

Brook Valley Student and Parent Handbook

2026-2027



Welcome to the Brook Valley community! We are honored to partner with you in supporting the growth and success of our amazing students. This handbook is designed to provide important information about our programs, expectations, and the supportive services we offer. Our dedicated staff is committed to fostering a safe, inclusive, and nurturing environment where every student can thrive.

Together, we look forward to a year of meaningful learning, collaboration, and progress!

Sincerely,

Brook Valley School Administration

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1. Philosophy and Vision

Philosophy/Purpose

Brook Valley School was established to assist school districts with placement for students who are unable to function successfully in their school due to behavioral difficulties. Brook Valley School provides a comprehensive daily program for students to continue their education with a behavior management component while the student's future educational options are being reviewed.

Our Vision

1. To give students what they need; a safe environment that maintains their dignity.
2. To provide students a variety of education support services.
3. To build a support system for parents and families.
4. To promote a different approach to learning in a small alternative setting.
5. To replace aggressive, disruptive, or wandering behaviors with improved communication, problem solving, and social skills.
6. To create and maintain a partnership with parents/guardians, caregivers, families, and school districts to ensure student success.

2. Placement at Brook Valley School

Placement

Placement is by referral from the student's school district. Each district has established educational teams to identify students in need of such intensive services. Students should be verified as a student needing assistance according to Nebraska Department of Education Rule 51. The school district's IEP team will make the recommendation for placement at Brook Valley School. Students are contracted into the program by school districts and payment is made on a pre-approved daily rate.

Program Components

Brook Valley School promotes a behavioral management system that will enable each student to develop appropriate study and social skills that support educational achievement. The Brook Valley School and personnel will provide an environment where students can develop their strengths while improving their self-discipline skills to prepare them to be successful in their next step in life. Please contact the Principal for additional information on program components.

3. General Procedures

Visitors to the School

Parents/guardians, and other school staff who have students attending Brook Valley School are welcome and encouraged to visit the school when scheduled appointments are arranged and coordinated with the Brook Valley School Principal. Please allow for adequate notice and plan to schedule at least 48 hours prior to planning to visit. Anyone seeking to enroll their child, a relative's child, or a student not related to them at Brook Valley School must schedule visits with the student's school district representative and not with Brook Valley School. Due to confidentiality and the significant social and emotional needs of our students, visitors are welcome to tour the facilities at the discretion of the Principals. Brook Valley School Principals reserve the right to deny visitation at any time to any party.

For the security of all students, visitors must identify themselves through the security system at the front doors and sign in and out of the building. Upon signing in at the office, the visitor should wait until directed to the appropriate place by the secretary or a Brook Valley School staff member. All visitors will be accompanied by a staff member for the duration of their visit.

Visitors to the school must respect the learning environment and always maintain proper behavior and decorum. Disruption of the orderly process of the school is prohibited. The Principal or their designee is authorized to deny access, ban or bar access, remove or request the removal of any visitor whose behavior is disruptive to the educational/working environment of the school. Any visitor to the school who has been denied access or who has been asked to leave may appeal the decision to the Educational Service Unit #3 Executive Director of Student Services. Students needing to leave school early must be signed out by parent/guardian, or parent/guardian designee (photo ID may be requested).

Student Teachers and Pre-Student Teachers

ESU #3 and Brook Valley School will cooperate with colleges and universities in the assignment of student teachers for professional laboratory and field experiences. The selection of student teachers is the responsibility of the college or university, but the authority to accept, reject, assign or dismiss any student teacher rests with the ESU #3 Director of Student Services and/or their designated representative.

The administration of this program in individual buildings is the responsibility of the building Principal. The institution of higher learning, Brook Valley School administration, and assigned school staff will cooperatively supervise the student teaching experience based on the university or college requirements as well as all state statutes that apply to the student teaching experience and requirements. The level of ethical responsibility expected from the student teacher will parallel that of the professional staff. All student teachers will undergo a criminal background check prior to the start of the student teaching assignment.

ESU #3 and Brook Valley School will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our school, provided that this training will not impede the satisfactory progress of our students. All student teachers applying for a student teaching experience at ESU #3/Brook Valley School will submit appropriate university or college paperwork to the building Principal who will make a recommendation for approval to the ESU #3 Director of Student Services.

Media

All information shall be released through the ESU #3 administrator, except for information dealing with regularly scheduled activities.

Brook Valley Staff and ESU #3 personnel shall not disclose or provide any information regarding Brook Valley School, its staff, students, programs, policies, events, or activities to the news media without prior approval of the director at ESU #3. Upon approval by the ESU #3 administrator or designee, the disclosure of all such information shall be coordinated and released by the ESU #3 administrator.

All reasonable efforts shall be taken to prevent unnecessary intrusions on the students and staff and to minimize any disruption to the orderly operation of the school building and education process. The building Principal or designee shall supervise all visits from the news media made in the school building during normal school day hours.

The ESU #3 administrator or designee, will be the public relations liaison person for coordinating the release of information concerning ESU #3 and actions of the Board.

ESU #3 will sponsor and host social media applications/networks for professional development purposes and communication with our member school districts and the public. ESU #3 personnel will monitor ESU #3 social media applications/networks for appropriate professional content. ESU #3 will only allow staff to use ESU #3 social media applications/networks for professional job related responsibilities. ESU #3 and Brook Valley School are not liable and will not be held responsible for any activity that students or staff participate in that is in violation of this policy. Brook Valley School has a web site which contains program information. Parents/guardians must sign permission for any pictures of students to appear on this site or within our social media platforms.

Confidentiality & Student Documents

Information regarding students is kept strictly confidential. The Federal Family Educational Rights and Privacy Act gives the student and parents/guardians certain rights regarding student documents. Any student and their parents/guardians have the right to hold, examine and have interpreted the student's school documents. Requests to review documents shall be submitted in writing to the Principal. An appointment to review the documents will be set by the Principal; as soon as possible but not later than 45 days after the request is received.

The student's school district is responsible for maintaining a copy of all records of the student. The school district's policies and procedures shall always be considered when working with a student. Each district has developed procedures that are followed, and a parent can request a copy of each school district's policy at any time if they have not received one. School districts maintain the student's permanent record. The school district is responsible for all transcript requests. In the event that litigation against ESU #3 or its employees is filed, ESU #3 and Brook Valley Schools will take all reasonable action to preserve documents and records that pertain to the issue. Please see ESU #3 Board Policy for additional information regarding litigation holds.

Release of Information

Any person other than the student, their parents/guardians, teachers, counselors, or school officials, may not gain access to the student's records or file. An original copy of a release of information statement prepared and signed by the parent or legal guardian (or the student, if aged 19 or older) stating the specific items to be released and to whom the information is to be given is necessary for releasing records. Brook Valley School records are released to the contracting school district without prior parental or student consent.

Under federal and state privacy laws, including HIPAA and FERPA, Brook Valley School requires written consent from a parent, legal guardian, or eligible student before exchanging any information (written and verbal) with health professionals. Consent forms and disclosed information may be provided to the student's contracting school district.

The Pledge of Allegiance

The State Board of Education voted to approve a provision requiring recitation of the Pledge of Allegiance each school day. Brook Valley School shall require each classroom, where appropriate, to designate a period of time during the school day to lead students in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America, in grades kindergarten through twelve.

Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Service Animals in Brook Valley School Buildings

The Americans with Disabilities Act (ADA) requires individuals with disabilities to be permitted to use service animals on school premises to the extent of the law.

Brook Valley School shall permit the use of service animals if students or staff request such service animals be allowed to assist them with their verified disability. For students at Brook Valley School, service animals are only allowed if information about the service animal is specifically documented in the student's Individual Education Plan (IEP). The student's resident school district policy on service animals will be followed in the event a student requiring a service animal is placed at Brook Valley School. Brook Valley School administration reserves the right to deny access to a student requiring a service animal should the student's needs exceed the staff and program capacity to meet the student's needs at Brook Valley School.

Non-Service Animals in Brook Valley School Buildings

Brook Valley School recognizes that non-service animals provide an emotional and educational benefit to students and staff in schools and other school-related settings. Brook Valley School recognizes the empirical research supporting the benefits of non-service animals in schools and embraces it by allowing approved non-service animals to attend Brook Valley School and other activities held at Brook Valley School.

Brook Valley School-approved non-service animals are not to be written into any component of any student's Individualized Education Program and are intended to be part of the school-wide program only. These non-service animals are never a part of any student's formal IEP.

All non-service animals must be licensed, vaccinated, and specifically trained in therapy or related services before being allowed to attend Brook Valley School. All written requests to have non-service animals attend Brook Valley School must be approved by the ESU #3 Director of Student Services.

Non-service animals previously meeting the approval requirements may be denied future access to Brook Valley School if the physical or emotional conditions of students or staff prohibit a non-service animal from attending Brook Valley School and its programs.

Non-service animals are to be controlled and supervised by the person requesting the non-service animal to attend or be controlled by a trained and approved handler at no expense to Brook Valley School. Brook Valley School administration reserves the right to deny access to any non-service animal at any time.

4. Health & Wellness

Health Program

The Health Program is designed to protect the health and safety of all students and staff.

Therefore, the following procedures are in place:

Students will be sent home for the following conditions:

- Temperature of 100 degrees or more.
- Diarrhea
- Vomiting
- Undiagnosed skin rash/lesion (exception: written documentation that the child is under a physician's care for the skin condition)
- Head Lice
- Please do not send your child to school when doses of laxatives have been given.

Other conditions that may warrant a student being sent home:

- Inflamed red eyes with itching and drainage
- Frequent, persistent cough
- Drainage from the ear
- Draining sores/lesions
- Illness or injuries that are assessed to need further diagnosis, and/or medical treatment by a physician.

Students may return to school when the following is met for 24 hours:

- No Contagious Symptoms
- No Diarrhea
- No Fever
- No Vomiting

Absences lasting several days may require a physician's note.

NOTE: School nurses do assessments but do not diagnose or prescribe.

Bedbugs and Head Lice: Brook Valley Schools will be diligent in early detection and a prompt response to the discovery of bed bugs or lice at school. School staff will develop a plan, in partnership with a student's parents/guardians or caregivers, to address the situation and prevent the spread, which could result in exclusion from the school program.

Immunizations

A student's resident school district is charged with maintaining a record of current immunizations, which must be on file prior to the student entering the Brook Valley Program. Brook Valley will follow resident school district policy regarding immunizations, in adherence with Nebraska Immunization Standards.

Medication

Brook Valley School nurses or trained staff will administer prescription medication only with a written order from a doctor *and* parental permission. Over the counter medication (aspirin, cough drops, etc.) may be administered with parental permission. All medication questions will be directed to the school nurse.

When a student must take prescription medication at school, the school nurse must have the physician's written order stating the medication, the dosage, time, and routine to be given. The label on the medication must include the student's name, physician's name, date, and directions to be followed. All medication must arrive in the appropriate medical container for it to be administered. Medication must be brought to school by a parent, guardian, or authorized adult. A medication form is available from Brook Valley School. The medication shall be stored in a locked container at Brook Valley School.

Asthma Policy

State regulations for a systemic allergic reaction for asthma require that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications.

For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event, your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documentation and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student's health issues, please contact the school nurse.

Pregnant and Parenting Students

ESU #3 recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, ESU #3 will educate pregnant and parenting students per approval from the student's school district and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Wellness Policy

A mission of ESU #3/Brook Valley School is to provide curriculum, instruction, and experiences in a health-promoting school environment and to instill habits of lifelong learning and health when providing services to our students. Therefore, the ESU #3 Board of Education adopts the following Wellness Policy.

Goals to Promote Student Wellness:

ESU#3 has established the following student wellness goals that are designed to promote student wellness in a manner that the ESU#3 determines to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The Principal shall establish such further goals as are determined appropriate to meet the stated mission.

Plan for Measuring Implementation and Designation of Responsible Persons:

- The Administrator or the Administrator's designee is charged with operational responsibility for ensuring that ESU #3/Brook Valley School meets the Wellness Policy. The administrator or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports. Brook Valley will regularly assess and evaluate the implementation and effectiveness of this Local Wellness Policy. This may include reviewing school menus, conducting surveys of students and staff, and tracking participation in physical activity programs. This Local Wellness Policy will be reviewed annually by the Wellness Committee to ensure that it remains relevant and effective in promoting student wellness. Students, parents, staff and/or community members are welcome to join the committee and can email the Executive Director of Student Services to be included. The wellness committee will review the latest national recommendations pertaining to school nutrition/health and will update the wellness policy accordingly. A triennial assessment with information about Brook Valley's wellness related activities will be conducted at least every three years and shared with the school community on our website.

Development of Policy:

- ESU #3/Brook Valley School assures that development of the Wellness Policy involved parents/guardians, students, representatives of the administrator's nutrition services department, the ESU #3 Board of Education, administrators, and the public. The Wellness Policy authorizes the administrator to establish such further goals and nutrition guidelines as are determined appropriate to meet the stated mission. This regulation sets forth additional goals and nutrition guidelines as appropriate to meet the ESU #3/Brook Valley School wellness mission and implement the Wellness Policy.

Nutrition Guidelines:

The established nutrition guidelines for foods available in each school building during the school day are as follows: (1) school lunch program will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for lunch and lasting until one-half hour after the serving of lunch.

The administration establishes the following additional nutrition guidelines and actions to meet the guidelines.

Conditions for School Meals:

- Due to daily school hours, Brook Valley does not offer a School Breakfast Program, but families are encouraged to contact their resident district if they are interested in accessing school breakfast.
- The District will follow the Smart Snacks in School standards for all food and beverages sold to students on school campus during the school day.
- Scheduling meals: Lunch periods will be scheduled at times when students are in need of nutrition (e.g., in the middle of their school day). Students will be provided adequate time to eat. In general, students will, upon arrival in the cafeteria, have 15 minutes to eat lunch.
- Conditions for meals. Efforts shall be made to establish comfortable and relaxed eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant food services staff, adequate seating, enforcement of student conduct rules, and adequate supervision.

Selection of School Meals:

- School Meals: School meals shall at a minimum meet nutrition requirements established by state and federal law. The school food service staff is to offer meals that are of a nutritional value higher than that required. Emphasis is on good menu planning principles that offer healthy food choices including lean meats, a variety of fruits and non-fried vegetables daily, whole grains once each week, and low-fat or nonfat milk daily. Locate these choices where they are readily accessible to students. Limit portion sizes of desserts and fried foods.
- Any student requiring special dietary consideration must have a signed "Medical Statement for Students Requiring Special Meals".

Student's Meals from Home:

- Students are prohibited from sharing foods brought from home. Parents/guardians will be encouraged via health promotional materials to make healthy choices for student lunches.

Closed Campus:

- To encourage students to eat a nutritious lunch, students will not be permitted to leave school during the school day for the purpose of lunch. Exceptions: Students may leave at lunch time if they will be eating lunch at home, with parent permission and approval of ESU #3/Brook Valley School administration. Students who leave campus for lunch may not bring any purchased meals or other food back to school. The administration may grant special exceptions to the closed campus rule as needed (e.g., for students with special dietary needs).

Vending Machines:

- Vending machines are **not** available at Brook Valley School. Vending machines will **not** be available for student use at school. No competitive foods or beverages will be sold during the school day. Smart School Guidelines: No food or beverages can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program. No other program or club can sell foods/beverages during times that overlap (compete) with the meal service offered by the school lunch/breakfast programs. If a vending machine, not operated by the school nutrition program, is open during the meal service period, the profit during that period must go to the school nutrition program. All foods sold during the school day will need to meet the nutrition standards as outlined in the Smart Snacks guidance. The Smart Snacks in Schools regulation applies to foods sold a la carte, in the school store and vending machines. There are no requirements for food/beverages sold during non-school hours for example weekends and evenings.

Foods available during the school day:

- Water: Students will be allowed access to water during the school day. Water fountains are available. Educators may in their discretion allow students to bring water bottles to classes. Students will not be permitted to bring soda pop or other drinks or food to class.
- Food rewards: No foods are to be provided by the school or school staff during instructional time except: healthy foods, foods provided for instructional purposes (e.g., cultural programs, FCS classes, and foods given in accordance with a special education student's IEP).

Classroom Celebrations:

- Staff is not to offer food that does not meet the nutrition standards as outlined in the Smart Snacks guidance for classroom celebrations.
- Parents/guardians are encouraged to bring healthy foods for classroom celebrations.

Definition of Smart Snack Standard:

- For purposes of this regulation, "Smart Snack Standard" has the same meaning as in the federal regulations for the National School Lunch program. Smart Snack
- Standard are as follows: (1) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specific nutrients per serving; and (2) in the case of all other foods, a food which provides less than five percent of the RDI for each of eight specific nutrients per 100 calories and less than 5% of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are: protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

Definition of Healthy Foods:

- For purposes of this regulation, "healthy foods" means foods that are not foods of minimal nutritional value, and that are low in fats, sodium, and sugars, and high per serving in the nutrients which are needed to meet USDA requirements.

Assurance for Reimbursable School Meals:

- ESU #3/Brook Valley School gives the assurance that the guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations and guidance apply to the ESU.

Nutrition Education Activities to Promote Student Wellness:

- The base goal is to implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.

The administration establishes the following additional goals and actions to achieve such goals:

- Curriculum: Nutrition education will be integrated into other subjects to complement, but not replace, the health and nutrition education curriculum that is provided in accordance with NDE Rule 10. Educators are to incorporate the promotion of healthy eating nutrition lifestyles in all subject areas as appropriate.
- Display Nutrition Education Materials: The cafeteria shall display posters or other communications suitable to the ages of students served that promote healthy nutrition choices (e.g., display food pyramid). Educators are encouraged to incorporate such communications in their classrooms as well.
- Nutrition Health Events: Educators are encouraged to search for and take advantage of events that promote nutrition education. Activities may include:
 - health fairs
 - traveling health exhibits
 - field trips to farm or food production facilities
 - school gardens
 - health speakers (school assemblies or class speakers on nutrition)

Family:

- Parents/guardians are to be welcomed to join their children at lunch as appropriate.
- School communications to parents/guardians will include information about healthy nutrition; such as including information about healthy snacks for children.

Staff:

- Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is discouraged from eating foods or drinking beverages of minimal nutritional value during the school day in the presence of students.

Physical Activities to Promote Student Wellness

- The established goal is to implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.

The administration establishes the following additional goals and actions to achieve such goals:

- Curriculum: Health and physical education will be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 10. Educators are to incorporate physical activity promotion and non-sedentary lifestyles in all subject areas as appropriate.
- Physical Activity during the School Day:
 - Recess
 - Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Students who are idle during recess are to be encouraged by supervising staff to engage in physical activity. Daily minimums are as follows: Grades K-3: 50 minutes (15 for 1/2 day Kindergarten); Grades 4-6: 35 minutes. Minimums include lunch recess. Minimums are set for "ordinary" days and are subject to modification in the judgment of the educator when events such as field trips, testing, etc. occur during the day.
 - Middle School and High School students will have the opportunity for physical activity during their lunch period. The gym or outside facilities will be open to use during lunch when possible.
 - Class Time: Physical activity within class periods (e.g. stretching breaks when students are at task for more than 50 minutes) will be encouraged.

As Punishment:

- Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. Educators may use appropriate professional discretion to make exceptions to this guideline. In no event, however, will physical activity be used as a form of corporal punishment.

Display Physical Activity Educational Materials:

- The cafeteria, gym and health classrooms shall display posters or other communications suitable to the ages of students served that promote physical activity and non-sedentary lifestyles (e.g., display sports posters, walking fitness posters). Educators are encouraged to incorporate such communications in their classrooms as well.

Physical Activity Health Events:

- Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:
 - health fairs
 - traveling health exhibits
 - field trips to physical activity centers
 - physical activity speakers (school assemblies or class speakers representing sports figures, medical people)

Family:

- School communications to parents/guardians will include information that promotes physical activity. Such communications may include information about the benefits of physical activity to children and the distribution of information about youth sports programs.

Staff:

- Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is encouraged to be seen engaging in non-sedentary lifestyles. For example, staff are encouraged to walk or bike to work; use stairs even if an elevator is available; and share as appropriate personal information about physical activities they engage in to remain fit.

Other School Activities to Promote Student Wellness:

- The established goal is to offer other suitable opportunities to students to engage in health-promoting activities.

The administration establishes the following additional goals and actions to achieve such goals:

Advertising:

- The administration will monitor advertising that occurs in the school and endeavor to limit messages that promote food that does not meet the nutrition standards as outlined in the Smart Snacks.

Staff Development:

- Professional staff members will be provided with professional development and guidance on appropriate practices and procedures to implement the wellness goals and recommendations.
- Professional development activities will include activities each year related to the integration of physical activities and nutrition education into the academic curriculum, use of food as rewards and denial of physical activities as a disciplinary consequence, and other wellness goals and activities.
- ESU #3/Brook Valley School will provide ongoing training and development for food service staff related to nutrition and wellness goals and activities.

Community Resources:

- The administration will coordinate the wellness program efforts with those available from medical and other community organizations.

Lunch Program

Brook Valley School operates its own Food Service Program by providing hot lunch from an area approved Food Service vendor. Lunch money deposits/payments can be made by sending cash/checks with your child or by using our online E-funds system. Checks must be made out to ESU #3.

When a student exits Brook Valley School, ESU #3 will automatically refund lunch account balances of \$15.01 or more by mailing a refund check to the last known address. ESU #3 will not refund balances of less than \$15.00 unless specifically requested by the parent upon exit of the program.

Brook Valley School will serve students a reimbursable meal, regardless of whether the student has money to pay or owes school lunch money.

Free and reduced lunch forms are available from your school district and from our office secretary.

Parents/guardians wishing to apply for free or reduced meals must fill out this application with your school district. It is very important you complete this paperwork in a timely manner. The school district must provide Brook Valley School with a copy of the completed application and the meal payment status letter letting us know if you are eligible, and if eligible, at what payment status.

The Brook Valley School Meal program will meet or exceed the nutritional guidelines for the requirements of federal and state law and regulatory authorities and no foods in competition with the school lunch program shall be sold or otherwise made available to students anywhere on ESU #3 premises during the period of one-half hour prior to the serving period for lunch and lasting until one-half hour after the serving lunch. The students may bring their own lunches. Parents/guardians are encouraged via health promotional materials to make healthy choices for student lunches.

Food Service Program Grievance Procedures

The United States Department of Agriculture's required nondiscrimination statement must be printed as follows: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW, Washington, D.C. 20250-9410U.S., by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include this statement in full, on all program materials used for public information, public education or public distribution. Nebraska SFAs must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available. If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: USDA is an equal opportunity provider and employer. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service. Nebraska Department of Education, Nutrition Services 07-13 The ESU #3 Board of Education has established grievance procedures. Such grievance procedures shall be an approach to the solution of problems concerning the Food Service Program in general.

Should grievances arise with anyone concerning the Brook Valley School Food Service Program, such grievances shall be taken up for resolution under the following procedure:

Step 1. The grievance shall be presented orally to the building Principal.

Step 2. If a satisfactory adjustment of such grievance is not reached within five (5) working days thereafter, it may be presented in writing to the ESU #3 Business Services Director (5) workdays thereafter present a decision thereon in writing to the grievant.

Step 3. If a satisfactory adjustment of such grievance is not reached, it may be presented in writing or orally to the ESU #3 Chief Administrator or their designated representative, who will within five (5) workdays thereafter present a final decision thereon in writing to the grievant.

5. Student Safety Procedures

Emergency Preparedness Drills

Brook Valley School conducts regular emergency preparedness drills following Standard Response Protocol(SRP). A continuous sound of the alarm signals a fire evacuation drill. These are conducted monthly for practicing the orderly evacuation of the building. Throughout the year other disaster drills will be taught and practiced, including lock down drills. Immediate attention and absolute quiet must be observed throughout the entire drill. Special accommodations will be made for those students whose medical condition or disability would be exacerbated by participating in drills.

Emergency Operations Plan

Brook Valley School has developed and implemented an Emergency Operations Plan that will provide school-wide procedures for dealing with emergencies. The Emergency Operations Plan will:

- Contain the emergency procedures for responding to the following situations: abducted, missing, runaway student, bomb threats, school vehicle accident, earthquake or tornado, fire, gas leak, explosion, guns or weapons on campus, hostage situations, sexual battery, shooting or stabbing, and student, parent/guardian, staff death, suicide, or attempted suicide.
- Be reviewed and updated annually.
- Be disseminated to all Principals and designated personnel who are responsible for managing students in emergency situations.

Use of Alcohol/Marijuana/Drugs

It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance at Brook Valley School. An investigation will be conducted for any student present on school grounds or in the building who appears to have consumed alcohol/marijuana/drugs by a Brook Valley staff member. Should the student be deemed under the influence, he or she will be considered in violation of school policy, and may be sanctioned according to Nebraska State Statute. Parents/guardians and any appropriate outside agencies will be contacted.

The following steps may be taken as a part of the investigation:

- Contact law enforcement agency
- Contact parents/guardians
- Contact the school district

Smoking

Brook Valley is a non-smoking campus. Non-smoking includes the ban of electronic cigarettes, cigars, cigarettes, vapor products and any alternative nicotine products or the use of tobacco in any form. Students choosing to use any of these products, or a product defined as an alternative nicotine product on school grounds or transportation will be reported to their resident school district and/or law enforcement as appropriate. Brook Valley School follows all Nebraska Department of Education regulations applicable to the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form.

Weapons

Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any school building, on school grounds, in any vehicle owned, leased or contracted by a school, being used for a school purpose, or in a vehicle being driven for a school purpose by a school employee or their designee, or at any school-sponsored activity or event is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knives having a blade of greater than two inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position.

Brook Valley Principal will conduct an investigation, including contacting parents/guardians. Brook Valley School will adhere to Nebraska State Statutes addressing weapons and all student discipline decisions will be addressed collaboratively between the school district, law enforcement agency and Brook Valley School.

Search and Seizure

Student and student's possessions including, but not limited to, purses and book bags may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of the law or which could cause bodily harm or damage to property. The law enforcement agency and resource dogs may be used to detect illegal drugs or contraband in school at any time, announced or unannounced, and illegal drugs and contraband may be seized.

The refusal of a student to consent or submit to a reasonable search, and/or to surrender objects or substances found as a result of such search, may be grounds for discipline and law enforcement may be contacted for follow-up.

Brook Valley Principal will contact parents/guardians, the school district, and law enforcement as required.

Restraint and Seclusion

At Brook Valley Schools our staff are trained in a crisis prevention and intervention curriculum. This curriculum is more than crisis management training; it provides the skills and competencies necessary to effectively prevent, minimize, and manage behavioral challenges with dignity and safety. This curriculum delivers the tools we need to be safe when working with behaviorally challenging individuals using up-to-date and effective technologies from Applied Behavior Analysis (ABA) and Positive Behavior Interventions & Supports (PBIS). These strategies are appropriate for individuals experiencing developmental, neurologic, psychiatric, and other impairments, as well as individuals who have experienced psychological or sexual trauma. Our crisis prevention and intervention curriculum promotes a reinforcement-based approach to developing new skills, maintaining safety, and reducing or eliminating restrictive interventions such as restraint.

The ESU #3 Board of Education and the administration of Brook Valley School places emphasis on prevention and behavioral de-escalation, which reduces the risk of injury and promotes the care, welfare, safety and security for all members of the school community. The use of physical restraint and/or seclusion of students by Brook Valley personnel should be used only as a last resort to maintain safety in emergency situations when there is substantial risk of imminent bodily injury to the student and/or others. Please see ESU #3 Board Policy for detailed information about Restraint and Seclusion (Article 5, Section C).

Given this is an emergency response, any staff member may physically restrain and/or seclude a student without advance notice when it is necessary for the protection of the student or others. The Brook Valley Principal shall develop procedures for staff to follow in the implementation of Restraint and Seclusion.

Brook Valley Principal and Staff will work collaboratively with parents/guardians and the school districts to problem solve and create plans to support students who are demonstrating unsafe behavior at Brook Valley, which minimizes the use of restraint and seclusion as an emergency response. Parents/guardians should contact Brook Valley Principal for more information.

Departure of School Grounds

If a student chooses to leave the school grounds without permission, the following steps will be taken:

- Staff will try to intervene and encourage the student to return to school. Brook Valley staff will attempt to maintain a line of sight on the student and will intervene in perceived danger.
- 911 will be called. The school will provide law enforcement with a description of the student, time of departure, and general direction the student is traveling.
- Parents/Guardians will be notified.
- The school district will be notified.

Physical Assault

Physical assault will not be tolerated at Brook Valley School. Harassment of students, staff or visitors by other students will not be tolerated at Brook Valley School. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of Brook Valley School; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. Such assaults may result in ISS (in school suspension), OSS (out of school suspension), program review, or police reports with charges being filed. The Brook Valley Principal will contact parents/guardians, the school district, and law enforcement as required.

Law Enforcement Notification of Students with Verified Disabilities

Students enrolled in Brook Valley School that are determined to be a threat to themselves, others, the property of Brook Valley School, or any surrounding properties to Brook Valley School will be reported to law enforcement as required by Nebraska Statute 79-293. Law enforcement will be provided with all information that law enforcement officials request and require. By reading and signing the handbook consent form, you are consenting to the “notification of disability disclosure” and “actual disclosure of this disability information” per Nebraska Statute 79-293.

Mandatory Reporters of Abuse or Neglect

Nebraska State Statute requires any person, including school employees, who have cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions, which reasonably would result in abuse or neglect, shall report such incident to Child Protective or Adult Protective Services and law enforcement, when appropriate. This includes instances within Brook Valley School. Any staff member who observes a concerning interaction shall notify the Brook Valley Principal and an investigation shall be conducted, which may include a report to Child or Adult Protective Services. Brook Valley School will retain confidential documentation of suspected abuse or neglect, including written reports.

6. Student Information

School Dress

Dress should be appropriate. Hats or any head covering including sunglasses are not worn in the building. Jewelry and or clothing that may advertise sex, drugs, tobacco, or alcohol should not be worn to school. This includes any musicians' logos that depict the aforementioned. The student will be asked to remove or reverse any item that may be distracting to the learning environment and to refrain from wearing the apparel again. All students need to wear shirts that cover the shoulders with a sleeve and cover the midriff. Belts are necessary if pants hinder physical education activity.

Student Procedures

If a problem arises with another student in the classroom, it is recommended that the student discuss the problem with a teacher or other staff member. A staff member will work with students(s) on the problem and help resolve it in a positive manner. Some suggestions to aid in this are:

- Sit in your seat quietly.
- Follow verbal/ picture directions.
- Participate in class (group) discussions.
- Ask for help
- Make corrections quietly without argument or complaint.
- Find a quiet activity to work on if you have finished and corrected your work.
- Respect others. This includes no verbal or physical abuse and stealing.
- Use appropriate language.
- Respect property of the school and others.
- Respect yourself.

Potential behaviors that may result in loss of privileges or suspension include:

- Fighting
- Physical aggression towards a staff member or another student
- The use of, sale, or possession of drugs, alcohol, or drug paraphernalia
- Theft
- Destruction of property. It should be noted that the student would be held responsible for payment of the damages of such property
- Any behavior that endangers the student, their peers, or staff member
- Continual use of profane or sexually suggestive language in the school setting
- Harassment of a student or staff member
- Sustained lack of progress in the program
- Threats to students, staff, or school property

Inclement Weather Policy

Brook Valley typically follows Papillion La Vista Community Schools for snow/inclement weather, but the final decision regarding student attendance will be made by ESU #3's CEO. Our closure is provided to the radio and television stations. You should also pay attention to your home school district. Many districts will not offer transportation if they are closed. You will be notified if Brook Valley School is closed due to inclement weather.

- Brook Valley will not utilize a late start for students.
- Brook Valley does not typically utilize an early dismissal.

Items for Sale, Trade, or Given Away

Students are not allowed to bring items to school for sale, trade, or to be given away. If said items are brought to school, they will be confiscated and only returned to the parents/guardians of the student.

Student Telephone Use

The office and staff telephones are for school business only. Students, with prior permission of the staff, may use the phones to contact parents/guardians. Misuse of the phone will result in loss of the privilege. All phone calls will be monitored by a staff member.

Cell Phones and Electronic Devices

Cell phones or electronic devices are not to be used during regular school hours. School personnel will convey any emergency messages to students as needed and other messages may be delivered at the end of the school day. A student who brings a cell phone or electronic device to school must turn it into the teacher at the beginning of the school day. The cell phones or electronic devices should be clearly marked with the student's name and should be turned off. At the end of the day, the student may pick up the cell phone or electronic device from the classroom teacher. Students are not allowed to use these devices during the school day. During the school day, students have access to a phone in the office with their teacher's permission. If a student is found with a cell phone or electronic device during the school day, it will be turned into the classroom teacher and the student may receive it at the end of the day. If there is a second offense of the student having a cell phone or electronic device in class, the phone will be turned into the Principal and a parent/guardian will need to come to the office to get the device.

All listening devices brought from home will not be used during the school day. All items are to be given to the teacher as the student enters the building and will be returned as the student exits the building. The school does not assume responsibility for damaged, lost or stolen property. The goal of this policy is to minimize distractions, help protect student personal property and maximize the potential of the instructional day by creating a respectful environment.

Health and Physical Education

A mission of ESU #3 is to provide curriculum, instruction, and experiences in a health promoting school environment to instill habits of lifelong learning and health when providing services to students in its own school programs, to be generally consistent with that in place in the schools from which students served by ESU #3 are enrolled. Health, Wellness and Physical Education are tools to promote, implement, and reinforce the following goals: teamwork, healthy competition, getting along with others, good sportsmanship, appropriate socialization, creativity, appreciation for art/music, appreciation for healthy recreation, good nutrition, and healthy opportunities. Physical Education participation is required for all students. The physical education staff modifies programming on an individual basis. Due to the physical activity involved, it is recommended students dress appropriately.

Educational Materials/Textbooks

The school district and/or Brook Valley School will supply educational materials or textbooks. Materials and books must be returned in good condition while in use. Students are expected to pay for any damage or lost books and materials.

Classroom Materials

Students are furnished with their basic school materials. Please do not bring toys or other items that are not needed for school unless prior arrangements have been made with the Principal or teachers. Please do not allow your child to bring large amounts of money to school. These items cause distraction to the learning atmosphere. There is also the possibility of theft or breakage for which the school cannot be responsible. The school will not be held responsible for the loss of personal items. Items not turned in by the student will be taken from students and stored securely until a parent comes to school to get them. Use of backpacks are at the discretion of the Principal.

Student Computer Use

Brook Valley School will make computers and the internet available as needed. The primary purpose of the internet is for educational support. ESU#3/Brook Valley School's computers are not to be used for commercial purposes, illegal activities of any nature, transmission of copyrighted materials or software, inaccurate / objectionable materials, child pornography, visual depictions harmful to minors or obscene / profane materials.

Brook Valley School uses online resources to communicate and disseminate information to students. The resources include but are not limited to Google for student email access and file storage. Some students entering the program will be given an email account and access to resources they need to be successful. Accounts will be restricted as Principals feel necessary.

In addition, ESU #3 in accordance with federal legislation requiring the operation of a technology protection measure in order to qualify for Universal Service Funds, will filter Internet access on Brook Valley School's computers to ensure the safety and security of students when using e-mail, chat rooms, and other forms of direct communication.

Unauthorized access including hacking, unlawful activities, unauthorized disclosures, unauthorized uses, and dissemination of personal information regarding students or staff is prohibited. All online activities by students will be monitored by ESU#3 staff. The appropriate administrator shall investigate all such violation reports and document findings. ESU #3 and Brook Valley School are not liable and will not be held responsible for any activity that students participate in that is in violation of this policy.

Copyright Policy

Brook Valley School students and staff will comply with ESU #3 copyright policies.

Nondiscrimination

ESU #3 and Brook Valley School hereby give this statement of compliance and intend to comply with all state and federal laws prohibiting discrimination. ESU #3 and Brook Valley School intend to take all necessary measures to assure compliance with all laws against any prohibited form of discrimination.

ESU #3 and Brook Valley School does not discriminate on the basis of race (including skin color, hair texture and protective hairstyles), national origin, sex, divisibility, religion, age or other protected status in its employment relationships, programs, or activities. ESU #3 follows the requirements of Title IX of the Education Amendments of 1972 Title IX, 20 U.S.C. 1681 and its implementing regulations, 34 C.F.R. Part 106, in prohibiting discrimination on the basis of sex, which includes sexual harassment and acts of sexual violence.

Complaints or concerns involving discrimination should be addressed to: McKayla LaBorde, Executive Director of Student Services, 6949 S. 110th St., La Vista, NE. 68128 402-597-4930 (mlaborde@esu3.org)

All students and staff are expected to recognize and support the following in their interactions:

1. That there be demonstrated, at all times, a respect for others regardless of race, religion, gender, national origin, age, personal well-being, or economic status.
2. That language of any kind, which is disparaging or demeaning to others, shall not be tolerated, such as racial, religious or sexual epithets.
3. Staff and students are expected to exhibit good judgment, respect, and sensitivity for others.
4. Staff and students are expected to observe and maintain appropriate boundaries between themselves and others.

Bullying, Cyber Bullying, and Hazing Prohibited

Bullying and Cyberbullying Prevention and Education: The ESU #3 Board of Education believes that Brook Valley School should provide safe and emotionally secure environments for all students and staff. Bullying, cyberbullying, and hazing disrupts a school's ability to educate students and threatens public safety.

This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of Brook Valley School; while on school owned and/or school operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school.

Students and parents/guardians are encouraged to inform the Principal or teachers orally, or in writing, about bullying, cyber-bullying, or hazing behavior or of suspected bullying, cyber-bullying, or hazing behavior.

School employees are required to inform the Principal immediately of all such reports and document all findings. The Principal shall promptly investigate all such reports and document all findings.

Each building shall engage in activities, which bring awareness and educate students about bullying, cyber-bullying, hazing including the prevention of bullying, cyber-bullying, and hazing. This includes educating students about appropriate online behavior, including interacting with other individuals on social networking and chat room sites. The educational plan shall be for all students to be provided education on these subjects. The Principal shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the student and for ensuring the delivery of such materials, lessons, and/or programs to students.

State Statute - Nebraska Student Discipline Act Violation

The following student conduct will constitute grounds for long-term suspension, expulsion, mandatory reassignment, and/or report to law enforcement, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by the school used for school purposes or in a vehicle being driven for a purpose:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct, in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person will not constitute a violation;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, or being under the influence of a controlled substance or alcoholic liquor.
7. Public indecency.
8. Sexually assaulting or attempting to sexually assault any person.
9. Engaging in any other activity forbidden by the law constitutes a danger to other students or interferes with school purposes.

The Principals of Brook Valley School or the Principal's designee, as required by Nebraska State Statute 79-293, will notify as soon as possible the appropriate law enforcement authorities of Sarpy County, of any act of a student which the Principal or designee knows or suspects is a violation.

The Principal, or the Principal's designee, reporting an alleged violation will not be civilly or criminally liable as a result of any report unless the report is false and the person making the report knew or should have known it was false, or the report was made with negligent disregard for the truth or falsity of the report.

When the Principal or Principal's designee releases a minor student to a police officer for the purpose of removing the minor from the school premises, the Principal or the Principal's designee will take immediate steps to notify the parent, guardian, or responsible relative of the minor, and the student's school district regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

The Principal or Principal's designee will notify law enforcement as deemed necessary and will follow any recommendations. Principal will communicate with ESU # 3 administration.

7. Parent Information

School Schedule

Brook Valley's school day hours are 9:00 AM - 2:00 PM. The only exception to this is our Outreach program, which has a split day from 9:00 AM - 11:30 AM and/or 11:30-2:00 PM. You will receive a copy of our school calendar, but please understand that you will also need to pay attention to your school district's schedule. Some districts will not transport if they do not have school, but it is the expectation that the student follows the Brook Valley calendar and attends school when we are in session. If your student is unable to come to school due to illness or appointment, we ask you to please call the office before 9:00 AM to let us know, as the lunch count needs to be done by 9:10 AM.

Support Services

A school counselor, school psychologist, and/or licensed mental health practitioner is available to all students and families at Brook Valley School. The counselor works with students individually, in small groups, and with entire classrooms. The counselor is also available to parents/guardians and families upon request.

A school nurse is available to assess and provide immediate but limited medical treatment; assist families in accessing medical and community resources and will forward observations to physicians, counselors, and therapists as well as attending appointments upon request.

Other services available for qualified individuals include: a Speech Language Pathologist, an Occupational Therapist, a Physical Therapist, a Behavioral Consultant, an Autism Consultant, and vision/hearing consultation.

Emergency Data Information

It is imperative that a current Emergency Data Card is on file in the office. Should an emergency occur, we must be able to contact the parents/guardians. Please ensure your child's safety and well-being by keeping the office informed of any address or phone number changes.

Attendance

Regular and punctual student attendance is required. Brook Valley School will collaborate with the school district to encourage regular and punctual student attendance.

If a student is absent, it is the parent's/guardian's responsibility to call the Brook Valley School Office. Parents/guardians need to also notify their school district's transportation department. Failure to excuse a student's absence will result in an unexcused absence and may result in additional disciplinary action as stated in the student's school district's handbook or policy. Students with excessive absences and/or tardiness will have their school district notified for further consideration in regard to the school district's potential truancy reporting to the appropriate County Attorney's Office. Students with excessive tardiness will have their school district notified for review of appropriate placement.

ID Requirement

If parents/guardians request an alternate adult to pick up their child; staff will be notified of the approved designee. The designee will be asked to furnish a valid I.D. to be allowed to pick up the student.

Calls during School Hours

Should you need to contact your child during the school day, please call the main office and the secretary will get the message to the student. Due to the disruption of the classroom, we ask that you not call the classrooms directly during the school day or request your child come to the phone. If there is an emergency, the school secretary will get the message to your child immediately. Please call teachers before 9:00 am or after 2:00 pm.

Transportation

Brook Valley students are transported to and from school by their school district transportation or their parents/guardians.

Parents/guardians need to notify their school district's transportation department when their child is going to be absent or if the morning or afternoon transportation is not needed when they plan to transport their child.

Riding the school van, taxi or personal car for transportation to school will be considered an extension of the school day. Therefore, all rules and regulations governing student conduct will apply to all students riding in those vehicles. In addition, vehicle safety regulations must be obeyed. Failure to follow rules and regulations while in the vehicles may result in suspension of vehicle transportation for a period of time. Students are expected to be ready to board the vehicle when it arrives. The vehicle is not required to wait extended periods of time.

No student is allowed to drive themselves to Brook Valley School. Upon entry to the OutREACH program, special permission may be granted for student self-transportation (as agreed upon by Brook Valley, the district, and parents/guardians). Students are not to be picked up or dropped off by friends, or family members under age 18. Non-compliance may lead to disciplinary action. All students, parents/guardians and visitors are expected to enter the main door of the school where the school's name is exhibited, and check immediately into the office for identification. Please notify the school when your child's transportation has been altered for the day.

Also, your school district's transportation office needs notification from you if you do not plan to use their pre-arranged transportation. Brook Valley does not assume this responsibility.

Off-Campus Learning Experiences

Off-campus learning experiences such as field trips are a part of the educational process and may include community-based learning or work experiences for older students. Parents will indicate general permission to attend off-campus experiences at the beginning of each school year, and will be provided notification by the teacher as specific experiences occur throughout the school year. All school policies and procedures are in place before and during a field trip. Remaining home on a field trip day will count as an unexcused absence unless otherwise excused by parent/guardian, (e.g. illness, funeral, etc.). Based on the student's needs, Brook Valley staff will identify which students will attend field trips. Supervision and assignments will be provided for students not attending field trips and remaining at school.

ESU #3 is an educational service agency as that term is defined in Rule 55 of the Nebraska Department of Education. ESU #3, including Brook Valley School, is responsible for providing safe transportation for students. The ESU #3 Board of Education affirms that vehicles owned or leased by ESU #3 shall comply with the procedural safeguards specified in Rules 91 and 92 of the Nebraska Department of Education. ESU#3, including Brook Valley School, will endeavor to meet the rules and protocols created by the Nebraska Department of Education.

Home school districts will be responsible for any required transportation evacuation drills.

Grading Guidelines, Report Cards, and Point Sheets

Students earn grades that are accepted for course credit by their school district. The school district is responsible for providing course recommendations aligned with their graduation requirements for a high school diploma. Brook Valley School does not issue transcripts. All transcripts must be requested through your school district.

Each student will receive a report card and IEP goal progress at the end of each quarter. Parent/Teacher Conferences are held two times a year. Parents/guardians or students may request progress or IEP conferences at any other time during the school year.

Other conferences or meetings are held throughout the year depending on the needs of the student and the various outside agencies that might be involved with the student's educational program. The student's school district is always welcome to attend any of the conferences. All students have daily point sheets to monitor progress.

Parental Rights in Special Education

All parents/guardians have received a copy of the Nebraska Department of Education handout that reviews all parental rights within state and federal guidelines annually. Any parent who needs a copy may request another one from Brook Valley School or their school district.