OF PARENTS TO INSPECT INSTRUCTIONAL MATERIALS:** Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

**RIGHTS OF PARENTS TO BE NOTIFIED OF AND TO OPT-OUT OF CERTAIN PHYSICAL EXAMINATIONS OR SCREENINGS.** The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

**PROTECTION OF STUDENT PRIVACY IN REGARD TO PERSONAL INFORMATION COLLECTED FROM STUDENTS:**

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary

schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

**PARENTAL ACCESS TO INSTRUMENTS USED IN THE COLLECTION OF PERSONAL INFORMATION:** While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

**ANNUAL PARENTAL NOTIFICATION OF STUDENT PRIVACY PROTECTION POLICY:** The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

**NOTIFICATION TO PARENTS OF DATES OF AND RIGHT TO OPT-OUT OF SPECIFIC EVENTS:** The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of

other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

### **PARENTAL INVOLVEMENT**

Student educational needs are best served when the home and school work together to provide opportunities and direction for the child's educational growth. It shall be the policy of the Dundy County Stratton Schools to strive to maintain open lines of communication with parents to assure that parents are informed of the educational practices affecting their children. Further, it shall be the policy of the Dundy County Stratton Schools to seek parental input and involvement in the school, within established school district guidelines.

### **HOMELESS STUDENTS POLICY:**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law. **No Stigmatization or Segregation of Homeless Students:** It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless. **Enrollment of and Services to Homeless Children:** A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child.

Transportation will be provided to homeless students, to the extent required by law and as provided in board policy.

**Breakfast and Lunch Programs:** The Dundy County Stratton Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its 21 jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs.