



## THE ROAD TO INDEPENDENCE

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### Student Handbook 2025-2026

2620 College Park  
Scottsbluff, NE 69361  
(308) 635-0206

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LifeLink is an enriched transition program for high school students with individual challenges, (ages 18-21), located on the campus of Western Nebraska Community College in Scottsbluff, Nebraska. The program is part of the Think College system.

This program began in the Fall of 2007, and is a cooperative program made possible by:

- Educational Service Unit # 13
- Local School Districts in Western Nebraska
- Western Nebraska Community College

The program is located in the Harms Advanced Technology Center, Room E-185 & Room E-194. Community activities and locations are used as an authentic classroom to teach many components of the curriculum.

### **Mission Statement**

LifeLink, in partnership with Western Nebraska Community College, school districts, families, and community, will provide unique learning opportunities to students with intellectual disabilities, (ages 18-21), resulting in empowered, productive community members.

### **Goals and Vision of the Program**

- To prepare students for the workforce through academics, social skills, life skills, and vocational skill development
- To increase independence in all environments
- To promote student self-determination and self-advocacy
- To promote lifelong learning
- To provide job placement and job retention
- To finalize agency linkages for adult services

# Directory of Personnel

## **Administrators**

Jessica Broderick - Director of Special Education

[jbroderick@esu13.org](mailto:jbroderick@esu13.org)

(308) 635-3696

Derek Peil - Principal; Director of Alternative Educational Services

[dpeil@esu13.org](mailto:dpeil@esu13.org)

(308) 635-0206

Julie Black - Primary Administrator- Special Education Program Coordinator

[jblack@esu13.org](mailto:jblack@esu13.org)

(308) 635-3696

## **Teachers**

Anna Thompson- Lead LifeLinkTeacher

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(308) 635-0206

Kenda Foos- Secondary Transition Teacher

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Cassandra Behnke-Course Educator

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Lesley Billingsley-Course Educator

[lbillingsley@esu13.org](mailto:lbillingsley@esu13.org)

John Einfalt-Course Educator

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Karen Reason-Course Educator

[kreason@esu13.org](mailto:kreason@esu13.org)

## **Support Staff**

Alexis Magdaleno; Job coach

[amagdaleno@esu13.org](mailto:amagdaleno@esu13.org)

Jasmin Ramirez; Administrative Assistant

[jramirez@esu13.org](mailto:jramirez@esu13.org)

(308) 635-0206

# **Program Policies and Information**

## **The School Day**

The school day for students begins at 9:00 a.m. and ends at 3:00 p.m. Teachers and Job Coaches will be on duty from 8:00 a.m. - 4:00 p.m. to supervise, teach and train students in a variety of environments.

## **School Calendar**

The school calendar will follow the WNCC calendar as closely as possible. Some additional days will be attended to meet the requirements of the Nebraska Department of Education. Please refer to the full calendar or website for day to day activity. The calendar will be included in your materials information packet, is available from LifeLink staff or found on the ESU 13 website.

## **Attendance**

LifeLink and WNCC expect students to attend every meeting of the classes in which they are enrolled. Attendance is essential to success. You are expected to follow the attendance policy of your home district. Your daily attendance is reported to your school district monthly. Excessive unexcused absences will result in a meeting of the IEP team.

## **Absences**

The team will implement strategies to deal with the absences, which may include student removal from the program because of lack of continuity needed to meet designated post-secondary goals.

If the student needs to be absent, LifeLink encourages the student to call themselves into the office. There are cases where the student may not be able to call in; in this case, Parents/Guardians should report their children as absent for the day. The office number is (308) 635-0206. When a child is absent:

- Student or Parent/Guardian should notify the school prior to 8:45 a.m. if a student will be late or absent. This allows for daily planning and schedule changes.
- All providers of transportation services must be notified by the student or parent/guardian in the event of student absence.
- If the student is missing a work shift, then they should call their employer to report their absence.

## **School Closings**

Students and Parents/Guardians will annually receive a school calendar listing holidays, in-services, etc. In the event that it is necessary to close school due to adverse weather conditions, please use the following resources to find out about closures:

Listen to KNEB FM 94.1 or KNEB.com for information on WNCC cancellation, LifeLink Cancellation, and/or cancellation of your local school district. Unless the WNCC campus closes, students should be aware that WNCC college credit classes may still be in session. If your home school district is closed due to weather or emergency, you may still attend the LifeLink program upon permission and transport by parents.

## **Visitation**

Parents/Guardians are welcome to observe their child as school visitors. LifeLink reminds Parents/Guardians that the goal of the program is to offer students a transition to adult life. Allowing independence is important to meeting goals. Therefore, visits must be approved by the LifeLink Administrators prior to such visit.

## **Tornado Drill Procedures**

Lifelink will conduct tornado drills in accordance with the Harms Advanced Technology Center. We will quickly and quietly proceed down the stairs to the lower level of the building and to the appropriate room where all faculty and students will assume the position required for tornado safety. At the conclusion of the drill, we will quietly return to the LifeLink classrooms.

## **Fire Drill Procedures**

In compliance with State Fire Marshal regulations, LifeLink will hold monthly fire drills. During these drills, students and faculty will exit the building in a quiet, orderly fashion through the door that offers the safest exit. Students should then proceed to the parking lot on the north end of the Harms Advanced Technology Center at a safe distance from the building. Students are to remain in this area until they receive an all-clear signal from an authorized person.

## **Transportation**

Transportation to and from the home school district to the program site is furnished by the student's home district if the IEP identifies this as a need. It is the responsibility of the student/family to notify the home school district should you decide not to use the provided transportation from time to time.

Transportation to and from job sites and other community training is provided by LifeLink Staff. If the hours of a paid employment situation last past 3:00 p.m., the student or his/her family is responsible for transportation after that time. If medical, mental health, or other appointments are scheduled through the school day, it is the responsibility of the student/parents to provide transportation to meet the need.

Students may be trained to use specialized transportation systems such as Uber, Road Runner, and other forms of transportation as part of their educational programs. During the learning phase of this routine, the associated costs will be paid by the LifeLink program. Should a student and his/her family make the choice to use this means of transportation on a regular basis, those costs will be covered by the student and their family.

*\*\*\*\*Since transportation is provided by the home district, the use of personal cars is discouraged. If this is necessary to build into the student's plan, please reach out to the case manager.*

## **Lunches**

A buffet lunch will be served daily in the college cafeteria. Students may access the cafeteria from 11:15 a.m. until 1:00 p.m. depending on individual schedules. LifeLink does not participate in the Federal Lunch program, including Free and Reduced Lunch, since it is based at a college campus. For this reason the program covers a portion of lunches to reduce the cost to families. For the 2025–2026 school year, the cost of student lunches is included in the overall program expenses and is covered by the school districts. Families will not be billed for school lunches during this academic year.

Students will access the cafeteria utilizing their WNCC ID. Students and families will be notified by the Administrative Assistant when lunch balances are low or negative. Students are encouraged to make healthy food choices and appropriate portion size in the cafeteria.

If your son/daughter wishes to bring lunch, they are welcome to do so. They may bring their lunch to the recreation area of Pioneer Hall. Refrigerators are available in each classroom to accommodate lunches brought from home. LifeLink staff will provide supervision throughout the lunch period with students making independent choices on seating and peer interaction.

## **Medical Concerns**

Students in the LifeLink program will have access to the school nurse from Educational Service Unit 13. The nurse develops and maintains a regular schedule of services to programs at several locations. Nebraska State Law requires that all students be immunized. These immunization records exist at the home school district. The nurse will secure these records with your assistance.



All medications should be given at home if at all possible. If you have medication needs during the designated program hours, please convey that information to the IEP case manager. Since students are age 18 and older, they are permitted to take over the counter medication. Please visit with your son/daughter's case manager if you have specific questions/directions for use of over the counter medications. We ask you to complete an emergency contact form to keep on file. Please take the responsibility to keep information on the emergency form up-to-date.

## **Student Eligibility for the Program**

The IEP team members drive the decision regarding participation in the LifeLink program. Discussions should begin at least by age 14 when the Transition Plan within the IEP is established. The IEP team should take into consideration the student's transition outcomes, strengths, needs, and graduation plan. Some students may graduate "socially" with their peers in the ceremony, but remain under IEP services until age 21 when their educational eligibility ends. If this option is selected, then the student is "eligible" for consideration in the LifeLink Program. Additional considerations will be: regular school and work attendance, maturity level of an individual, the ability and desire to hold a job in the community, the capacity to be on a college campus and access environments without direct adult supervision, the willingness to participate in college activities, and respecting and following the rules of the program.

## **Payment for the Program**

Your home school district pays tuition for your attendance in the LifeLink Program. This is an all-inclusive type of payment which includes academic instruction, assistive technology, transportation, training in the community, and specialized related services (such as speech, occupational therapy, physical therapy) as identified in your IEP. This cost does not include meals.

If you decide to take WNCC classes for audit or credit status, the costs associated with tuition, fees and books for this opportunity will be the responsibility of the LifeLink student and his/her family. One-half price tuition reduction is available for college courses. The costs associated with Continuing Education courses are also the responsibility of the student/family. Students may access LifeLink Foundation Funding for assistance with tuition/books one time per school year. There are additional scholarships available depending on student financial need and qualification. These opportunities will be shared with students as they arise.

## **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 ESU 13 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 to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If ESU 13 decides not to amend the record as requested by the parent or eligible student, ESU 13 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 ESU 13 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 ESU 13 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, ESU 13 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 ESU 13 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

## **Staff Qualifications**

The administration shall protect the confidentiality of personal information in records regarding personnel beyond salaries and defined directory-level information. Job application materials submitted by applicants, other than finalists, who have applied for employment, shall also be maintained as confidential records. Such confidential records information shall be released only to the extent required by law or as appropriate for the operations of ESU 13.

The following information is designated as “defined directory-level information” and may be given to parents or guardians of students served by ESU 13 upon request:

1. Whether a certificated staff member has met State qualifications and licensing criteria for the grade levels and subject areas in which the certificated staff member provides instruction.
2. Whether the certificated staff member is teaching under an emergency or provisional teaching certificate.
3. The bachelor’s degree major of the certificated staff member, along with information about other graduate certification or degrees held by the certificated staff member, and the field of discipline of the certification or degree.
4. The qualifications of a paraeducator assigned to their child.

Information pertaining to certificated staff is also available online on the Nebraska Department of Education-Teacher Certification website.

## **Policy of Non-Discrimination** *(ESU 13 Board Policy adopted 10/13/20)*

ESU 13 does not discriminate on the basis of any protected status in its programs and activities and provides equal access to designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. Complaints or concerns involving discrimination should be addressed to:

Crystal Smith, ESU #13 Compliance Coordinator/Human Resource Manager  
4215 Avenue I, Scottsbluff, NE 69361 (308) 635-3696 (cmith@esu13.org)

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

ESU 13 is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by ESU 13 employees, including co-workers, non-employees (such as volunteers), third parties, and others are strictly prohibited and will not be tolerated.

# **Curriculum and Post-Secondary Education**

## **Program Curriculum**

Each student's individually designed program is based upon measurable post-secondary goals identified by the student, parent, and other members of the educational team. Several courses cover the following curriculum components:

- Vocational Support
- Budgeting and Finance
- Health and Wellness
- Home Living and Home Care
- Recreation and Leisure
- Transportation
- Self-Advocacy and Self Determination
- Post-Secondary Attendance

A scope and sequence is available to identify specific skill areas related to education and support. In addition, a course schedule is available upon request. If you would like to inquire further, please contact LifeLink Staff for a copy.

## **Necessary Supplies**

LifeLink will provide educational materials and resources needed for specific courses. Students will receive any additional material lists their first week of school. Any requests throughout the year will be reasonable and your cooperation in making sure your child has the necessary items by the date specified is appreciated.

## **Electronic Devices and Assistive Technology**

Students are allowed to bring their electronic devices to LifeLink on a daily basis provided that they do not interrupt instruction. These items are a vital part of the transition process and may be used within classes to help the students gain independence. Free items and apps to download may be encouraged to increase independence. Assistive technology devices to increase independence are encouraged to be used.

## **Service Learning**

Students will have the opportunity to participate in various service learning and volunteer opportunities. This may include group or independent activities. Activities will be planned based

on student interests and employment and independent living goals.

## **Community Education and Alternative Options**

Your course schedule is developed according to educational needs identified in your IEP. In addition you will complete coursework in self-determination, personal management, health and wellness, and technology. Other choices of coursework include: drivers education, employment and career success, technology, science and societal issues. Each student enrolled will participate in work-based learning, developing vocational skills through community employment. Students are supported in employment through the use of job coaches. Community education courses in areas of interest will be offered throughout the year. Students are surveyed each semester as to their interests, and then may participate in specially designed courses based upon those preferences. The community-education courses are some of the most popular among students. Again, a complete listing of course titles exists on the program website. Some examples include: forklift training, paper crafting, beginning guitar, small engine repair, and Digital Photography and Moviemaker.

## **R-Pad Apartment Program:**

LifeLink provides life skills training through the use of the R-Pad Apartment Program. This apartment is located in the Summit Apartment Building located at 305 E. 16th Street. You will receive training in the apartment as determined by needs identified in your IEP. Instruction concentrates on clothing care, food preparation, housekeeping, safety, social interactions, and being a citizen of the community.

## **College Mentors**

Students may be paired with a peer mentor as they become available. This program design is intended to provide opportunities for additional forms of support, as well as social relationship and friendship development. Each peer mentor will be referred by a counselor, professor, or appropriate person from the community. WNCC references will be checked to ensure that mentors are of high moral and ethical character. Mentors may spend from 1 hour to 10 hours weekly with LifeLink students, depending upon the needs and schedules of both individuals. Some anticipated activities of mentors will be walking with students to class, sitting in classes with students (with permission from WNCC instructors), having lunch, attending social functions, or spending time with students in the LifeLink classroom area.

## **WNCC Courses**

In order to take a WNCC course, students must be able to attend classes independently. This requires them to access their course building without assistance from staff. Exceptions to this

policy are made on a short term basis only. Students interested in taking college courses for credit must complete prerequisites for all classes unless the instructor approves alternative guidelines. This may include taking assessments to identify the student's current level. Lifelink will work with the student support office on the WNCC campus. Courses will be individually planned with students and parents/guardians to help students reach their transition goals.

The tuition, fees, and book costs for college courses are the responsibility of the students; however, tuition reduction for dual high school/college enrollment is offered at one-half the course cost. Funding may be available to students from the Lifelink Foundation or Howard Olson Scholarship if the student meets funding criteria.

Lifelink staff will provide the following support to students who wish to take courses:

- Staff will assist students in registering for college.
- Staff will support the student with funding applications and communication.
- Students will receive a tour of the campus and support for navigating the campus and identifying their location.
- Instructor or college tutor communication will be supported from a distance and independence is encouraged.
- Connections with the Office of Disability Services and support for 504 accommodations will be provided by staff.
- Students will be supported by staff when they are struggling in courses; however, it is the students responsibility to communicate with their instructor.
- Connections with the WNCC tutoring center will be made to support students who may be having difficulty in courses.

## **Media and Publicity**

Newspapers, television, and other media or groups sometimes wish to take and publish pictures of students at the LifeLink Program.. Please review the "Media/Publicity Form" at the end of this handbook and return it to the school at the beginning of each school year.

# **Medication, Wellness & Safety**

## **Compliance with Nebraska Health Requirements**

Nebraska State Law 79-214 (updated 2013) requires a physical examination by a physician, a physician assistant, or an advanced practice registered nurse, practicing under and in accordance with his or her respective certification act, within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school. This law also requires a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of a transfer from out of state, to any other grade of the local school.

State Law also requires (79-217, updated 2009) that all students, preschool through 12th grade be immunized for measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to enrollment. Every student entering 7th grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products. Records of the dates of the immunizations are required before enrollment. Students are also required to provide a record of either the Varicella (Chicken Pox) vaccine or healthcare provider documentation of having Chicken Pox. In Nebraska, children can't attend classes in public or private school until the school has written proof of their immunizations status.

## **Exemptions with Immunizations**

While there are exemptions to the immunization requirements, parents need to be aware that unvaccinated children are not the only ones at risk for contracting disease. When parents choose not to immunize, their decision affects every other child in the school as well as their own child. Many immunizations require multiple doses before a child builds up full immunity, and some children are not able to be vaccinated. These vulnerable children depend upon "herd immunity" for protection. Exemptions to the vaccination requirement include:

1. A statement signed by a physician that the required immunization would be injurious to the student or members of the student's family or household. This form can be found at the Nebraska Department of Health & Human Services website: <http://dhhs.ne.gov/Immunization/MedicalExemptionFromVaccinationRequiredForSchoolAttendance.pdf>
2. An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member. This form can be found at the Nebraska Department of Health & Human Services website: <http://dhhs.ne.gov/Immunization/Religious-Affidavit.pdf>



## Immunizations

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<http://dhhs.ne.gov/Immunization/MedicalExemptionFromVaccinationRequiredForSchoolAttendance.pdf>
2. An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member. This form can be found at the Nebraska Department of Health & Human Services website: <http://dhhs.ne.gov/Immunization/Religious-Affidavit.pdf>

Some immunizations call for multiple doses of vaccine. For students who have not completed all doses required, state statute allows them to be provisionally enrolled in school if they have received at least one dose of each of the required vaccines prior to enrollment and continue to get the remaining shots as rapidly as is medically feasible.

### Provisional Enrollment

This means that school staff will need to track progress toward the completion of the required immunizations. Vaccine series do not need to be restarted if the child has a documented immunization record, even if it has been a long time since the last dose, just have the child finish the series. Please note that the health office will be keeping track. If there are any questions feel free to either contact the school nurse or the Nebraska Department of Health and Human Services at (402) 471-6423

*\*\*\*\*Please Note: Students with exemptions on file may need to be excluded from school if there is an outbreak of a vaccine-preventable disease.*

## **Communication of Medical & Health Information**

ESU 13 employs a full-time school nurse to monitor the health status of both students and staff. Please inform the school nurse if your child has a health history, such as Seizure disorders, Asthma, severe allergy reaction to foods, medications, or environmental factors such as bee stings, and hearing or sight problems and of any special medication your child might require. This information is included in the “Medical/Health Information Form”.

Many of our children have special dietary needs such as gluten-free meals, diabetic lunches and pureed meals. The school lunch office needs a new written order each school year in order to provide these special diets. If your child needs a special diet for school lunch, please get a written order from your healthcare provider before school begins.

During inclement weather, playground times are reduced or eliminated. Otherwise, students are expected to go to the playground during recess. If your child needs special arrangements for health reasons (greater than 3 days), please send a note to the child’s teacher. If this is to cover an extended period of time, a doctor’s permit will be required.

The school nurse can be contacted at any time if you have concerns about your child’s health and wellness at (308) 635-3696.

### **Medications** *(ESU 13 Board Policy adopted 5/18/21 )*

The administration of prescription and non-prescription medication to students is to be limited to medications that must be taken while students are participating in ESU #13 programs or otherwise under the control and jurisdiction of the ESU #13. All medications administered by ESU #13 personnel shall be administered in accordance with the Medication Aide Act.

If at all possible, all prescription and non-prescription medications should be given at home outside of school hours by the parent or by other responsible parties identified by the parent. However, ESU #13 recognizes that some medication regimes necessitate the administering of medication during school hours; therefore, a safe and effective means of administering the medication is required.

#### **Prescription Medications**

Prescription medications may be administered when the following are on file with ESU #13:

a. Physician’s Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given and reason the student is receiving the medication.

b. Caretaker’s Authorization: A caretaker’s signed and dated authorization or permission to administer the medication during school. (Note: All references to “caretaker” in this policy shall

mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a “friend” as a caretaker, but the school will not ordinarily recognize such an individual as a “caretaker” for the purposes of medication administration.)

c. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification and a corrected label must be obtained if orders differ from those listed on the packaging.

#### Authorizations for Non-Prescription Medications

Non-prescription medications may be administered provided that a caretaker’s authorization is provided in the form established by the Administrator or Administrator’s designee and the medication is in its original packaging.

#### Renewal of Authorizations

Medication authorizations must be renewed annually and updated immediately as changes occur.

#### Documentation

Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student’s name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication.

Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.

#### Storage

Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer’s or dispensing pharmacist’s instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

### Routine Illnesses

The Nebraska Department of Health & Human Services recommends that public/private schools follow these practices, in order to keep illnesses from spreading throughout the schools. Please:

1. Keep your child home if they are ill. This will help eliminate the spread of diseases/infections to other students and staff.
2. If your child has a temperature of 100 degrees or higher, please keep them home until the fever has been gone without fever-reducing medication for 24 hours.
3. If your child has vomited or has diarrhea, please do not send them to school until 24 hours has passed since the last occurrence. Children who show any of these symptoms at school, parents will be called and asked to pick up their child immediately.

### Contagious and Infectious Diseases

*(ESU 13 board policy adopted 12-15-20)*

Contagious and infectious diseases subject to this part include those diseases regulated by the Nebraska Department of Health and Human Services (DHHS) regulations pertaining to school health and communicable disease control (173 NAC 3). A student showing any signs or symptoms of a contagious or infectious disease will be excluded from physically attending ESU #13 schools or programs in accordance with the Contagious and Infectious Disease Chart attached to those regulations and not be allowed to return until the minimum isolation period has elapsed, and all signs or symptoms of illness have disappeared in accordance with the Chart. Students with contagious or infectious diseases or conditions other than those listed in the Chart will be subject to exclusion until the student's physician gives a written statement that the disease or condition is not in a communicable stage or there is minimal risk of transmission to others in a school or ESU #13 program setting.

### Illness & Injury at LifeLink

School personnel who are supervising injured or ill students will be responsible for getting the proper care for the student. Office personnel can assist in obtaining the proper care. At no time are supervising personnel to leave an assigned duty station, whether it be classroom, gym, playground, etc. A messenger service will be utilized to request assistance from the office.

In the event of an injury or illness that may be serious, it is essential that the school nurse be contacted for assistance. Parents will also be informed of the situation, if possible. If parents cannot be reached, other individuals named on the emergency information card will be contacted.

If it is perceived that a student is in an emergency medical situation, an ambulance will be summoned to the scene whether the school nurse has arrived or not. The parents will be notified as quickly as possible, if such an event occurs. The school nurse may contact and act upon direction given by the child's family physician.

## **Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions**

*(ESU Board Policy 5/18/21 )*

It is the policy of ESU #13 to follow the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Emergency Protocol) and related policies of the school in which ESU #13 provides services in the school ESU #13 facilities.

Each employee who is or will be providing services to students in an accredited school, an approved school, or to children in an approved early childhood program, is to be provided with the following:

1. information about the existence of the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Emergency Protocol) established by the Nebraska Department of Education and adopted by ESU #13;
2. access to a copy of the Emergency Protocol form and either a copy of the school's signed Emergency Protocol or directions to obtain such from the school administrator;
3. information about the availability of a school nurse and, if one is not available, who at the school site where services are being provided is a designated trained nonmedical staff member for purposes of implementing the Emergency Protocol;
4. information about the whereabouts within the school building where the employee is providing services of the equipment and medication necessary to implement the Emergency Protocol in the case of any student or school staff emergency, including the location of an IM EpiPen-Jr. or adult EpiPen, or the school official who is to be contacted to obtain such information;
5. appropriate direction and instruction so that an employee who may be involved in an Emergency Protocol response provides appropriate and accurate information to the appropriate school official, in order that the school may maintain records of administration of medication by school staff as required;
6. inform and provide the employee of any written request from a parent or guardian of a minor student served by the employee, directing that such minor student not receive emergency treatment under the protocol.

Student Self-Management of Asthma, Anaphylaxis, and Diabetes

*ESU Board Policy adopted 12/15/20*

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions while participating in programs operated by ESU #13 when the student has a self management plan established with the school in which they are enrolled that is prepared and signed in accordance with legal requirements.

### **ESU 13 Wellness Policy** *(ESU Board Policy adopted 12/15/20)*

A mission of Educational Service Unit 13 is to provide curriculum, instruction, and experiences in a health-promoting program environment to instill habits of lifelong learning and health. Therefore, the Board of Education has recommended the following components that relate to LifeLink Nebraska.

#### Implementation Plan

ESU #13 will develop and maintain a plan for implementation to manage and coordinate the execution of this Wellness Policy. The plan delineates roles, responsibilities, actions and timelines specific to each program; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the ESU #13 campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other ESU #13 based activities that promote student wellness. It is recommended that ESU #13 uses the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report. This wellness policy and the progress reports can be found at ESU #13's website.

#### Triennial Progress Assessments

At least once every three years, ESU #13 will evaluate compliance with the Wellness Policy to assess the implementation of the policy and include: the extent to which ESU #13's programs are in compliance with the Wellness Policy; the extent to which ESU #13's Wellness Policy compares to the Alliance for a Healthier Generation's model wellness policy; and a description of the progress made in attaining the goals of ESU #13's Wellness Policy. The position/person responsible for managing the triennial assessment and contact information is the Administrator or Administrator's designee. The ESU #13 Wellness Committee, in collaboration with individual programs, will monitor ESU #13's compliance with this Wellness Policy. ESU #13 will notify households/families of the availability of the triennial progress report.

#### Other Activities that Promote Student Wellness

ESU #13 will integrate wellness activities across the entire ESU #13 setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. ESU #13 will coordinate and integrate other initiatives related to physical activity, physical education, nutrition

and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes. All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy program environments will be coordinated with Article 6 Services to Schools and Children 13 of 17 and complementary of the Wellness Policy, including but not limited to ensuring the involvement of the ESU #13 Wellness Committee.

#### Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the program day and throughout every ESU #13 campus (“ESU #13 campus” and “program day” are defined in the glossary). LifeLink students will have access to drinking water at the WNCC Cafeteria and within the HARMS center.

# Student Conduct

LifeLink students will be held accountable for their home district's handbook policies, WNCC campus policies and LifeLink policies. Students should receive their home district's handbook directly from the district.

LifeLink students will behave in an appropriate adult manner at all times and use language that is appropriate. Extreme aggressiveness, profanity, and inappropriate gestures are not acceptable. Students will treat staff members, other students, and visitors with respect. Students will respect the privacy, personal property, and personal space of their classmates. Students will dress appropriately. Shirts displaying drug and alcohol messages are not permitted, and undergarments should not be seen.

## **ESU 13 Behavioral Policies** *(based on ESU Board Policy adopted 12/15/20)*

### **Suspension, Removal, More Restrictive Placement and Other Disciplinary Circumstances**

Lifelink Nebraska will notify home schools if a disciplinary matter arises. Lifelink Administrators will coordinate with districts to assure all applicable statutes, regulations and ESU #13 policies are complied with. All legal components related to Special Education will be followed in decisions. Other components to note are below:

1. As to all students who are served in programs of ESU #13 and which students are verified or certified as individuals with disabilities under any recognizable disability described by any applicable statute or regulation and as to all students who are served by any ESU #13 employee in any school which a student is verified or certified as having a disability recognized under any applicable statute or regulation, the procedure for determining the appropriate disciplinary method shall be as follows:
  - a. When any infraction of any applicable rule or regulation of student conduct or any statute declaring such conduct to be unlawful or contrary to law constitutes grounds for disciplinary action by any such statute, regulation or policy, the school district where applicable and ESU #13 may suspend the student for up to ten (10) consecutive days. If a suspension results in a cumulative total of more than ten (10) days of suspension in a school year, all due process and other procedural requirements of 92, NAC 51 shall apply. Prior to any suspension, notice of such suspension shall be sent within twenty-four (24) hours by certified or registered mail or by hand delivery to the caretaker and where applicable to the administrator or director of the school involved. If the student is eighteen (18) years of age or older, notice shall also be sent to the student.



b. Emergency exclusion or removal of individuals with disabilities If, in the opinion of Program Administrator or Program Director, a student is found to present a danger to others or to their property or if he/she presents a danger of an ongoing threat to the disruption of the academic processes of others or if he/she presents a physical danger to himself, such student may be without notice excluded for the duration of the emergency situation.

Within twenty-four (24) hours of the student's emergency exclusion, the Program Administrator or Program Director shall provide written notice to the parent and/or guardian and to the student if over the age of eighteen (18). The notice shall set forth the charges and the time, date, and place of the IEP meeting specifying the purpose and the participants in such meeting and request the parent and/or guardian and if appropriate the student to attend the IEP meeting. Such notice of emergency exclusion may be delivered by registered or certified mail, return receipt requested or by personal delivery by the administrator or director to the caretaker and student when applicable.

An IEP team meeting shall be convened if possible within the exclusionary period and shall be conducted in accordance with all standard procedures as established in 92, NAC 51 or other applicable rule(s). The IEP team shall review the student's program and shall determine if the disability is a precipitating factor of the inappropriate or prohibited behavior. That decision shall be recorded on the IEP and that information shall be used, if necessary, to revise the student's IEP to reflect the need for the use of exclusion as a disciplinary tool or management strategy, to modify the educational program if required, to change the educational placement of the student if appropriate or to indicate that the disability is not a precipitating factor, and to serve as a basis for notifying the student's parent and/or guardian or reaffirming to them if they have already been so notified that the student is expected to behave in accordance with the rules established in the school district's code of conduct or where applicable in accordance with the guidelines of student conduct as set forth within the program operated by ESU #13.

The parents shall be notified of the IEP team's decisions if they have not participated in the IEP team meeting, such notice to be sent by registered or certified mail or by personal delivery by the administrator or director. The attending teacher or certified ESU #13 employee shall notify the Program Administrator or Program Director of such person of all emergency exclusions within twenty-four (24) hours by forwarding a copy of such fact.

2. Prohibition against long-term suspension and expulsion of individuals with disabilities and requirement to follow procedural safeguards when any change in placement occurs ESU #13 recognizes that long-term suspensions and expulsions of individuals with disabilities as the terms long-term suspension and expulsion are defined in state statutes pertaining to non-disabled students have been defined by numerous federal court decisions to constitute a change in placement. ESU #13 also recognizes that with a change comes a legal obligation to provide certain procedural due process rights to the student before any change in placement occurs. ESU #13 further recognizes that a series of short-term suspensions may become a long-term suspension or deemed a change of placement pursuant to 92 NAC 51, and for that reason one short-term suspension shall be limited to a cumulative total of ten (10) days or less in a single school year unless additional days are authorized by state or federal law or regulation. ESU #13 further recognizes that the federal regulations pertaining to individuals with disabilities provides a hierarchy of restrictive placement such hierarchy being as follows:

- a. a regular classroom in a regular school
- b. a special classroom in a regular school
- c. a special school
- d. a homebound program
- e.. an institutional placement

When in the judgment of the IEP team the behavior of a student becomes so inappropriate, disruptive or violative of any regulation or policy pertaining to the operation of a service, school, program or other kind of educational service that the student's ongoing participation in his present placement will be inappropriate for him and violative of the rights of other participants, then an IEP meeting shall be convened to determine what manner of more restrictive placement would be reasonably calculated to provide an appropriate education for the student in question. The student, subject to any emergency removal or exclusion for the protection of himself/herself or other students, shall remain in the placement designated in the IEP at the time the behavior of such student becomes inappropriate until such time as an agreement with the caretaker, the school district, and ESU #13 can be reached about a change in placement or until the issue of the appropriate placement has been litigated through all appropriate procedures. Under no condition, solely within the control of ESU #13, shall the total cessation of educational services to any student for whom ESU #13 is responsible be permitted to occur. In the event that due to circumstances beyond

the reasonable control of ESU #13 to notify any other applicable agency or school district with which it is contracted that any litigation resulting from any cessation of service occurring contrary to the judgment of ESU #13, to withdraw the services and personnel of ESU #13, and to immediately notify such school district or other agency that as a result of such action contrary to ESU #13's policy that ESU #13 will assume no further responsibility of whatsoever nature for any consequences whether legal or otherwise occurring as a result of such cessation of such services.

3. Notwithstanding any other section of this policy, school personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) days if: a. the child carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or a local educational agency; or b. the child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of a state or local educational agency.

### **Restraint & Seclusion Policy** *(ESU Board Policy adopted 12/15/20)*

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions.

#### **1. Definitions**

- a. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
- b. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

#### **2. Physical Restraint**

- a. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

1) to prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act;

i. A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.

ii. Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited.)

2) to move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and

3) in circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective.)

b. Physical restraint may not be used:

- 1) when a known medical or psychological condition contraindicates its use; and
- 2) as a form of punishment.

c. Conditions. Use of physical restraint shall take into consideration the safety and security of the student. In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity. If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

d. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

e. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years. Training with respect to physical restraint may be provided either by ESU #13 or by an external entity and shall include, but need not be limited to:

- 1) appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- 2) a description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- 3) the simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- 4) instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- 5) instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- 6) demonstration by participants of proficiency in administering physical restraint. An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year

### 3. Seclusion

a. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- 1) when a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- 2) when a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;

3) when a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and

4) the student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

b. Seclusion may not be used:

- 1) when a known medical or psychological condition contraindicates its use; and
- 2) as a form of punishment.

c. Conditions.

Use of seclusion shall take into consideration the safety and security of the student. Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- 1) have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
- 2) be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing);
- 3) if an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable;
- 4) be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs; and
- 5) if a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an

electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

d. The procedures for use of seclusion include:

- 1) An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- 2) The adult responsible for supervising the student must periodically check on the student visually if possible.

e. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

f. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

**4. Documentation and Evaluation Documentation of Use of Physical Restraint or Seclusion.**

A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- the student's name; the date of the incident;
- the beginning and ending times of the incident;
- a description of any relevant events leading up to the incident;
- a description of any interventions used prior to the implementation of physical restraint or seclusion;
- a description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- a log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- a description of any injuries (whether to students, staff, or others) or property damage;
- a description of any planned approach to dealing with the student's behavior in the future; a list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- and the date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

**Notification of Administration.** The Program Administrator or Program Director shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

**Notification of Parent or Guardian.** Within 24 hours after use of seclusion or physical restraint, the Program Administrator or Program Director shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided ESU #13 a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

**Evaluation.** An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period.

A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation. The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance). The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record.

### **Weapons** (*ESU 13 Board Policy 12/15/20*)

The Board of ESU #13 believes weapons and other dangerous objects and look-alikes in ESU #13 facilities can cause material and substantial disruption to the ESU #13 environment or present a threat to the health and safety of students, employees and visitors on ESU #13 premises or property within the jurisdiction of the ESU #13. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the ESU #13 property or onto property within the jurisdiction of ESU #13 or from students who are within the control of the ESU #13. For purposes of this policy, the term "dangerous object" includes any personal safety or security device (such as tasers, mace and pepper spray). This prohibition includes persons with a permit to carry a concealed handgun. Possession of a weapon includes, without limitation, a weapon in a person's personal possession or control, including a weapon in a desk, locker, backpack or purse. A person who is uncertain as to what constitutes a "dangerous object" under this policy is strongly encouraged to contact the Program Administrator or the Program Director in advance of such person bringing the item onto ESU #13 property.

Any person found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Parents of students found to possess weapons or dangerous objects or look-a-likes on ESU #13 property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.



Students bringing firearms to ESU #13 or knowingly possessing firearms at the ESU #13 may be expelled for a period of not less than one year. Students bringing to ESU #13 or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The Article 6 Services to Schools and Children 4 of 5 Program Administrator or Program Director shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. Weapons under the control of law enforcement officials shall be exempt from this policy. Firearms also may be possessed by a person for the purpose of using them, with the approval of ESU #13, in a historical reenactment, in a hunter education program, or as part of an honor guard. The Program Administrator or Program Director may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy.

### **Searches, Seizures, & Arrests** *(ESU Board Policy adopted 012/15/20)*

ESU #13 property is held in public trust by the Board. ESU #13 authorities may, without a search warrant, search students, protected student areas, or vehicles driven by students parked on ESU #13 property based on a reasonable and definable suspicion that an ESU #13 policy, rule, regulation or law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the ESU #13 facilities. The furnishing of a locker, desk or other facility or space owned by ESU #13 and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility.

ESU #13 authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on ESU #13 property or on property within the jurisdiction of ESU #13; while on ESU #13 owned and/or operated transportation; while attending or engaged in ESU #13 activities; and while away from ESU #13 grounds if misconduct will directly affect the good order, efficient management and welfare of ESU #13. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The Board believes that illegal, unauthorized or contraband materials may cause materials and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the ESU #13 premises or property within the jurisdiction of ESU #13.

The Program Administrator or Program Directors may release a minor student into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest, or to remove a student from the ESU #13 premises if the officer or Program Administrator or Program Director have reason to believe that the student has violated the law.

The Program Administrator, Program Director, or designee will immediately attempt to notify the parent/guardian or responsible relative of the student's removal from the ESU #13 premises and the place to which the student is reportedly taken, except in cases of child abuse.

The appropriate Program Administrator or Program Director of the school in which the student is enrolled is to be notified when items are discovered that would warrant discipline of the student under the school's student code of conduct.

## **Tobacco-Alcohol-Drugs**

### **Tobacco** *(ESU Board Policy adopted 12/15/20)*

The use of tobacco products is prohibited in all buildings and all vehicles owned or under the control of ESU #13. Smoking is also prohibited in any outdoor areas where others may be affected by smoke, including areas near the entry of buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (including electronic nicotine delivery systems), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

### **Alcohol**

LifeLink Nebraska follows the WNCC Student Code of Conduct related to alcohol use.

College policy prohibits the use, possession, or sale of alcoholic beverages on College property, whether leased or owned, and on the specific premises of College sponsored or supervised off-campus functions.

### **Drugs**

LifeLink Nebraska follows the WNCC Student Code of Conduct related to drug use.

“College policy prohibits the consumption, possession or sale of controlled substances and/or the presence of persons under the influence of controlled substances on College property, whether leased or owned, and on the specific premises of College sponsored or supervised off-campus functions.

Conduct covered by this offense includes but is not limited to:

- a. Manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana;
- b. Misuse or abuse of legal drugs or narcotics;
- c. Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.”

## **Harassment by Students**

LifeLink Nebraska should be a safe educational environment for all students. In order to ensure that everyone feels safe, LifeLink will follow ESU 13 Board Policies to include:

### **Bullying** (*Anti Bullying ESU Board Policy adopted 12/15/20*)

One of the missions of ESU #13 is to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students.

Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The Program Administrator, Program Director, and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse in areas within the control or jurisdiction of ESU #13.

### **Dating Violence Prevention** (*ESU Board Policy adopted 12/15/20*)

ESU #13 is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to dating violence will not be tolerated and must be avoided by all students and staff. Pursuant to Section 79-2, 140, the Legislature has defined

- (a) “dating violence” to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and
- (b) “dating partner” to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2, 141(4), shall be provided to staff deemed appropriate by the administration. The Administrator, Director, or designee will be responsible for reviewing the ESU's Student Code of Conduct to ensure that this policy is reflected therein.

## **Harassment** (*ESU Board Policy Adopted 6/15/21*)

### 1. General Harassment

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to any protected status that is sufficiently serious to deny, interferes with, or limits a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment; or
- b. requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of any protected status may include, but is not limited to:

- a. Name-calling
- b. Teasing or taunting
- c. Insults, slurs, or derogatory names or remarks
- d. Demeaning jokes
- e. Inappropriate gestures
- f. Graffiti or inappropriate written or electronic material
- g. Visual displays, such as cartoons, posters, or electronic images
- h. Threats or intimidating or hostile conduct
- i. Physical acts of aggression, assault, or violence
- j. Criminal offenses

### 2. Sexual Harassment

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions;
- b. Requests or pressure for sexual favors;
- c. Comments about an individual's body, sexual activity, or sexual attractiveness;
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body;
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol;
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.; or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If ESU #13 knows or reasonably should know about possible harassment, including violence, ESU #13 will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If ESU #13 determines that unlawful harassment occurred, ESU #13 will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, ESU #13 will follow this policy and grievance procedure, within the scope of its authority.

ESU #13 is committed to offering employment and educational opportunities to its employees and students in a climate free of harassment. Accordingly, unlawful harassment of any kind by ESU #13 employees, including co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. All ESU #13 employees are expected to take prompt and appropriate actions to report and prevent harassment. Employees who witness or become aware of possible harassment must immediately report the conduct to his or her supervisor or the designated Compliance Coordinator

## **Video Surveillance** *(ESU Board Policy adopted 12/15/20)*

### 1. Purpose

The ESU #13 Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding ESU #13 facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

## 2. Placement

Video cameras and similar devices are authorized to be used in Unit facilities, Unit vehicles, and other places within the control of ESU #13. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Program Administrator, Program Director, or the ESU #13 Administrator or designee consistent with the purposes set forth in the Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms.

## 3. Notice

Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and employee handbooks.

## 4. Viewing Monitors and Video Recordings

Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are the Program Administrator, Program Director, the ESU #13 Administrator or designee, and the ESU #13 Technology Department personnel responsible for the technical operations of the system (for technical purposes only). In some limited circumstances, the Program Administrator, Program Director, or the ESU #13 Administrator or designee may authorize supervised viewing of surveillance cameras and recorded video by other designated staff members. The Program Administrator, Program Director, and the ESU #13 Administrator or designee may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law. Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

## 5. Use of Video Recordings

Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.

#### 6. Video Recordings as Education Records

Video recordings which are considered to be “education records” within the scope of the Family Educational Rights and Privacy Act (FERPA) shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the focus of the video recording. For example, if the video recording shows a student violating a school rule, the video recording is an education record of that student. It may be viewed on request by that student’s parent (or the student if age 18 or older). The video recording may not be viewed by, nor will a copy be given to, others without the parent’s written consent unless a FERPA exception exists. In the event more than one student is a focal point of the video recording, it may be an education record of each such student. This would be the case, for example, if two students are recorded fighting. In that event, the school would allow both sets of parents an opportunity on request to view the video, but will not give a copy of the video to either set of parents without the written consent of the other student’s parent.

#### 7. Maintaining Video Recordings

Video recordings shall be retained for 30 days or until determined that no incident has occurred. If an incident has been recorded, the recording will be transferred and retained concurrently with the incident file. Video recordings that contain personal information shall be securely stored in the ESU #13 network data center and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.

#### 8. Maintaining the Integrity of the Video Surveillance System

The ESU #13 Technology Department shall be responsible for checking the video surveillance system on a weekly basis to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this Policy, shall be subject to appropriate disciplinary action (up to and including expulsion for a student and termination for a staff member) and referral to appropriate law enforcement authorities.

## **Internet/E-mail Acceptable Use – Student**

The following are guidelines for acceptable use of the internet/e-mail:

1. The intent of the legislature is to provide educators and students with access on the internet/e-mail for professional growth opportunities, research and other educationally related experiences. ESU #13 recognizes some personal use of the internet/e-mail is appropriate, being mindful of excessive personal use limits access availability for others.
2. Transmission or reception of any material which is in violation of any federal or state regulation is prohibited. This includes, but is not limited to the following copyrighted material; threatening, harassing, pornographic, or obscene material; or materials protected by trade secrets.
3. Commercial activities, product advertising, and political lobbying are prohibited. Excessive personal use during the school day will be considered misuse.
4. Users of internet/e-mail are expected to abide by established rules of network etiquette including, but not limited to the following:
  - a. Politeness is a must at all times. Abusive messages, hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
  - b. Profanity, vulgarities, or any other inappropriate language is prohibited.
  - c. Personal phone numbers and home addresses are not to be divulged.
  - d. Network storage areas will be regarded as school property. Files and communications may be reviewed by ESU #13 personnel. Electronic mail is not guaranteed to be private.
  - e. "Chain letters" are considered to be a misuse of the system.
  - f. Talk, write, and chat commands may be intrusive and should only be used after receiving permission from the other party. Personal information should not be given.
  - g. Classroom use will take precedence over individual use.
5. Users must respect the integrity of the system at all times. Students and staff should not intentionally develop or activate programs that harass other users, infiltrate a computer system, or alter the software components of a computer or computer system. These include, but are not limited to: viruses, forgoing e-mail, hacking, and attempting to use administrative commands.
6. Do not vandalize or destroy the data or hardware on any other system.
7. Security of any computer system is essential. Access to internet/e-mail is intended for exclusive use by authorized individuals. Any problems which arise from the use of an account are the responsibility of the account holder. Misuse may result in the suspension of the account privileges. This may include, but is not limited to the following:
  - a. Trespassing in another's work file.



- b. Giving out your password or the password of others.
  - c. Attempting to log in to another individual's account.
  - d. Failure to notify the supervising staff members of a security problem.
8. Technology- Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users.
- a. 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).
  - b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - e. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - f. 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 called a bug, virus, worm, Trojan horse, or similar name.
  - g. Users shall not engage in any form of vandalism of the technology resources.
  - h. Users shall follow the generally accepted rules of the network etiquette.

The ESU #13 Administrator or designee may further define such rules.

# Student Welfare

## **Asbestos** *(ESU Board Policy adopted 04/21/20)*

In compliance with the Toxic Substances Control Act, it shall be the policy of ESU 13 to follow the Asbestos Hazard Emergency Response Act (AHERA) regulations concerning the inventory and management of asbestos containing materials within the buildings on the ESU 13 premises as follows:

1. Appoint and train a designated person who will be responsible for the management of all asbestos-related activities.
  - a. Ensure that inspections, re-inspections, periodic surveillance, and response actions are completed in accordance with regulations.
  - b. Inform workers and occupants of AHERA activities annually.
  - c. Supply proper notification of asbestos locations to short-term outside contractors/workers.
  - d. Post all required warning labels.
  - e. Notify all employees, parents/guardians, and the public in general that there is an asbestos management plan, which can be reviewed upon request.
  - f. Maintain complete up-to-date records relating to the following activities:
    - 1) All asbestos-related training.
    - 2) All renovation, remodeling or demolition that may involve asbestos.
    - 3) All asbestos abatement activities including operations and maintenance, encapsulation, encasement and removal.
    - 4) All disposal manifests and records of disposed asbestos.
    - 5) All notifications to parents/guardians, employees and students regarding the presence of asbestos.
    - 6) All art procedures, which may involve asbestos contact.
  - g. Ensure that all employees under the direction of the designated person are completely knowledgeable of the respiratory protection requirements, that they wear the appropriate respiratory equipment according to instruction, and that they maintain the equipment in a clean and operable condition.
  - h. Select and approve respirators, replacement respirator filters, prefilters, and other necessary replacement parts.
2. Ensure that all members of the maintenance and custodial staff receive training prior to conducting activities that may disturb asbestos.
3. Ensure that all maintenance employees who are hired after the implementation plan be trained within sixty (60) days after the commencement of employment.
4. Maintain a complete up-to-date copy of the management plan in the Administrative Offices.

## **Child Abuse & Neglect** *(ESU Board Policy adopted 012/15/20)*

Everyone has a responsibility to report abuse or neglect. In Nebraska, everyone is a mandatory reporter. This means physicians, medical institutions, nurses, school employees, social workers or any other person who has reasonable cause to believe that a child or vulnerable adult has been subjected to abuse or neglect, or observes such child or vulnerable adult being subjected to conditions or circumstances which reasonably would result in abuse or neglect are required by law to make a report to the Abuse and Neglect Hotline (800-652-1999) and/or Law Enforcement (if an emergency exists).

### Definitions of Child or Vulnerable Adult Abuse and Child or Vulnerable Adult Neglect (Nebraska Department of Health and Human Services):

- Physical abuse: Non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting, burning or otherwise harming a child or vulnerable adult, that is inflicted by a parent, caregiver or other person who has responsibility for the child or vulnerable adult. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child or vulnerable adult. Physical discipline, such as spanking, is not considered abuse as long as it is reasonable and causes no bodily injury to the child or vulnerable adult. Non-accidental injury that is caused by someone other than a parent, guardian, relative or other caregiver, such as a stranger, is considered a criminal act that is not addressed by child or vulnerable adult protective services.
- Neglect: The failure of a parent, guardian or other caregiver to provide for a child or vulnerable adult's basic needs. Neglect may be physical, medical, educational, or emotional. Domestic Violence: Children or vulnerable adults are exposed to domestic violence and are harmed by the experience and suffer consequences ranging from hyper-vigilance to problem with concentration and emotional regulation. Abandonment as Neglect: In general, a child or vulnerable adult is considered to be abandoned when the parent's identity or whereabouts are unknown, the child or vulnerable adult has been left alone in circumstances where the child or vulnerable adult suffers serious harm, or the parent has failed to maintain contact with the child or vulnerable adult or provide reasonable support.
- Substance Abuse as Abuse or Neglect: Prenatal exposure of a child to harm due to the mother's use of an illegal drug or other substance; manufacture of methamphetamine in the presence of a child; and selling, distributing or giving illegal drugs or alcohol to a child.
- Sexual Abuse: The employment, use, persuasion, inducement, enticement or coercion of any child or vulnerable adult to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or inter-familial

relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of child or vulnerable adult, or incest with child or vulnerable adult.

- Emotional abuse: A behavior that harms a child or vulnerable adult's emotional development or sense of self-worth.

### **Homeless Students** (*ESU Board Policy adopted 12/15/20*)

ESU #13 shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4. migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

### School Selection

ESU 13 shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, ESU 13 shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the

request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

### Enrollment

Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

### Transportation

If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

## **Grievance (or Complaint) Procedures**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the Compliance Coordinator designated to handle complaints of discrimination.

### **Service Animals** (*ESU Board Policy 12/15/21*)

Individuals with disabilities, including but not limited to students, may use a service animal on ESU #13 property subject to the conditions in this policy.

### Definition

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals.

The work tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.

- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.
- Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks under the definition of a service animal.

### When and Where a Service Animal is Allowed Access

Individuals with disabilities can bring their service animals in to all areas of ESU #13 where members of the public, program participants, clients, customers, patrons, or invitees are allowed. A service animal can be excluded from a facility if its presence interferes with legitimate safety requirements of the facility.

ESU #13 will ask an individual with a disability to remove a service animal if the animal is not housebroken or is out of control and the individual is not able to control it. A service animal must have a harness, leash or other tether, unless the handler is unable to use a tether because of a disability or the use of a tether would interfere with the service animal's ability to safely perform its work or tasks. In these cases, the service animal must be under the handler's control through voice commands, hand signals, or other effective means. If a service animal is excluded, the individual with a disability must still be offered the opportunity to obtain goods, services, and accommodations without having the service animal on the premises.

### Asking Questions

To determine if an animal is a service animal, ESU #13 may ask two questions:

- Is this animal required because of a disability?
- What work or task has this animal been trained to perform?

These questions may not be asked if the need for the service animal is obvious (e.g., the dog is guiding an individual who is blind or is pulling a person's wheelchair). ESU #13 may not ask about the nature or extent of an individual's disability or require documentation, such as proof that the animal has been certified, trained or licensed as a service animal, or require the animal to wear an identifying vest.

## **Service Animals Other Than Dogs**

ESU #13 can consider whether the facility can accommodate service animals other than dogs, and will review requests on an individual basis. The animal must have been individually trained to do work or perform tasks for the benefit of the individual with a disability. The rules that apply to service dogs also apply to other animals.

### Other Provisions

- ESU #13 is not responsible for the care and supervision of a service animal.
- ESU #13 cannot ask nor require an individual with a disability to pay a surcharge or deposit, even if people accompanied by pets are required to pay such fees.
- If ESU #13 normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

## **Enrollment Form - Media/Publicity Form**

Reporters from local newspapers, television stations, and radio stations frequently visit schools to gather information and pictures for stories on a variety of topics (profiles on new school programs, stories about outstanding students and teachers, parent/student issues, news such as new standards and policies). My signature below represents that ESU 13 has my permission to use my child's photograph, likeness, artwork, profile, and/or story in all forms of media and all manners (these are called "use"), including, but not limited to classroom display, publications, web pages, brochures, videos, and other promotional media. I understand the circulation of the materials could be worldwide and that there will be no compensation to me or my child for this use. I waive any right to inspect or approve the finished product, including written copy that may be created in connection therewith.

Occasionally, due to family, legal, or other reasons, parents and legal guardians prefer that their children never receive publicity. We ask that those parents and legal guardians sign and return the form below. Signed forms returned to us will be kept on file at ESU 13 and referred to when members of the media visit the school. Reporters and photographers will be asked to avoid featuring any children for whom this form is on file.

*Please note that this procedure cannot apply to public events or to the extracurricular programs for which children must register.*

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\_\_\_\_ I GIVE permission for my child to be included in any publicity or web publications that a school classroom or regular school program may receive.

\_\_\_\_ I do NOT want my child to be included in any publicity that a school classroom or regular school program may receive.

Name of Child \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Authorization expires at the end of each school year.**

(Questions? Call Jessica Broderick, Special Education Director at 308-635-3696)



## **Enrollment Form - Release of Information**

It may be in the best interest of some students to have open communication between ESU 13 LifeLink School personnel and student healthcare and/or mental health providers. Please complete this form if you would like ESU 13 personnel and healthcare and/or mental health providers to be able to communicate about your child. This communication may include information shared via phone call, email, facsimile, and/or US Postal Service mail. Completion of this form is voluntary.

**Community Health/Mental Health Provider:**

\_\_\_\_\_

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

### ***Authorization for Release of Personal Records/Health Records And Pupil Information***

<input type="checkbox"/> <b>MDT information</b>	<input type="checkbox"/> <b>Psychological &amp; mental health records</b>	<input type="checkbox"/> <b>Test scores</b>
<input type="checkbox"/> <b>IEP information</b>	<input type="checkbox"/> <b>Educational evaluation</b>	<input type="checkbox"/> <b>Medical, Health &amp; Immunization records</b>

\_\_\_\_\_  
**Name of Student**                      **Date of Birth**                      **Grade**

**I hereby authorize you to release records to:**  
**Educational Service Unit 13**  
**4215 Avenue I**  
**Scottsbluff, NE 69361**  
**Phone: (308) 635-3696 Fax: (308) 635-0680**

*It is understood that this information will be used in a professional manner in the best interest of the child.*

\_\_\_\_\_  
**Signature of Parent/Guardian**                      **Date**

I acknowledge notification of this transfer of records as required by the Family Educational Rights and Privacy Act of 1974, and understand that I have a right to receive a copy at my own expense, if I so request, and have an opportunity for a hearing to challenge the content of the records. I understand that the information transferred will be treated in a confidential manner and will not be transmitted to a third party without my consent. Family Educational Rights and Privacy Act of 1974 states that parents' signature is not required for transfer of records between schools.

## **Enrollment Form - Emergency Contact Information**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ ☐ Male ☐ Female School District: \_\_\_\_\_

Who does the student live with? \_\_\_\_\_

Please notify the school immediately of any changes in contact information.

### **Parent/Guardian Information**

Father/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Contact Method: ☐ Phone ☐ Text Message ☐ Email

Mother/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Contact Method: ☐ Phone ☐ Text Message ☐ Email

### **Emergency Contacts if Parents/Guardians Cannot Be Reached**

1st Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

2nd Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

### **Healthcare Providers**

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Last Exam: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Last Exam: \_\_\_\_\_

Optometrist: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Last Exam: \_\_\_\_\_

Psychiatrist/Psychologist: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Last Visit: \_\_\_\_\_

## **Enrollment Form - Medical/Health Information**

*Page 1 of 2*

Student Name: \_\_\_\_\_

Please circle either YES or NO for the following questions. If you answer “yes” to any of the following, please give more information in the space provided.

Does your child take medications or supplements regularly?	YES NO	Has your child had any new immunizations in the last year? <small>*if YES, provide school with updated record</small>	YES NO
Does your child have allergies?	YES NO	Does your child have anaphylaxis? <small>*if YES, Anaphylaxis Action Plan sent home</small>	YES NO
Does your child have asthma? <small>*if yes, Asthma Action Plan sent home</small>	YES NO	Does your child have diabetes? <small>*if yes, Diabetes Action Plan sent home</small>	YES NO
Does your child have seizures? <small>*if yes, Seizure Action Plan sent home</small>	YES NO	Does your child have a mental health disorder?	YES NO
Does your child have a skin disorder?	YES NO	Does your child have restrictions for physical activity?	YES NO
Does your child have a vision loss?	YES NO	Does your child have a hearing loss?	YES NO
Does your child have a history of surgeries or injuries?	YES NO	Does your child have any dietary restrictions or nutritional needs?	YES NO
Does your child have a modified diet or feeding/swallowing needs? <small>*if YES, you will contacted by the SLP</small>	YES NO	Does your child have a history of high blood pressure?	YES NO

Please list ALL prescription medication that your child takes, including vitamins, supplements, and over-the-counter medications.

Medication	Dose	Route	Time(s)	Indication	Prescriber


Please list ALL allergies that you are aware of for your child, including medication, food, environmental, and chemical.

Allergen	Reaction	Treatment

Please use the space below to share any additional information and/or any other medical condition or concern that your child may have:

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## **Enrollment Form - Medication & Emergency Treatment**

Student Name: \_\_\_\_\_

### **Medication**

If there are over-the-counter medications you wish to have given to your child, please send these medications to the school. My signature below indicates that I give permission for the school nurse or a medication-competent school staff member to administer over-the-counter medications - such as Acetaminophen, Ibuprofen, cough drops, hydrocortisone cream, triple antibiotic ointment, antifungal cream, and first aid cream - to my child as needed. I release ESU 13 and its employees from liability in case of choking, allergic reaction, side effects, and/or health risks related to the medication.

*\*Please note: we do not provide liquid forms of medication*

\_\_\_\_ I GIVE permission for my child to be given over-the-counter medication(s) at school.

\_\_\_\_ I do NOT want my child to be given over-the-counter medication(s) at school.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

### **In Case of Emergency**

In the event of an emergency, my signature below authorizes any qualified, competent personnel to administer emergency medical first aid and/or any other treatment essential to the health and well-being of my child. Additionally, I consent for my child to be transported via ambulance in the case the parent/guardian cannot be reached. Should emergency medical treatment be necessary, I authorize local emergency service providers to carry out such treatments.

*\*If you consent to one or two of these three items, please mark the lines below and circle which items you authorize*

\_\_\_\_ I GIVE permission for my child to receive emergency medical first aid by school personnel, be transported via ambulance if a parent/guardian cannot be reached, and be treated by emergency service providers

\_\_\_\_ I do NOT want my child to receive emergency medical first aid by school personnel, be transported via ambulance if a parent/guardian cannot be reached, and be treated by emergency service providers

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Educational Service Unit No. 13**  
**Network Acceptable Use and Internet Safety Policy Student's Agreement**

Educational Service Unit No. 13 Network Acceptable Use and Internet Safety Policy Student's Agreement By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in ESU #13 Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the ESU #13 computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

*AI Tools & Systems:*

- *AI Output Review: Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.*
- *Bias and Misinformation: Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work.*
- *Safety & Respect: Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content. (Note: This may also be added to a student code of conduct or bullying/harassment policy.)*
- *Transparency: Any use of AI to aid assignments, projects, or research must be declared [and properly cited].*
- *Usage: AI tools will be used for educational purposes only. Misuse or malicious use of AI technologies will lead to disciplinary action.*

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

**Educational Service Unit No. 13**  
**Network Acceptable Use and Internet Safety Policy Parent's or Legal Guardian's**  
**Agreement**

Educational Service Unit No. 13 Network Acceptable Use and Internet Safety Policy Parent's or Legal Guardian's Agreement I have read, understand, and agree with the ESU #13 Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for ESU #13 to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that ESU #13 has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years. **I grant permission for [insert district] to provide selected information required for my child to use online or other equipment or instructional technology tools approved by the District Technology Committee/District representative. I further consent that ESU13 may provide such information on my behalf under the Children's Online Privacy Protection Act, Children's Internet Protection Act, Protection of Pupil Rights Amendment, Family Educational Rights and Privacy Act, and other federal or state law.**

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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