



Burwell Elementary

Parent-Student
Handbook

2023-2024

Burwell Public Schools
Elementary Parent-Student Handbook
2023-2024

When you do good things, Good things happen!

Welcome to the new school year! As a staff, we are committed to making this a very positive experience for all of our students, parents, and personnel. This parent-student handbook has been written to guide you through the 2023-2024 school year. Please read it carefully and follow it closely.

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2023-2024 Burwell Elementary Staff

Dale Maynard
Superintendent

Dale Maynard
PreK-6 Principal

Adam Stolzer
7-12 Principal

Burwell Elementary

204 South 4th Avenue
Burwell, Nebraska 68823
Telephone: (308) 346-4431

Secretary

Katie Moon

Staff

Kindergarten--- Lori Hughes

First Grade---Carolyn Christen

Second Grade---Kendra Wilson

Third Grade---Morgan Gideon

Fourth Grade---Debi Dawe

Fifth Grade---Nancy Swett

Sixth Grade---Shawndra Pitkin

K-3 Reading Interventions---Lori White

4-6 Reading Interventions---Paige Brewster

Information & Technology---Michele Archibeque

Vocal & Instrumental Music---Pam Helgoth

Art---Emily Heerten

Physical Education---Garrett Mann

Resource Specialist---Nathan Nelson

Speech Pathologist---Randi Jensen(ESU #10)

School Psychologist --- Ronda Johnson (ESU #10)

Guidance Counselor --- Julie Tetschner

Nurse--- Linda Finney

Library Aide---Renee Sikes

Paraprofessional---Mary Doggett

Paraprofessional---Tessa Helgoth

Paraprofessional---Rene Hunter

Paraprofessional---Liz Johnson

District Bookkeeper---Betsy Lamb

Custodian---Kerry Fink

Custodian---Sarah Lindsay



Burwell Public Schools 2023-2024 District Calendar



August 2023

- 7 - Start of Fall Practice
- 14 & 15 & 16 - Staff Development Days
- 16 - Elementary Open House - 5:00-6:00

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 - 7th Grade/New Student Orientation 6:00-6:30/7-12 Open House 6:00-7:00

- 17 - First Day of School for K-12 -11:45 Dismissal
- 18 - First Day Full Day of School for K-12

September 2023

- 4 - Labor Day - No School
- 28 - P/T Conferences 3:30-7:30 - 2 PM Dismissal
- 29 - K-6 P/T Conferences / Staff Development Day - AM Only

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 18 - End of 1st Quarter (41 Days)
- 19 - Staff Development Day
- 20 - No School - Fall Break

November 2023

- 21 - K-12 Friday Dismissal Schedule
- 22 - Staff Development Day
- 23 & 24 - Thanksgiving Break

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 21- End of 2nd Quarter (41 Days)
- 21 - K-12 Friday Dismissal Schedule
- 22 - Staff Development Day
- 22-26 - NSAA Moratorium
- 23-Jan 3 - Winter Vacation

December 2023

- 21 - P/T Conferences 3:30-7:30 - 2 PM Dismissal
- 22 - K-6 P/T Conferences / Staff Development Day - AM Only
- 23 - No School - Winter Break

January 2024

- 4 & 5 - Staff Development Day

February 2024

- 21 - P/T Conferences 3:30-7:30 - 2 PM Dismissal
- 22 - K-6 P/T Conferences / Staff Development Day - AM Only
- 23 - No School - Winter Break

March 2024

- 13 - End of 3rd Quarter (46 Days)
- 14 - Staff Development Day
- 15 - Spring Break

- 28 - K-12 Friday Dismissal Schedule
- 29 - No School - Break

April 2024

- 1 - No School - Break
- 12 - Staff Development Day
- 17 - Staff Development Day

May 2024

- 5 - Graduation - 2:30
- 10 - Kindergarten Recognition/AR Recognition
- 16 - Last Day of School - End of 4th Quarter (40 Days)
- 17 - Staff Development Day/Check Out

January 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	First Day of School	Teacher Contract Days = 184		End of Quarter
	Vacation Day - No School	Total 7-12 Hours Scheduled = 1173 Total K-6 Hours Scheduled = 1105		Staff Development - No School
	K-12 PM Parent/Teacher Conferences	Staff Development Days = 14		

NOTE: Proposed staff development dates are subject to revision, pending availability of consultants &/or district needs.
NOTE: Administration will communicate date and time changes via SwiftK12 Alerts, Social Media, and District Website.
 Revised: 5/22/2023 Approved: 11/14/2022

MISSION STATEMENT

“It is the mission of Burwell Public Schools to provide educational opportunities that promote lifelong learning, to encourage the desire for greater knowledge, to strive for excellence with involvement of parents and community, and to prepare every person to be a productive and responsible citizen in a diverse, changing society.” (revised fall 2006)

Burwell Public School Beliefs:

- 1. We believe education should challenge students to reach high standards and to learn to their full potential.**
- 2. We believe that all students have the ability to learn, have unique skills and talents, and need to be taught using a variety of teaching tools that will result in individual growth and success.**
- 3. We believe communication, cooperation and mutual trust between community, parents, staff and students is essential to achieve the best possible education for our children.**
- 4. We believe education should develop communication skills, problem solving skills and technological skills for life-long learning.**
- 5. We believe the moral values and spiritual training of the home should be respected by the school.**
- 6. We believe the school system should encourage respect, excitement, cooperation, leadership, learning and pride in their school and community.**

GENERAL INFORMATION

School Day

Kindergarten through Grade 6 will begin at 8:15 a.m. and will be dismissed at 3:15 p.m. Monday through Thursday. School is dismissed each **Friday at 2:45 p.m.** Kindergarten will have a slow start. A slow start means that they will be dismissed at 1:00 pm August 18-September 1st. Their first full day of school will be on September 5, 2023.

Arrival Time

The Elementary School will open at 7:50 a.m. Children are **not to arrive before 7:50 a.m.** Students arriving prior to 7:50 a.m. will remain lined up outside the north door entrance. When temperatures drop below 40 degrees Fahrenheit, children will be brought into the gym at 7:50 a.m. to wait for classes to begin. Wind, rain and other inclement weather would also create a need for students to wait inside.

If a child must arrive at school earlier than 7:50 a.m. please call or write a note of explanation. Should a child need to wait inside due to a health concern, please write a note of explanation as well.

Dismissal from school is at 3:15. Students must go directly home unless they have permission to wait for a ride. If children wish to come back to the playground

they may do so **after 4:00 p.m.**

Parents/Guardian(s) need to call by 3:00 p.m. if you want the school to notify your child of a change in pick-up plans or destination after school. The beginnings and endings of the school day are very busy. Dismissal time is a very busy time of day and while we can make every effort, we can not guarantee that the student will be notified if called in after 3:00 p.m.

Students will be counted tardy after 8:15 am. Excessive tardiness may require students to make up class time after school.

ENTRANCE AND REGISTRATION

All pupils entering Kindergarten in Nebraska schools must have reached their fifth birthday on or before July 31st. A birth certificate is required for entrance in Kindergarten along with immunization records, a physical and an eye examination. This physical examination needs to be within six months prior to the start of the school term. A physical examination and eye exam is also required of a student transferring from out of state to any grade.

ALL STUDENTS MUST HAVE THE FOLLOWING on file prior to enrollment:

- **Copy of Birth Certificate**
- **Physical Exam**
- **Eye Exam**
- **Immunization Records**

Any students who do 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 may complete a waiver statement available in the office. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhhs.ne.gov/Pages/reg_1173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011).
 Updated 01/26/2018

ATTENDANCE

State law 79-201: "Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child, not less than seven or more than 16 years of age, shall cause such a child to attend regularly the public, private, denominational or parochial day school each day that such schools are open and in session except when excused by school authorities, unless such child has graduated from high school."

Good attendance and progress in school go hand in hand. There is no substitute of equal value for being in school. Please do not allow your child to miss school unless necessary.

ABSENTEEISM

Guardian/Parent(s) have the responsibility to ensure that the student gets to school each day on time. If your child has to be absent or tardy, please call the school prior to 8:15. If you know in advance that your child is going to be absent, a note can be sent to the school office signed by you stating the date and time. If a student is not in school and has not been properly excused by a parent/guardian by 8:15, the office secretary will call your home or a designated number. It becomes the duty of the school to enforce the attendance policy. If we are unable to reach you and we have not received a phone call, the law

requires us to alert the local authorities to assure the safety of your child. Students arriving after 9:30 will be counted absent ½ day. Students leaving prior to 1:45 will be counted a ½ day. On Friday leaving prior to 1:15 will be considered a ½ day absence. Acceptable reasons for absence are illness, doctor or dentist appointments, and funerals of a family member.

If your child is absent for three or more days because of an illness, a doctor's note is required to verify that the child has been released to come back and that the illness is not communicable to classmates and friends.

All class work needs to be made up when your child misses a day or any portion of the school day. Without question, absence means instruction time lost.

Educating students is our job and we take it seriously. If your student(s) has been absent and is falling behind, teachers may request that your student stay in at recess or after school to get caught back up. If this is a problem, please contact the teacher to make arrangements for a more appropriate time for your student to get the help he/she needs.

Frequent absences are common reasons for failing grades. Parents will greatly help their children if they do not allow them to be absent from school unless it is absolutely necessary. Shopping trips, visiting friends and relatives, attending athletic events, etc. are not valid reasons for missing school. The administration has the authority to refuse to excuse a student's absence which means that the student would not be permitted to make up work for credit.

It is the policy of School Board District #100 to report as truant any student excessively tardy or absent. The term "excessive" means absences exceeding 5 days per quarter or the hourly equivalent or when the number of unexcused absences exceeds 20 days cumulatively per school year or the hourly equivalent. If absenteeism is greater than 20 days, the administration has the authority to retain the child in his or her present grade.

TARDINESS

When for some reason children leave home so late that they will be tardy for classes, please send a note of explanation or call the school. Students who are consistently tardy without good reason will be kept after school to make up lost time. Children are tardy if they arrive to the classroom after 8:15 a.m. On days of inclement weather, the tardy regulations will be extended. Please call and inform us of your situation.

Consistent tardiness is an undesirable habit because a student who is tardy is absent for that time. Not only does coming in late disrupt classes and interfere with learning on the part of everyone, but it is creating a habit which may cause serious problems throughout life.

Student Illnesses

School office staff (school nurse, principal, or secretary) will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature of 100 degrees Fahrenheit or greater, vomiting, diarrhea, unexplained rashes, live head lice, a 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.

Severe Weather Procedure

An alert for a possible disaster, such as a tornado or severe weather will be announced over the school intercom system.

1. Classes will be notified by the intercom system in case of an emergency.
2. Students should exit the classrooms and proceed down the hallway. The north side of the building will go to the girl's locker room and the south side of the building will go to the boy's locker room. Students and adults will sit on the floor, and cover their face as well as the back of their head.
3. No student will be allowed to leave the building unless a parent or guardian comes into the building to get the student.
4. DO NOT STAY IN THE GYMNASIUM OR ANY OTHER AREA WITH A WIDE ROOF SPAN. Get away from all windows and doors and move to interior rooms.

SCHOOL CLOSING

On occasion, it may be necessary to dismiss school early or close school for a period of time due to emergency situations such as inclement weather or other conditions. Notice of any unplanned closures will first be through the SwiftAlert PowerSchool system and then through news outlets, radio, TV, and social media. Parents are encouraged to register with the schools ADT system and keep the contact information current. The PRIMARY station to listen to will be KNLV RADIO in Ord, since it is the closest, easiest, and surest station that can be reached quickly. Parents are always encouraged to use their own discretion as to the advisability of sending their children to school or picking them up early anytime that weather conditions dictate.

The first call for weather delays or cancellations will be made by 6:00 am. If a second call is warranted, the call will be made by 8:00 am.

DOORS

When students arrive at school; there will be one entrance in which ALL students are to use. As weather permits students must be dropped off and line up at the **NORTH (Playground)** end of the school building. When inclement weather arises students will enter the building from the **WEST (Main Entrance)** doors and meet their classes in the gym. **Doors will not open until 7:50 a.m.** During school hours all doors to the Burwell Elementary School will be locked. Students will have access to entrance. Visitors will need to buzz the office, be recognized, and then will be granted entrance.

CLASSROOM VISITATIONS

Parents, grandparents, and other interested persons are encouraged to visit school. A note or call to the teacher prior to a visit would be greatly

appreciated. All visitors need to check in at the front office prior to going to the classroom area.

No child will be taken from a room or playground during the school day by anyone other than a parent or legal guardian, unless authorized by the parent or guardian to do so. The school office must be notified when a child is taken from the school grounds. Anyone picking up a child must report to the office. The student being picked up will then be called to the office upon verification of the message. Verification will need to be a call to the parent or from the parent to the school office. We want to be sure it is the parent who is picking up the child or has knowledge of it.

BREAKFAST PROGRAM

A breakfast program will be operated by Burwell Jr. - Sr. High School. Breakfast costs will be \$2.30. Students will need to pay before they eat. (No credit) Students who qualify for free and reduced lunches also qualify for free or reduced breakfast. Breakfast will be served between 7:30 and 8:00 a.m. Seconds for breakfast will cost \$1.50. An extra milk is \$.70 and an extra juice is \$.50. Elementary students who eat breakfast will be led to the elementary building at 8:00 a.m. by school personnel. **Students need to be at the lunch room prior to 7:50 to eat breakfast in a reasonable amount of time before leaving to go to the elementary building. Food is not permitted to leave the cafeteria by state law.**

LUNCH AND MILK

A hot lunch program is also operated by the Burwell Public Schools. A student meal costs \$3.25. If a student eats daily for one month, 20 meals would cost \$60.00. Second main meal may be purchased at the cafeteria for \$1.50. Adult meal prices are \$4.25. Students will need to report each morning if they plan to eat a hot lunch, bring their own lunch, or go home for lunch. Burwell Public Schools request that children prepay each month of meals. An automated alert will go out once the student's lunch balance falls below zero dollars. Students may be given a slip of paper that gives their account balance. Account balances may be checked at any time using Power school. Once an account reaches \$0, no charge will be allowed to that account. **Checks need to be made out to Burwell Public Schools.**

Milk will be available for students in grades K-6 each morning. The cost is \$.70 a carton or \$14.00 for a ticket of 20. Crackers are available for grades K-2 for \$8.00/year. **Morning milk tickets will be sold by the Burwell Elementary School. Checks for morning milk can be made out to Burwell Elementary School.**

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

Lunch Schedule

2nd & 3rd Grade	11:15-11:45 followed by recess – 11:45-12:15
Kindergarten and 1st Grade	11:30-12:00 followed by recess – 12:00-12:30
4th, 5th, & 6th Grade	11:45-12:15 followed by recess – 12:15-12:45
7th-12th Grade	12:25-12:55

Lunch Open Campus

Burwell Elementary students will not be allowed to leave the school grounds for the lunch period without parent/guardian permission. A signed permission slip must be received from the parent/guardian prior to 9:30 a.m. each morning. Students not having permission to eat at home will eat at the high school cafeteria.

Students who do not ever intend to eat at the high school cafeteria may bring a note to that effect at the beginning of the year. The school will then understand that the parent/guardian is expecting their child home each day for lunch. **ALL students leaving campus at lunch must sign out at the office and sign back in when they return.**

Students not eating at school are expected to be in contact with parents during their lunch time. It is not recommended that students walk to and from businesses for lunch on their own unless arrangements have been made with the administration. We want to encourage the safety of our students through communication and knowing their whereabouts during the lunch period. Those students in grades 2nd & 3rd grade should return to campus no later than 12:15, Kindergarten and 1st grade students should return to campus no later than 12:30, and 4th, 5th, and 6th should return to campus no later than 12:45 and **Tardiness will not be tolerated during the lunch period. If tardiness is a continual problem the student will not be allowed to leave during lunch.**

DRESS AND APPEARANCE

It is the responsibility of the school to maintain an environment that facilitates teaching and learning. Students are encouraged to dress in a fashion that reflects good taste. The Administration is responsible for determining on a case by case basis whether a student's attire violates Board policy. Factors include:

1. The appearance of students must not present a danger to student health, safety, cause an interference with work, or create a classroom or school disorder.
2. Students must be clean.
3. Wearing shorts is permitted throughout the school year. Shorts and skirts shall conform to all requirements of decency.
4. All students must wear shoes at all times for health reasons.
5. Hair must be clean.
6. Students/Parents are not to wear hats inside the school building.
7. Offensive or inappropriate clothing will not be permitted.
8. Clothing with alcohol or tobacco advertisements will not be permitted.
9. Any clothing with holes will not be allowed.
10. Bare midriffs are not acceptable school dress.
11. Wearing blouses or shirts with narrow straps is inappropriate unless a shirt is worn underneath or over the top.
12. Pants that are too baggy and fall below the hips are not permitted.
13. Shirts with sleeves and sides cut out are not permitted.

TOYS

Fidget spinners will not be allowed in the building. Other toys and/or objects that are brought from home that may cause a distraction may be deemed inappropriate and administration will confiscate them and assign consequences on a case by case basis

PARENT'S RIGHT TO KNOW

Burwell Elementary provides qualified staff in all areas of instruction. The school will provide all information to parents about a teacher's education level and state certification upon request. You may as a parent be informed at all times about who is instructing your children and when. Please also be aware that the school will provide test and academic information about your children at any time you need it.

ELEMENTARY SCHOOL PROGRAM

The following subjects are taught in the elementary school:

English Language Arts (Reading, Spelling/Phonics, and Writing) (ReadyGen - Savvas) (Zaner Bloser Spelling)	Mathematics (Reveal - McGraw Hill)	Science/Health 1st-3rd grade will have Science/Health 1st and 3rd quarter (Amplify and Mystery Science)
Social Studies 1st-3rd grade will have Social Studies 2nd and 4th quarter (Scott Foresman)	Specials Classes Physical Education, Vocal Music, Art, Guidance, Information and Technology, and Instrumental Music (Grades 5 & 6)	

Programs which complement the basic program are:

School-Wide Title I Reading
Speech Therapy
W.I.N Time
Accelerated Reader
Full-day Kindergarten
Supplemental Online-based Programs: IXL, BrainPop, Math Seeds, Reading Eggs, Big Brainz, Khan Academy, Moby Max, Spelling City, and Typing Agents

K-6 Reading Interventions
Health Services
Resource
Technology Integration (1:1 Chromebooks)
MTSS - Student Problem Solving

TESTING

Students in 3rd-6th grades are given the Nebraska Standardized Assessment (NSCAS Growth). The NSCAS Growth assessments measure how well students are mastering the standards based skills being taught in English Language Arts, Science, and Mathematics. The results of these tests may not be completed in time to be discussed at the parent-teacher conferences. Results will be given to parents at their request. Students in grades K-6 will participate in the DIBELS (Dynamic Indicators of Basic early Literacy Skills) assessment. This assessment is utilized to determine the need for and level of reading intervention.

Kindergarten, 1st, and 2nd grade students will take the NWEA MAP (Measure of Academic Progress) assessment for math and reading.

REPORT CARDS

You will receive a written report of your child's progress at the end of each quarter. (See calendar) **Student Grades may always be checked using the web based student information system known as Power School. Please keep in mind these grades are updated on a weekly or bi-weekly basis. Please contact the school if you need assistance with PowerSchool.**

Remember that the grade is the teacher's honest evaluation and not a reward or punishment. Please encourage your child to work to the best of his or her ability.

GRADING SCALES

<u>Core Classes</u>			<u>Specials Classes</u>		
100%-94%	=	A	Satisfactory	=	S
93%-86%	=	B	Not Satisfactory	=	NS
85%-78%	=	C			
77%-70%	=	D			
Below 70%	=	Failing			

PARENT-TEACHER CONFERENCES

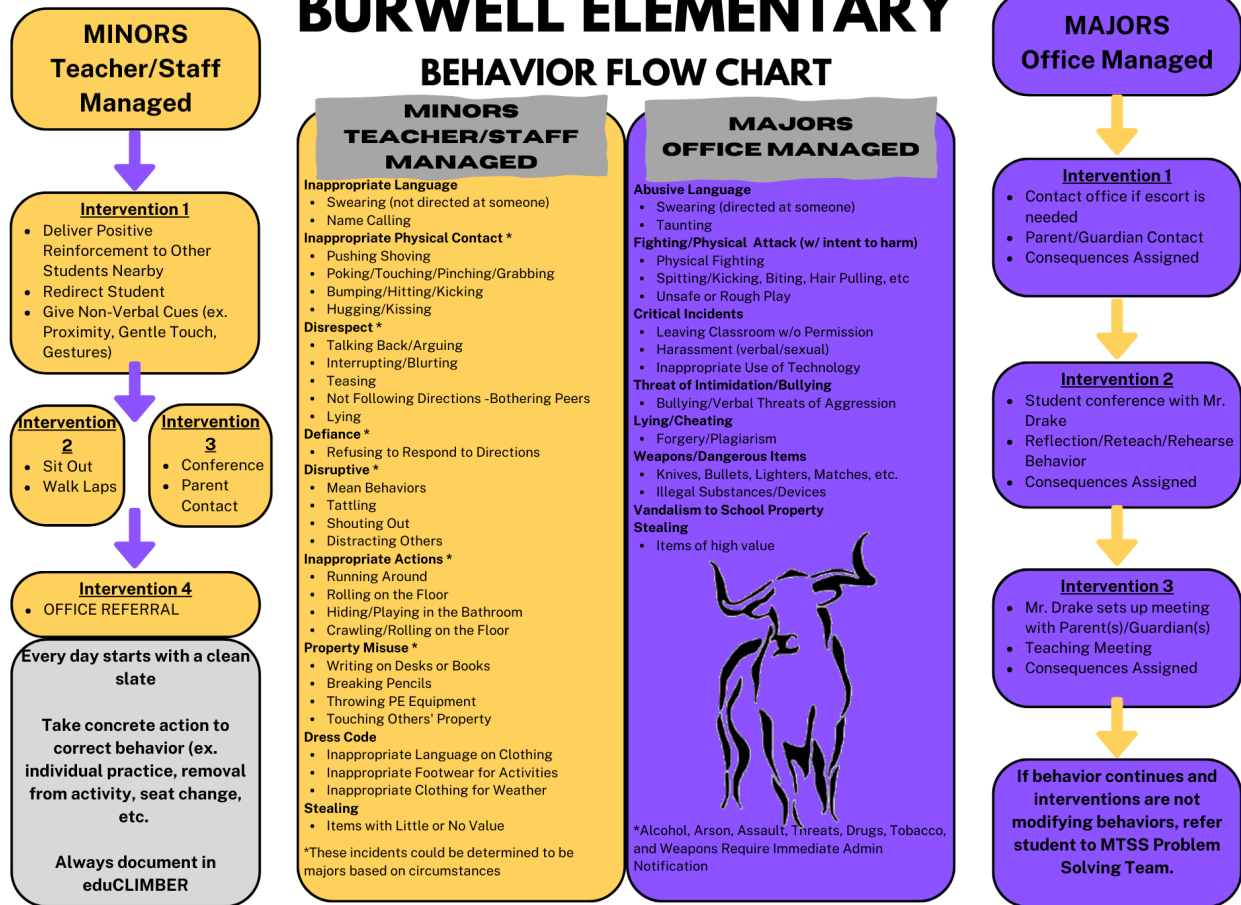
Two regular Parent/Teacher conferences will be scheduled. The first will be held at the end of September while the second will be held in the middle of the third quarter. Parents will be informed of the time in advance of each conference. Parents at this time will have an opportunity to ask questions and discuss their child's progress.

ELEMENTARY DISCIPLINE POLICY

Burwell Elementary practices an Assertive and Progressive Discipline approach to discipline procedures. Assertive Discipline is a structured, systematic approach designed to assist our teachers and staff in running an organized, teacher-in-charge classroom environment. When a student's behavior requires discipline; teachers or staff will react confidently and quickly using clearly stated classroom rules and consequences that have been explained, practiced, and routinely enforced. They give firm and concise directions to student(s) who are in need of outside guidance to help them behave appropriately. In the event that a situation requires further disciplinary action the student(s) will be taken to the principal's office where consequences will be determined based on the current situation, the Student Discipline Policy, and our progressive bullying plan if needed.

BURWELL ELEMENTARY

BEHAVIOR FLOW CHART



BULLYING / DATING VIOLENCE

Students are prohibited from engaging in any form of bullying behavior on or off school grounds that interferes with or interrupts the educational process. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force, verbal, nonverbal, written, and electronic communication to threaten, intimidate, ridicule, humiliate, or harass any person. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff. Dating violence will mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control a dating partner. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Please refer to [district policy 5170](#).

NOTICE OF NON DISCRIMINATION

Burwell Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability or age in admission or access to, or treatment of employment or educational programs and activities. The following person has

been designated to handle inquiries regarding the School District's non-discrimination policies: Dale Maynard who may be contacted in writing at P.O. Box 670, Burwell, Nebraska, by email at dale.maynard@burwellpublicschools.com or by telephone at (308)346-4150. Any person may also contact the Office for Civil Rights, U.S. Department of Education, by email at OCR.KansasCity@ed.gov; by telephone at (816)268-0550; or by fax at (816)268-0599, regarding compliance with the regulations implementing Title VI, Section 504, or any other applicable laws.

LOCKERS

The school district exercises exclusive control over all school property. This includes student lockers, desks, and other property owned by the school, as well as any items placed in school property by students. School property is subject to be searched by school officials at any time. Designated school officials also have the authority to search a student's clothing, backpacks, or other property brought onto school grounds upon reasonable suspicion of a dangerous situation or a violation of school policy. Each student will be assigned a locker by the teacher. Periodic inspections will be made by the Administration to see that they are kept neat and orderly. **DO NOT PASTE ANYTHING IN THE LOCKERS.** Students are to use only the locker assigned to them. Students are not to change lockers without permission from the teacher. All items such as books and notebooks used for your classes should be kept in your locker when not in use. **NEVER** leave your billfold, purse, money, or personal belongings in the locker unlocked.

The school cannot assume responsibility for money, cell phones, electronic devices or other articles stolen from your locker. All coats, gym shoes, notebooks, etc. should be carefully marked so that they can be identified in case they are lost.

The District may use drug dogs to detect illegal drugs and/or contraband at any time, announced or unannounced. Illegal objects or substances found in lockers may be seized. All cars parked on school property shall be subject to a sniff search at any time and illegal objects or substances may be seized. Classrooms and all common areas are subject to a sniff search at any time. If any illegal drugs or contraband are found on a student's person or in his/her vehicle, locker or any other place on school property the student may be subject to appropriate disciplinary action, including suspension, expulsion and the incident will be reported to the police.

LOTIONS, MAKEUP AND DEODORANT

We recognize that for some students that have skin irregularities lotion may be needed. Therefore, only antibacterial lotions may be kept in lockers. Dr. Prescribed lotions may be checked in at the office. We are also aware of Hygiene concerns of our older students with Physical Education class, deodorant is o.k. When a child becomes continually tardy for class due to distractions in their locker such as lotions, makeup and deodorant use, these items can be seen as contraband and will be confiscated and returned to the parent with the recommendation that they not return until the student is mature enough to understand their use and responsibility to get to class on time.

CANDY, POP and GUM in LOCKERS

Pop and candy is allowed **only** for occasions such as birthdays, class parties or other special occasions as determined by classroom teachers will be allowed in lockers or classrooms. Gum will only be allowed at the discretion of each classroom teacher.

USE OF TELEPHONE

The telephone is for business. Use of the telephone is discouraged for personal calls by children without parent and teacher permission. There is a telephone in the hallway window for student use.

CELL PHONES AND ELECTRONIC DEVICES

Burwell Elementary students may not use cell phones or electronic devices at all during class times, including usage in the restrooms, hallways, etc., unless special permission is granted by the classroom teacher or administrator. The cell phone/electronic device must be off and out of students' hands during all class times and this includes all operating modes. Burwell Elementary students must keep cell phones/electronic devices in their locker or backpack during the school day unless special permission is granted by the administrative office. Violating this policy will result in the cell phone/electronic device being taken from the student to be held by school administration until the parent/guardian meets with the principal prior to retrieving the cell phone. Additional violations of the policy will require the student to check the cell phone/electronic device into the office in the morning and picked up after school.

LOST AND FOUND

Lost and found articles that are labeled or marked in some way can be picked up at the office. Articles that are not labeled and unclaimed will be given to the Clothing Closet at the end of the semester or school year.

INSURANCE

All parents are asked to either purchase student insurance or reject such insurance, in writing, on the forms. With student insurance your children are insured while at school and while participating in all school sponsored events. Insurance forms will be sent home at the beginning of school. Please return them by the end of the first week of school.

HEALTH SERVICES

Our school has the services of a nurse who visits the school every week. If you have questions or concerns about your child's health while at school, please feel free to contact her through the school office. She should be informed by letter of any serious injuries, surgery, allergies, etc., that your child sustains during the summer vacation and regular school year. Cumulative health records are maintained for each pupil making this information necessary.

MEDICATION PROTOCOL

- All medication including prescription and over the counter meds require a ["Dispensing Medication During the School Day Form"](#) to be completed by a parent and only a 30 day supply should be brought to school. This card needs to

be completed and turned in when the medication is brought to school. If for any reason the student shows up with meds, until we have the "Dispensing Medication During the School Day Form" completed, we cannot dispense the medication.

- If a student does bring in medication, a call will be made to a parent to review the protocol on medication.
- Any refilled medication should be brought in by an adult in the newly refilled container, not the old container. If the old container was sent home to remind you that we need more medication, please keep the old container at home and send the NEW container with refills to school. We must have an accurate label with accurate medication.
- Expired medication cannot be administered, please check expiration date before bringing medication to school.
- All prescribed medication must come from a licensed pharmacy location, with correct time listed on the label. If a parent asks for a change of time for med to be administered at school, we need a doctor's note. If the label states before or after lunch time, the school will let you know what time the student's lunch time is and then an appropriate time will be noted.
- **Medication is administered during school hours only.** Any school activities outside school hours that a student participates in, the parent is responsible for all medical needs.
- If a student goes on a field trip and medication is needed, if it is within a reasonable time of administration, a parent may be contacted for approval to give the medication for a one time situation later or earlier than what is on the label. This way the medication does not need to be administered while on the field trip and student confidentiality is maintained.
- All medication must be picked up at the end of the school year by the end of the last day of school or it will be disposed of.

HEAD LICE

Using evidence based strategies from the CDC and AAP Burwell Public Schools adopts the following guidelines related to head lice infestation. These guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents/guardians as partners with the school in control efforts:

1. The parent/guardian of a student will be notified when findings indicate the presence of live lice on the hair or scalp of a student. If crawling lice are not seen, but nits are found attached firmly within ¼ inch of the base of the hair shaft this may suggest, but not confirm that there is an infestation. In this case, the parent/guardian of the student will be notified.
2. The student may remain in class until the end of the day. BPS staff will encourage the student to avoid head to head contact.
3. The parent/guardian will be given education for recommended evidence based treatment options and preventative measures for re-infestation.
4. The child may return to school after appropriate treatment has begun.
5. Families are encouraged to report head lice to the school.

6. BPS designated staff may perform head lice checks on students of BPS, as indicated.

PHYSICAL EDUCATION

Physical Education is an important part of our curriculum and every child is expected to participate. **If your child is unable to participate in PE on a certain day please send a note to school with them.** If your doctor feels your child can not participate in the P.E. program, have him/her notify the school in writing. Valuables (watches, billfolds, money, etc.) should never be left in lockers, shower rooms, and gym bags. Leaving items of this type may tempt someone to steal that otherwise would not.

ACTIVITY TICKETS

Activity tickets will be sold to students desiring them at the beginning of the school year for \$25.00. Also available for \$40.00 is an adult pass or \$100.00 for a family pass. These tickets can be used for all Burwell School events. At no time may these tickets be used by anyone other than the owner. Tickets should be carried to every event where honored. Anyone not having a ticket must be prepared to pay the price of the admission. If a ticket is lost or destroyed, only two will be replaced free of charge.

FIELD TRIPS

During the year teachers in the Burwell Public Elementary School system arrange field trip excursions which relate to particular units they are studying. Their trips are an important part of the child's educational experience.

BICYCLES

Bikes may be ridden to and from school but will be left parked in the bike rack, at the north end of the building, throughout the day. Please walk your bike on school grounds before school and after school while students are dismissed.

GUN LAW/WEAPON POLICY

Nebraska Statute 28-1201-1212 states: If a student is determined to have brought a firearm/weapon (toy or real) to school, or he/she is in possession of a firearm/weapon on school property, the student could be expelled from school for a period of not less than one (1) year. The superintendent may modify the one-year expulsion on a case-by-case basis.

TOBACCO POLICY

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students; it is board of education's policy that there will be no tobacco use in any school buildings or school vehicles at any time. For purpose of this policy, tobacco means any tobacco product (included but not limited to cigarettes, cigars, and chewing tobacco), electronic nicotine delivery systems, alternative nicotine products either by appearance or effect. Furthermore, in a like manner, tobacco use is prohibited on school grounds. This regulation applies to all students, staff, patrons, and visitors.

Your signature on this form acknowledges that you and your child(ren) who attend school in this school district understand the position of the school district with regard to drugs and alcohol, and that the parent(s), guardian(s), and student(s) have received notice of the standards of conduct of students concerning the prohibition against the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, in any school vehicle, or school activity. This notice is provided to P.L. 101-226 and 34 C.F.R., Part 85, both federal legal requirements for the school district to obtain federal financial assistance. Any non-compliance with can and will result in disciplinary measures taken against any student failing to comply with these standards.

DELIVERY OF GIFTS TO SCHOOL

Individual gifts of flowers, bouquets, candy, etc. delivered to staff and/or a student during school hours is discouraged. Items of this nature if delivered to school must be brought to the office. Students and /or faculty will be notified to pick these items up at the close of school that day.

LIBRARY

The library will be open during most normal school hours while school is in session. Other arrangements may be made with the librarian on an as needed basis.

Monday	9:00-3:45
Tues - Thurs	8:00-3:45
Friday	8:00-3:00

Check Out & Returns

Students **First - Third** may have up to **three** books checked out at one time. Students **Fourth - Sixth** may have up to **four** books checked out at one time. Exceptions based on individual student needs. As kindergartners become familiar with the process, students will begin with **one** book gradually increasing to **three**. Students may check out additional books with permission by a parent or guardian upon request of an account.

Damaged or lost books

Please notify library staff of any lost or damaged books. A damaged book should be returned so repairs can be made if possible. Fees will be assigned accordingly if they cannot be repaired. In the event a lost book is found and returned within the current school year a refund may be issued.

Inter-Library Loans

Inter-Library Loans (ILL) are available by student or parent request whenever Burwell Public Schools Libraries do not carry a desired title. Allow **one-four** weeks for delivery. Please note very popular titles or newly published books within one year are not available through ILL.

COMPUTER USE

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.

SECURITY OF COMPUTER SYSTEM: Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify your teacher. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Students may not bring software from home to use at school.

FILES: Only public domain files and files, in which the author has given expressed written consent for on-line distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S. copyright law.

VANDALISM: Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data or hardware on this system or any other system.

SYSTEM RESPECT: Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords; spreading viruses, attempting to "hack" into restricted systems; accessing programs not used for class assignments such as games; access the control panel or window settings; using inappropriate or derogatory file names; accessing someone else's files or account; writing inappropriate or derogatory messages; blank their screen when a teacher approaches their station.

Violations will result in the following disciplinary action:

1. First offense: 5 days with no access to school computer systems.
2. Second offense: 10 days with no access to school computer systems.
3. Third offense: No access to school computer systems for the remainder of the school year.

COMPUTER LAB RULES

The computer lab will be open during normal school hours during the days that school is in session. Permission to use the computer lab at other times must be granted by the teacher and only if there is adult supervision. At no time will any student use the lab without adult supervision. During the time the lab is closed, all computers and associated equipment will be rendered inoperative in such a manner that the computer system can not be accessed from an outside source. These same guidelines will hold true for computers that may be located in specific classrooms.

The priority for using computers within the computer lab shall be:

1. Class Assignments
2. Accelerated Reader Tests
3. Research Projects

SPECIFIC COMPUTER USE GUIDELINES:

1. Use of food will not be permitted in the lab by students.
2. Be courteous to others. Do not interrupt others using computers.
3. No "horse play" around computers.
4. Clean up around your computer station before you leave.
5. Use of non-academic programs is not permitted unless consent of the teacher is granted. (That teacher needs to be present while the student (s) is using the computer.)
6. If an entire class comes for lab work, the teacher shall accompany them and remain with the class.
7. If a student must use the computers after school time for a class assignment, they must be supervised by a teacher, staff member, or an aide.
8. Misuse of the computer network includes, but is not limited to: using the network for non-school related activities, infringing on others rights concerning password abuse, physical vandalism, tampering with any part of the network that is not your property/right. Misuse of the network will result in the removal of your User ID and /or not being allowed to use the network.
9. It is the student's responsibility to become familiar with the Computer Use Policy and Internet Policy.
10. Students creating problems in the computer labs will be reported to the appropriate teacher and lab privileges may be removed.
11. If it appears that you are the last user, shut the computer down properly when you are finished.
12. The staff member supervising the computer lab at the end of the school day should see that all systems are shut off, all computers and associated equipment are present or accounted for and are secure, room lights are shut off, and the classroom door has been locked.
- 13. THE COMPUTER LAB IS NOT TO BE USED BY STUDENTS BEFORE OR AFTER SCHOOL UNLESS THERE IS AN ADULT SUPERVISOR IN THE LAB WITH THEM!**

INTERNET SAFETY AND ACCEPTABLE USE POLICY

- A. Internet Safety Policy - It is the policy of Burwell Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.
- a. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently

offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- b. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 - c. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
 - d. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
 - e. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
 - f. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
 - g. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.
- B. Computer Acceptable Use Policy - This computer acceptable use policy is supplemental to the District's Internet Safety Policy.
- a. Technology Subject to this Policy. This Computer Acceptable Use

Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

- b. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
- c. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- d. Unacceptable Uses. The following are unacceptable uses of the technology resources:
 - i. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 - ii. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private

business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- iii. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- iv. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- v. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. to engage in violations of employee ethical standards

and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

e. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

f. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

g. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

h. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and

disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C.
6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR
36932 (2003 (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability
and Disclosure Act)
LB 512 (2017). Date of Adoption: August 14, 2017

Parental Permission and Handbook Receipt Form

Handbook Receipt

Check ONLY 1 Box

- This is to verify that we, Parent/Guardian & Student received and read the Burwell Elementary Student/Parent Handbook via electronic format at www.burwellpublicschools.com.
- This is to verify that we, Parent/Guardian & Student received and read the Burwell Elementary Student/Parent Handbook via hard copy which includes rules and policies of Burwell Elementary School. A printed hard copy will be provided.

Parental Permission for Burwell Public Schools Website and Newsletter

As a parent or guardian of this student, I hereby consent to the use of photographs/video recording taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use or for damages.

Check ONLY 1 Box

- Yes, I give Burwell Public Schools permission to publish my student's picture for publicity, promotional, and/or educational purposes.
- No, I do not wish to have my student's picture and/or name published.

Internet Safety and Acceptable Use Agreement

Check ONLY 1 Box

- As the parent or guardian of the student named below, I have read the internet safety and acceptable use policy. I understand that this access is designed for educational purposes. I recognize it is impossible for Burwell Elementary School to restrict access to all controversial materials, and that I do not hold the District (or any of its personnel) responsible for materials acquired on the network. Further I accept the responsibility for supervision if and when my child's use of downloaded materials is not for a school setting. I hereby give my permission to allow internet access for my child.

Internet & Computer Use - OPTION OUT

- As the parent or guardian of the student named below, I am requesting that my child not have access to network resources and the Internet at school. I understand this will limit the amount of educational material that my child can access to the more traditional sources of information available at school or at home. My child understands my wishes and will cooperate with the school to carry out this decision. I understand that should I later decide to allow my child to use network services and the Internet that I must personally contact the school and request that such access be permitted

Field Trip Permission

- I give my child permission to participate in teacher planned field trips for the 2023-2024 school year.

Student's signature _____

Parent Signature _____ Date _____

DISPENSING MEDICATION DURING THE SCHOOL DAY

Parent/Guardian Request Form

Student Name _____ Date of Birth _____

Grade _____

I give permission for _____ to be given medication by the school nurse or other unlicensed trained school personnel.

Name of Medication _____
Dosage of Medication _____
Date(s) to be given _____
Time to be given/Intervals in between doses _____
Route of Medication _____
Purpose of Medication _____

Prescription Medication: The medication must be in the original container with a current pharmacy label that includes: student name, medication, dose and time, and the physician's name. Medication can only be given as instructed on the label.

Over the Counter Medication: The medication will be provided by the parent, be in the original container, and labeled with the student's name, dose and time. Medication can only be given as directed on the bottle for age and dose. Any changes in the manufacturer's recommendation will require a written order from a physician.

Any medication not properly labeled or stored cannot be given at school. No medication can be given without completion of this form. Medication can be withheld based upon health assessment. Parents will be notified.

All medications must be stored at the school office.

I am not aware of any side effects, adverse reactions or any other problems my student is experiencing with this medication. I understand that I am primarily responsible for monitoring the effects of this medication. The school nurse or her/his designee has my permission to contact Dr. _____ or his/her designee, regarding this medication.

Parent/Guarding Name (Printed) _____

Parent/Guardian Signature _____ Date _____

Burwell Elementary Schoolwide Parent– Student-Teacher 2023-2024 Compact

It is the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.

Parent/Caring Adult:

I realize that my child's education is very important. I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- * Provide a quiet place/time to study.
- * Encourage my child to complete his/her homework.
- * Make sure my child gets adequate sleep and has a healthy diet.
- * Make sure my child is at school on time.
- * Make sure my child reads and writes on a daily basis
- * I will participate in decisions relating to the education of this child.

(Parent Signature)

(Date)

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- * Return completed school work on time.
- * Be at school on time unless I am sick.
- * Be responsible for my own behavior.
- * Help to keep my school safe.
- * Respect and cooperate with other students and adults.

(Student Signature)

(Date)

Classroom Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- * Teach necessary concepts to your child.
- * Be aware of the needs of your child's progress.
- * Regularly communicate with you on your child's progress.
- * Provide a safe, positive and healthy learning environment for your child.
- * Respect the cultural differences of students and their families.

(Teacher Signature)

(Date)