

**CENTRAL CITY
ELEMENTARY SCHOOL
STUDENT HANDBOOK
2011-2012**



**1711 15th Avenue
946-3057**



PLEASE RETURN TO SCHOOL

I (We) have received a copy of the elementary handbook and have discussed it with our child.

Please fill out the form and return it to school with your elementary child.

Parent/Guardian Name Printed

Parent/Guardian Signature

Student Name Printed

Student Signature

Date

Mission Statement of Central City Public Schools

Central City Public Schools is to educate,
challenge, and prepare students
with lifelong skills for the world around them.



The mission of the faculty and staff of Central City Elementary School :

Laying the foundation for educating,
challenging and preparing students to be
lifelong learners.

Central City Public Schools 2011-2012 School Calendar

Summary of Calendar

Days in classroom:	
First Semester	85
Second Semester	90
Total Student Days	175

Calendar Legend

Parent/Teacher Conferences	▲
Early Dismissal 11:30 am	
Early Dismissal 1:00 pm	
End of Qtr/Sem	
Prof. Development - No Students	
No School - Students/Faculty	

Holidays

Labor Day	(9/5)
Thanksgiving Day	(11/24)
Christmas Day	(12/25)
New Year's Day	(1/1)
Easter Sunday	(4/8)
Memorial Day	(5/28)

August				
M	T	W	Th	F
		10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
September				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	▲	23
26	27	28	29	30
October				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
November				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
December				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
January				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
February				
		1	▲	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		
March				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
April				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
May				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Date

Events

Aug 12	New Teacher Professional Development
Aug 15,16,17	Professional Development
Aug 18	First Day of School (1:00 pm Dismissal)
Aug 19	1:00 pm Dismissal
Sept 5	Labor Day (No School)
Sept 22	Prof. Development 8-11:30 - No Students
Sept 22	Parent/Teacher Conferences 1:30-8:30 pm
Sept 23	No School
Oct 20	End 1 st Qtr. (43 days)
Oct 21	Prof. Development - No Students
Nov 11	Veterans Day 11:30 am Dismissal
Nov 24-25	Thanksgiving Holiday (No School)
Dec 22	End 2 nd Qtr. (42 days)
Dec 22	End 1 st Semester (85 days)
Dec 23	Winter Break (No School)
Jan 3	Professional Development- No Students
Jan 4	Begin 2 nd Semester
Feb 2	Prof. Development 8-11:30 - No Students
Feb 2	Parent/Teacher Conferences 1:30-8:30 pm
Feb 3	No School
Feb 16	Prof. Development - No Students
Feb 17	No School
Feb 24	No School
March 2	No School
March 7	End 3 rd Qtr. (41 days)
March 8	Prof. Development - No Students
March 9	No School
Apr 6	No School - Good Friday
Apr 9	No School
Apr 10	Prof Development
Apr 13	CC Track Meet 11:30 Dismissal
May 13	Graduation 2 pm
May 24	11:30 Dismissal
May 24	End 4 th Qtr. (49 days)
May 24	End 2 nd Semester(90 days)

Two (2) built in snow days
 Make up order for snow days: March 2, March 8, March 9, May 25

CENTRAL CITY PUBLIC SCHOOLS

COMPUTER USAGE AGREEMENT

STUDENT ACCESS/USE AGREEMENT

I have read, understand and will abide by the Rules and Regulations for the *CCPS Student Internet and Computer Access*. I further understand that any violation may result in access privilege revocation, school disciplinary action as deemed necessary and appropriate by the building principal, civil action and/or criminal prosecution. In consideration for the privilege of using the Central City Public School's computer system and in consideration for having access to the information contained on it, I hereby release the Central City Public Schools from any and all claims of any nature arising from my use of the network system.

STUDENT NAME (please print) _____

STUDENT SIGNATURE _____

DATE ___/___/___

PARENT OR GUARDIAN CONSENT

As the parent or guardian of this student, I have read the Rules and Regulation for the Policy #5037 *Student Internet and Computer Access*. I understand that Central City Public Schools Computer System is designed for educational purposes. I also recognize it is impossible for the Central City Public Schools to restrict access to all controversial materials and I will not hold them responsible for the materials acquired on the system.

PARENT/GUARDIAN NAME (please print) _____

PARENT/GUARDIAN SIGNATURE _____

DATE ___/___/___

COMPUTER USAGE RULES AND REGULATIONS

- A computer user should never give another person his/her password or access to his/her file. If a student needs access to a computer, he/she should contact the appropriate teacher.
- A computer user should never attempt to get into another person's folder or files by entering the name and guessing at the password. The network administrator will receive a record of unsuccessful login attempts and can or will limit or remove violator's rights as determined following investigation.
- An individual should never tamper with another person's files; he/she may access his/her files only. If someone else's work is on a computer, a student should immediately log-off or ask a teacher for assistance.
- Printing internet information should be approved and used for educational purposes.
- Downloading software from the internet is forbidden. Disks with computer files and software cannot be loaded onto school computers unless permitted by a technology administrator.
- Settings on computers should not be changed by any user without approval from the technology administrator(s).
- Students should not vandalize computers, computer equipment, or tables. This includes the mouse, CD's, and floppy disks. Writing on tables, computers, or equipment is also forbidden. If there is something wrong with a workstation, students should notify teachers immediately.
- Plagiarism is never acceptable. Material copied from the internet or other electronic sources should be used as a reference and appropriately cited in a student's work.
- A written parental permission and agreement form (Computer Usage Agreement Form) will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Application and Intent

This policy shall apply to all users of the Central City School District's computer system. It is intended to provide minimum standards for acceptable use, including clarification of uses that are consistent or inconsistent with this policy.

All users must act honestly and responsibly. Users are responsible for the integrity of these information resources. Users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual agreements related to Central City Public School's computer system. Users shall act in accordance with these rules and regulations and the relevant local, state and federal laws and regulations.

Central City Public Schools may restrict or prohibit the use of its computer system in the response to any violation of district policies or state or federal laws. Failure to conduct oneself in compliance with these rules and regulations may result in denial of access to Central City Public School's computer system or other disciplinary action.

Inappropriate Use:

Inappropriate use of Central City Public School's computer system is prohibited. Inappropriate use includes, but is not limited to, the following:

- Violating local, state or federal regulations
- Accessing or using pornographic or sexually explicit materials
- Using sexual overtones or sexually harassing content
- Promoting or opposing any political candidate or issue
- Using for personal/business financial gain
- Advertising or soliciting for personal/business financial gain
- Violating or in-fringing upon the rights of others
- Submitting, publishing, or displaying any defamatory, inaccurate, abusive or illegal material
- Using any fraudulent electronic communication
- Violating any license or copyright
- Using for any unauthorized purpose
- Committing any academic dishonesty
- Accessing unauthorized files or systems
- Accessing another user's files or ID and password without permission
- Providing an ID or password to another
- Modifying or removing computer equipment, software, or peripherals without proper authorization
- Damaging or destroying intentionally

Course of Action:

Violations of district policy and guidelines may result in any or a combination of the following consequences as determined by the administration:

- Temporary loss of network privileges (Minimum two weeks). This loss may result in the inability of the student to complete course requirements and/or fail class work.
- Permanent loss of network privileges. This loss may result in the inability of the student to complete course requirements and/or fail class work.
- Compensation for the misuse of equipment and/or expenses related to repair, correction, or investigation.
- Involvement of law enforcement agencies if determined to be necessary.

Loss of data, financial and legal commitments, and illegal activities will not be the responsibility of the school district.

Privacy:

The computer system is the property of Central City Public Schools and may be subject to being retrieved and viewed by authorized personnel at any time for any reason connected with official school district business.

Central City Public Schools cannot guarantee user privacy; therefore, users should be continuously aware of this fact.

Materials stored on the district computer system may be subpoenaed if it is deemed relevant to any school related legal action or hearing.



CENTRAL CITY PUBLIC SCHOOLS
1711 15TH AVENUE
P O BOX 57
CENTRAL CITY, NEBRASKA 68826-0057
308-946-3055
CANDACE CONRADT, SUPERINTENDENT

Home of the Bison

ANNUAL STUDENT UPDATE REQUEST

(THIS FORM IS REQUIRED FOR ALL STUDENTS IN THE DISTRICT)

SCHOOL YEAR _____ FULL NAME OF STUDENT _____ GRADE _____

PRIMARY HOUSEHOLD INFORMATION: Name(s) of person(s) WITH WHOM STUDENT IS LIVING. (Check one)

Use BACK OF PAGE to supply information concerning other parent(s) and/or guardian(s) _____ Both Parents _____ Mother Only _____ Father Only			
_____ Self _____ Agency(Foster) _____ Guardian Mother/Stepfather _____ Father/Stepmother _____ Stepfather/Stepmother _____ Other			
Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	Ext. Business Phone
			Home &/or Cell# email address
Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	Business Phone Ext.
			Home &/or Cell# email address
Parent/Guardian Street Address		City	Zip County
Parent/Guardian Mailing Address (if different than above)		City	Zip County

Ethnic Category (Check One)

Asian Black or African American American Indian or Alaska Native Native Hawaiian or Other Pacific Islander
 White Hispanic or Latino Two or More Races Other

EMERGENCY INFORMATION: List two local persons (other than yourself) usually available during the school day who have agreed to care for and provide transportation for your student if he/she becomes ill or injured and you cannot be reached. We attempt to contact parents first.

Last Name	First Name	Relationship to Student	Daytime Phone <input type="checkbox"/> H <input type="checkbox"/> C <input type="checkbox"/> W Ext.
			()
Last Name	First Name	Relationship to Student	Daytime Phone <input type="checkbox"/> H <input type="checkbox"/> C <input type="checkbox"/> W Ext.
			()

Enter the name of your family physician who may be contacted by school staff when parent cannot be reached and medical assistance is indicated. If you have no family doctor, you can state any local physician.

Family Doctor	Phone Number	Ext.
Family Dentist	Phone Number	Ext.

2ND MAILING INFORMATION, if any: Name of Parent(s) and/or Guardian(s) OTHER than those listed under Primary Household Information.

Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	Ext. Business Phone
			Home &/or Cell#
			email address

PARENT NOTIFICATION: According to the Family Educational Rights & Privacy Act (FERPA), both custodial and non-custodial parents have the same access to the child and to educational records concerning their child, UNLESS the school has been provided with a court order or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes those rights. (34 CFR99.4) The school MUST have a copy of the most recent court order on file; otherwise either parent has access to school records and may also check the child out of school (with proper identification). Your signature and date on this application acknowledges only that you have read this notification.

HEALTH INFORMATION UPDATE

Last Physical Exam Date: _____ Last Dental Exam Date: _____ Vision Specialist: _____ Last Vision Exam Date: _____

Does your student have any hearing concerns: _____ No _____ Yes, please explain: _____

Has your student ever had ear tubes? _____ No _____ Yes (List year of Insertion) _____

Does your student have any vision concerns? _____ No _____ Yes, please explain: _____

Has your student ever worn contacts or glasses? _____ No _____ Yes, please explain: _____

Allergies: _____ No _____ Yes (Please list) _____

NOTE: ANY life threatening bee sting allergies or food allergies require a written note, from your student's physician, with specific instructions for school personnel.

Does your student have any of the following: (Circle Y for Yes and N for No)

Asthma	Yes	No	Emotional Concerns	Yes	No	Hepatitis	Yes	No
ADHD/ADD	Yes	No	Epilepsy/Seizure	Yes	No	Orthopedic Concerns	Yes	No
Cerebral Palsy	Yes	No	Heart Condition	Yes	No	Other	Yes	No
Diabetes	Yes	No						

If yes, please provide additional information about the current condition and management below.)

Has your student had a recent injury or illness that might limit them in school? _____ No _____ Yes, please explain: _____

Recent immunizations? _____ No _____ Yes, please list: _____

PLEASE LIST ANY MEDICATION YOUR STUDENT WILL BE TAKING:

AT SCHOOL: _____

AT HOME: _____

NOTE: YOU ARE REQUIRED TO COMPLETE A MEDICATION PERMISSION FORM FOR YOUR STUDENT TO TAKE ANY MEDICATION AT SCHOOL. THIS WILL BE COMPLETED FOR ALL NEW MEDICATIONS AND EACH TIME THERE IS A CHANGE IN DOSAGE, TIME, OR ADMINISTRATION. MEDICATION MUST BE BROUGHT IN THE ORIGINAL LABELED CONTAINER.

May the School Nurse or Her Designee Provide Acetaminophen to your Student?	_____ NO _____ YES
May the School Nurse or Her Designee Provide Ibuprofen to your Student?	_____ NO _____ YES

NOTE: Your signature below does the following:

- Gives the School Nurse or her designee permission to release health information to school personnel if needed for education and/or safety reasons.
- Gives School Personnel permission to follow the attack on Asthma Protocol in the Central City Public Schools Student Handbook.

SIGNATURE OF PARENT OR GUARDIAN: _____ **DATE:** _____

TABLE OF CONTENTS

ATTENDANCE/ABSENCES	1
ACTIVITY PASS	2
ADDRESS CHANGES	2
ADMISSION/REGISTRATION	2
AFTER SCHOOL ARRANGEMENTS	2
ANIMALS AND PLANTS	2
ASBESTOS	2
BEHAVIOR AT SCHOOL EVENTS	3
BELL SCHEDULE	1
BICYCLE/SCOOTER AND SKATE BOARD SAFETY	3
BIRTHDAY TREATS	3
BODY PIERCING/TATTOOS.....	3
BULLYING	3-4
BUS RIDER REGULATIONS.....	4-5
BUS/VAN RIDER RULES/DISCIPLINE PROCEDURES	5
CELL PHONE	5
CHILD ABUSE	5
CHILD FIND	5
COMMUNICABLE DISEASES	5
CUSTODY	6
DATING VIOLENCE.....	6
DISCIPLINE/STUDENT CONDUCT.....	6
DROPPING OFF/PICKING UP STUDENTS	6
DRUG & ALCOHOL POLICY	7
DRUG FREE SCHOOL ZONE	7
DRUG EDUCATION AND PREVENTION	7
FEE WAIVER INFORMATION	7
FIELD TRIP	7
FIRE/TORNADO DRILLS	7
FREE/REDUCED MEALS	7
GIFTS	7-8
GUIDANCE SERVICES.....	8
HOMEWORK / HOMEWORK CLUB	8
IMMUNIZATION	8
LIBRARY	8
LOST & FOUND	8
LUNCH ROOM RULES.....	8
LUNCH/BREAKFAST/MILK PRICES	8
LUNCHROOM VISITORS.....	8
MAKE-UP WORK	9
MEDICATION AT SCHOOL	9
MONEY	9
NO SCHOOL FOR STUDENT SCHEDULE	1
NON DISCRIMINATION POLICY	9
OFFICE HOURS – ELEMENTARY BUILDING	1
PARENT PARTICIPATION	9
PARENTAL-CONCERN PROCEDURE	9-10
PARENT-TEACHER CONFERENCES	10
PARTIES AT SCHOOL.....	10
PARTY INVITATIONS FOR STUDENT PARTIES	10
PHONE USE BY STUDENTS.....	10
PHYSICAL EXAMINATION STANDARDS	10
PLAYGROUND/RECESS	10-11
PROBATION AND EXCLUSIONS	11

PROCEDURE IN CASE OF ACCIDENT OR ILLNESS	11-12
PROGRESS REPORTS/REPORT CARDS	12
RETENTION	12
SCHOOL CLOSING INFORMATION	12
SCHOOL NURSE	12
SCHOOL PICTURES	12
SCHOOL SUPPLIES	12
SHORTENED SCHOOL DAY SCHEDULE	1
SOLICITING BY STUDENTS	12
STUDENT ATTIRE	12-13
STUDENT COMPLAINTS AND GRIEVANCES	13
STUDENTS LEAVING SCHOOL GROUNDS	13
STUDENT RECORDS	13
STUDENT-TEACHER ASSISTANCE/RESPONSE TO INTERVENTION TEAM	14
STUDENT USE OF SCHOOL PROPERTY	14
SURVEY AND OTHER DATA GATHERING.....	14
TARDINESS	2
TESTING/EVALUATION PROGRAM	14-15
VISITORS	15
WEAPONS	15
WELCOME	1
WITHDRAWAL/TRANSFERS	15

WELCOME

On behalf of the faculty and the Board of Education of Central City Elementary, I want to welcome each of you to the new school year.

The purpose of this handbook is to familiarize parents/guardians and students of the Central City Elementary School with policies affecting the school life of the students. Please read the handbook carefully and keep it for future reference. This handbook does not form a contract between the student and the school. The school reserves the right to change or modify the handbook whenever it deems necessary.

Parents/guardians and teachers are working for the same goal, the best education for the students of Central City Elementary. The teachers and administrators ask your cooperation in adhering to the policies.

If you ever have questions concerning policies listed, please call the school, 946-3057.

Rod Engel, Principal

OFFICE HOURS

Elementary office hours during the school year are 7:45 a.m. to 4:00 p.m.

BELL SCHEDULE

8:00 School Personnel on duty/
students may buy lunch tickets
8:10 School Begins
8:15 Tardy Bell
11:00 – 12:45 Lunch periods
3:10 Kindergarten/Gr. 1 Dismissal
3:15 Gr. 2 – 4 Dismissal
4:00 School Personnel off duty

SHORTENED SCHOOL DAY SCHEDULE NO SCHOOL SCHEDULE

Due to staff development and holiday schedules, there are days throughout the school year when students will be dismissed on a shortened schedule or days when students will not be in attendance at all. Buses will run accordingly on the shortened school day schedule. Early dismissal days at this time include:

11:15 am -- Nov 11, Apr. 13, May 24

Days of no school for students include: Sept 5, Sept. 22-23, Oct. 21, Nov. 24-25, Dec. 23 – Jan. 3, Feb. 2-3, Feb. 16–17, Feb 24, Mar 2, Mar. 8-9, April 6, and April 9-10.

Whenever possible, please schedule appointments during the days and times that students are not in school. By planning ahead, your child will benefit

from regular attendance at school and the educational experiences provided.

ATTENDANCE/ABSENCES

Nebraska State Law states that “every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven, nor more than sixteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial day schools each day that such schools are open and in session except when excused by school authorities.” Parents/guardians have the responsibility of making sure this requirement is met.

If you know your child will be absent, please send a note to your child’s teacher or call the school office and report his/her absence by 8:30 a.m. Absentees will be reported to the office and parents/guardians **WILL BE CALLED** at home or place of work unless we have been informed. This procedure is for your child’s protection.

If your child has a doctor’s/dentist’s appointment that cannot be scheduled outside the school day, a note from the physician/dentist will be required when your child returns to school.

Students in grades K-4 are to be in attendance 90% of total school days scheduled for the school year and successfully complete subject area objectives to be sufficiently prepared for academic work of the next grade level. The exception would be cases of serious illness or injury, verified by a physician, which would prevent students from attending school.

Students are to be in attendance each day school is in session unless excused by the administration. Excuses will be granted for valid:

1. Personal illness
2. Family emergencies
3. Appointments with doctors/dentists
4. Other unusual or emergency situations approved by the administration.

CONSEQUENCES/EXCESSIVE ABSENCES

5 absences a semester - letter from principal

7 absences a semester - follow up letter and a parent/guardian-principal conference - plan developed to address absences.

10 absences a semester – Follow up conference to review plan. Referral to the county authorities.

TARDINESS

Regular and prompt attendance is necessary for your child to obtain the best possible education possible. Excessive tardiness will be considered a form of truancy. If your child arrives late to school, he/she needs to report to the office before going to

his/her classroom. Students riding busses will not be counted tardy if their tardiness results from the bus arriving at school late; however, they must stop in the office.

CONSEQUENCES/EXCESSIVE TARDINESS

5 tardies a semester - letter from the principal
7 tardies a semester – follow-up letter and a parent/guardian-principal conference – plan developed to address tardiness.

10 tardies a semester – Follow up conference to review plan. Referral to the county authorities.

ACTIVITY PASSES FOR STUDENTS

Activity passes for students can be purchased at the school offices for \$20.00 for students and \$40.00 for adults for the 2011-2012 school year.

ADDRESS CHANGES

In the interest of students, it is critical that the school be able to contact parents/guardians at any time the child is at school. Therefore, it is essential that the school have on file parents'/guardians' current address and home and business telephone numbers. Emergency contacts with telephone numbers are needed in case a parent cannot be reached. If parents/guardians move or change jobs, they should contact the school immediately to update this important information.

ADMISSION/REGISTRATION

Parents or guardians of new pupils must register their children in the elementary office a day prior to being admitted to class. Several items must be presented upon registering a student to the Central City Public Schools for the first time. The items include:

1. An official certified birth certificate for all students entering Kindergarten and new students transferring into Central City School.
2. Documentation of a physical examination, including vision, hearing and dental examination for Kindergarten students and students transferring from a school outside of Nebraska.
3. A record of immunization on an official form. State law requires that all students be immunized for D.P.T., polio, measles, mumps, rubella, hepatitis B and Varicella. Students are expected to have all immunizations required by current law. Dates of immunizations are required to entering school.

Other school related documents will need to be completed at the time of registration.

Kindergarten students are preregistered in the spring prior to their admittance to school. They

must be five years old by October 15 of the school year they are to enter.

AFTER SCHOOL ARRANGEMENTS

If your plans change for your child on where they are to go after school, please send a note to school or call the office before 2:45 pm the day of the change. If a note or call is **not** received, your child will be instructed to follow the regular plan/format/schedule.

ANIMALS AND PLANTS

Students who wish to bring pets into the school must receive prior permission from their teacher at **least one week in advanced**. With permission, animals and toxic plants may be brought into the classroom for educational purposes and a parent(s)/guardian(s) must assist their child with proper care and handling procedures. Domesticated animals must be inoculated against rabies. Under no circumstances is a potentially dangerous pet to be brought to school.

ASBESTOS

To the parents or guardians of students in Central City Public Schools:

ASBESTOS AND HEALTH:

In attempting to come to terms with asbestos in buildings, several issues must be considered. Until recently, the asbestos mineral was used in thousands of better constructed buildings as a fire retardant. Hundreds of thousand of tons were used in school buildings, hospitals, shopping centers, and home, within the past several decades.

The purpose was to prevent fires from starting or a building from collapsing once a fire had started. Asbestos is commonly found in floor and ceiling tile, acoustical sound proofing, on structural reinforcing, in decorative coatings, in pipe and heating equipment insulations, roof materials, carpet glue, and even concrete. Of most concern are areas of asbestos-bearing materials which can be easily crumbled under pressure. Such materials create a potential for asbestos fiber release. Exposure to airborne asbestos (tiny mineral particles which can be inhaled), especially in heavy doses, has been found to relate to several forms of cancer. Children and young adults who are exposed to asbestos are probably at greater risk than older people of developing certain asbestos related diseases.

The Environmental Protection Agency has developed guidelines for schools to identify asbestos within buildings and the institute has designed a system for determining relative risks and suggesting appropriate safety responses.

FINDINGS: Central City Public Schools

Beyond the asbestos assumed to be located in concrete, roofing felts, pipe elbows, carpet glues,

etc., which is of minimal public health concern, asbestos was found in some of the following types of material:

- *thermal pipe joint connections
- *thermal pipe insulation
- *acoustical ceiling tile
- *cementitious panels
- *vinyl floor tile
- *miscellaneous type of ABM

RECOMMENDATIONS:

We have developed some general recommendations for the School System regarding procedures for dealing with material that may contain asbestos. These recommendations should contribute to the safeguarding of all building occupants. Detailed descriptions of the recommendations are available for review both at the individual school buildings and the Middle School office.

WHAT DOES ALL THIS MEAN?

Asbestos found in schools can be dealt with safely and responsibly. The Environmental Protection Agency states:

It is important to note that not all friable (easily pulverized) asbestos-containing material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

School officials began the risk assessment process by having their buildings inspected and by analyzing any suspect materials.

BEHAVIOR AT SCHOOL EVENTS

Elementary students are expected to conduct themselves as good school citizens at athletic games and other school events. Those who do not act in an acceptable manner will be asked to sit with their parents/guardians. If a parent/guardian is not present at the school activity, the student may be asked to leave.

If the behavior of the student continues to be disruptive at subsequent school activities, the student will not be allowed to attend school activities. Parents/guardians can prevent such situations by maintaining close supervision over their children at school activities.

BICYCLE/SCOOTER/SKATEBOARD SAFETY

Students who ride bicycles, scooters and skateboards are required to follow safety rules and procedures. These items need to be parked in or near the bike stand on the North side of the building. There are no areas for the storage of these items in the school building, office or school lockers. Students need to walk their bicycles, scooters and skateboards on the sidewalks around the school building and while crossing the streets to come on to school grounds.

Disciplinary action, including loss of bike, scooter or skateboard riding privileges, will occur if rules are not followed.

BIRTHDAY TREATS

On the celebration of a student's birthday, many times, treats are provided for that student's classmates. This practice is not mandatory – it is the choice of that student and his/her parents or guardians. **All treats should be restricted to commercially pre-packaged items that require no food handling or purchased from a licensed food facility such as a grocery store or bakery with a prepared list of ingredients for the treats included.** Some of our students have dietary concerns that require careful consideration of food consumption. Parents who wish to provide treats for parties/birthdays must adhere to this policy concerning food items. Parents should inform the teacher prior to sending treats.

BODY PIERCING AND TATTOOS

All visible body piercing (including tongue piercing) by students of Central City Public Schools is prohibited, with the exception of ear piercing. A student who is observed wearing prohibited body piercing at school shall be required to remove it. If the student refuses to comply with the directive, or violates the policy on a repeated basis, he or she shall be subject to such consequences as are determined to be appropriate by the school administration. Consequences may include, but are not limited to, detention, in-school suspension, out-of-school suspension, and expulsion.

The Board finds that tattoos are also inappropriate for the same reasons set forth above regarding body-piercing. Students with tattoos shall be required to keep them covered at all times when they are at school or at a school function. If a student refuses a directive to cover a tattoo, or violates the policy on a repeated basis, he or she shall be subject to such consequences as are determined to be appropriate by the building principal(s) based on the particular situation. Consequences may include, but are not limited to, detention, in-school suspension, out-of-school suspension and expulsion.

BULLYING

It is the policy of Central City School District to maintain an educational environment free from all forms of bullying. Bullying behaviors would include intimidation, humiliation, insult, physical, or verbal abuse. Bullying is any ongoing pattern of behavior by a student, or a group of students, that is intended to create a hostile, offensive, or intimidating school environment.

A student who engages in bullying on School District property, in a vehicle used by the school district to transport students to or from school or a school-sponsored event, or in a way that interferes with the day-to-day educational operations or the educational process, shall be subject to disciplinary consequences including, but not

limited to, long-term out of school suspension and/or expulsion.

Students are encouraged to report behavior they consider to be bullying to their teacher, an adult school supervisor, or the building principal. Staff members who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. All complaints and/or reports will be investigated on a case-by-case basis. In every incident where a violation has been shown to occur, immediate action will be taken to remedy the situation and to prevent its reoccurrence. In determining the appropriate disciplinary action, consideration may be given to other violations of the Central City Elementary School Performance Goals. Example: a student might be disciplined both for bullying and the use of inappropriate language.

BUS RIDER REGULATION School bus transportation is a privilege and may be withdrawn for inappropriate behavior. The bus driver is a highly skilled individual and is in complete charge of the bus and its occupants. Students must comply with all requests of the driver. Safety and behavior rules for activity and regular school transportation are adopted by the Board of Education and are included in this handbook. If a student fails to follow bus/van rules, the bus driver or person who is supervising is required to "write up" the student on a special bus/van conduct form and submit it to the school principal. The street in front of the elementary building, 15th Avenue, where designated, is reserved for busses from approximately 7:45-8:10 a.m. and 3:00-3:20 p.m. This procedure allows for safe loading and unloading of the school busses.

BUS/VAN RIDER RULES

I. Extracurricular Trip

The following rules and regulations will apply to all trips under school sponsorship. Exceptions to the rules may be in order for specific activity trips. Chaperones and drivers will alert students to these special circumstances.

Pupils will respect the wishes of all chaperones appointed by the school.

II. The bus driver is responsible for the bus and riders at all times. Students are responsible to the driver, and to all chaperones while riding the bus.

III. Previous to Loading (on the road and at school)

- a. Be on time at the designated school bus stops – keep the bus on schedule.

- b. Stay off the road at all times while waiting for the bus. Bus riders must conduct themselves in a safe manner while waiting.
- c. Wait until the bus comes to a COMPLETE stop before attempting to enter.
- d. Be careful in approaching bus stops.
- e. Bus riders are not permitted to move toward the bus at the school loading zone until the busses have been brought to a COMPLETE stop.
- f. When pupils must cross the road to be picked up, the driver, after looking for approaching cars, will signal you to cross. Pupils must wait for the driver's signal and cross promptly.

IV. While on the Bus

- a. Students will keep hands and head inside the bus at all times after entering and until leaving the bus.
- b. Students will assist in keeping the bus safe and sanitary at all times.
- c. Students will avoid loud talking and laughing, playing radios, or causing unnecessary confusion. The driver's attention may be diverted, resulting in a serious accident.
- d. Students will treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
- e. Bus riders should never tamper with the bus or any of its equipment.
- f. Students are not to leave books, lunches or other articles on the bus.
- g. Students will keep books, packages, coats, and all other objects out of the aisles.
- h. Older students will help look after the safety and comfort of small children when they ride the bus.
- i. Students are not to throw anything out of the bus windows.
- j. Bus riders are not permitted to leave their seats while the bus is in motion. State law prohibits standing while bus is in motion.
- k. Bus riders are expected to be courteous to fellow pupils and the bus driver. No horse-play will be permitted around or on the school bus.
- l. Absolute quiet will be demanded when approaching a railroad crossing stop.
- m. In case of a road emergency, students are to remain in the bus.
- n. Students are to remain seated until the bus STOPS to unload.
- o. The capacity of the bus cannot be exceeded.

V. After Leaving the Bus

- a. After getting off the bus, cross the road when necessary, (at least ten feet in front of the bus) after the bus driver has

signaled and you have looked both directions.

- b. Be alert to the danger signal from the bus driver.
- c. The bus driver will not discharge students at places other than the regular bus stop, at the home, or at school unless by proper authorization from parents/guardians or school officials.

BUS/VAN DISCIPLINE PROCEDURES

Parent support and cooperation are asked regarding bus/van rules and guidelines. The safety of all children is our primary concern. The bus/van ride is an extension of the classroom and, thereby, requires the same acceptable behavior as is required in the school and classroom. The provision for transportation is a privilege offered and may be withdrawn if a student's misconduct warrants such action.

If a student fails to follow bus/van rules, the bus driver or person in charge is required to "write up" the student on a special bus conduct form and submit it to the school principal.

Misconduct on the bus/van will be handled as follows:

One write up: The student is counseled and the parent is contacted through a bus conduct report form.

Two write ups: The student is counseled and the parent is contacted by form and by phone.

Three write ups: Student suspended from bus for a set period of time and a parent conference is required.

STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy. "Electronic device" includes beepers, pagers, i-pods, mp-3 players, i-pads and any other device that stores and communicates data by electronic means.

Students may use cell phones or other electronic devices on the school grounds and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may leave their devices in the school office during the school day to prevent possible theft.

CHILD ABUSE

Nebraska law requires that school employees report to the local department of Child Protective Services any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. Once a report has been made, official representatives of the Child Protective Services have the right to and may come to the school to interview the child. Parental permission need not be obtained by the department.

CHILD FIND

If your child has a learning or behavior problem or if you suspect that your child has a disability, you should contact the Special Education consultant of the Central City School district at 946-3057.

COMMUNICABLE DISEASES

Students showing any signs or symptoms of a contagious, infectious, and/or communicable disease are required by law to be sent to their homes immediately, or as soon as safe and proper transportation can be arranged. Students excluded for confirmed diseases shall not be allowed to return to school until specific criteria have been met.

a. Reportable, preventable communicable diseases require verified diagnosis by a physician and his/her written permission for the student to return to school.

These diseases include, but may not be limited to: diphtheria, measles (rubeola), mumps, pertussis, polio, rubella, and tetanus.

b. Some contagious infections or infestations require treatment.

Students may return to school 24-48 hours after verified treatment has been started, and/or when return is permitted, in writing, by the physician. These diseases include, but may not be limited to: pink eye, head lice, impetigo, intestinal worms, ringworm, scabies, scarlet fever, and/or other strep infections.

Head Lice

Because head lice are so easily spread from one child to another, children with head lice (or eggs, often referred to as "nits") cannot remain at school. Your child will not be allowed to return to school until proof of treatment is provided and all evidence of infestation is gone.

c. Some contagious infections require treatment. Students may return to school when signs and symptoms have been altered, are absent, and/or return to school is permitted, in writing, by the physician.

These diseases include, but may not be limited to: chicken pox, CMV (cytomegalo-virus), infectious mononucleosis, influenza, (flu), Fifth disease, hepatitis, and tuberculosis.

d. Life-threatening, contagious infections without known treatment may require exclusion from regular school attendance.

These diseases include, but may not be limited to: AIDS, chronic hepatitis, etc.

If the school authorities have reasonable cause to believe that a student is an infected individual, the school authorities may require said individual to submit to an appropriate medical evaluation.

School districts should identify individuals, including the student's physician, who have the qualifications to evaluate whether an infected student poses a risk to others.

Evaluations to assess the need for alternatives to continuing in school should be performed regularly. Hygienic practices of an infected student may improve with maturation or deteriorate if the condition worsens.

If it is determined that a risk exists, the student shall be removed from the classroom, and an appropriate alternative education program be established until a subsequent review determines that the risk has abated.

A plan for periodic review should be established at the time a decision has been made to exclude a child.

CUSTODY

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. Court orders which specifically authorize or direct the release of custody by the school system will be followed. Any court documents that require specific terms for parental visitation(s) or parental access to students also need to be provided to the school.

The school system will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act and the laws of Nebraska unless there is a valid court order directing the school system not to divulge such information. If such an order exists, a certified copy must be delivered to the principal's office.

DATING VIOLENCE

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent

with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

DISCIPLINE AND STUDENT CONDUCT

It is the expectation that all Central City Elementary School students will show respect for self and others by following the Central City Elementary School Performance Goals:

- Be Safe
- Be Respectful
- Be Responsible

During the 2011-2012 school year, the elementary school staff will be implementing the Boys Town Education Model, a program developed at Boys Town to enable educators to help students manage their own behavior by learning social skills. The social skills model developed by Boys Town operates on the belief that if we train our children in these essential life skills and give them positive feedback, they will more easily and readily develop into good citizens who demonstrate self-discipline and self-control.

Components of Boys Town

- 1) The Social Skills Curriculum of 16 basic skills,
- 2) Teaching Interactions or the teaching of the skills proactively and reviewing a skill when a child is not using it
- 3) Motivation by using effective praise, and
- 4) Administrative Intervention and Problem Solving, continued instruction in a skill deficit by the principal when a student doesn't respond to corrective teaching by a staff member.

DROPPING OFF/PICKING UP STUDENTS

All students who are being transported to and from school in a vehicle should be dropped off on the west side or east side of the building for kindergarten and/or breakfast students. They should be picked up on the north side or west side of the elementary building (east side for kindergarten students) or the street in front of the gym building. Please do not drive on the playground areas or into the east parking lot to pick up your child. Do not double-park in the middle of the street to pick up or drop off your child. Avoid parking in designated bus loading zones. Children are to use cross-walks when crossing the street.

DRUG AND ALCOHOL POLICY

It shall be the policy of Central City Public Schools, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs, tobacco, and alcohol by any student of the district during regular school hours or after school hours, at school sponsored activities on school premises, or at school sponsored activities off school premises.

Conduct prohibited at places and activities as here in above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of tobacco or alcohol.
9. Suspected incident of violation of Central City Public School Drug and Alcohol Policy shall be investigated by the building principal or his/her designee.

A complete report of the incident shall be given to the Superintendent of Schools at the earliest convenience by the principal who investigates the incident.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion and referral to the Central City Police Department for criminal investigation.

DRUG FREE SCHOOL ZONE

All schools in Central City have been designated as "Drug Free Zones". Federal law defines a "Drug Free Zone" as an area with 1000 feet of a public or private school. The distribution, sale, or use of any non-prescription drugs in a "Drug-Free Zone" is illegal.

Violators of the Federal Statutes in these zones are subject to double penalty upon conviction for the first offense, and the penalty is tripled for a second conviction.

DRUG EDUCATION AND PREVENTION

The Central City School District promotes comprehensive, age appropriate, developmentally

based drug, tobacco, and alcohol education and prevention programs. Staff has proper in-service orientation and training.

FEE WAIVER INFORMATION

The school board realizes some activities may require additional expenses which are properly to be borne by students as a separate charge. Such charges may be waived as specified depending upon the student's eligibility for the free or reduced – price lunch program. Fee waiver information and forms will be given out on the first day of school and/or sent in the first school district newsletter in August. There are no additional fees required of elementary students for mandatory programs in school.

FIELD TRIP

The staff at Central City Elementary views field trips as a privilege. If a student does not have work completed or has demonstrated inappropriate behavior, the parent will be notified of concerns at least one week prior to the field trip. The following plan will then be implemented: On the day of the field trip the child will have a regular school day with a substitute teacher. If the child chooses not to attend class with the substitute teacher, he/she will miss future recesses until the work is completed.

A field trip permission slip giving permission for your child to attend school sponsored field trips will be sent home at the beginning of the year for parents/guardians to sign. Classroom teachers will inform parents/guardians of the dates of planned field trips.

FIRE AND TORNADO DRILLS

Fire drills are required each month. The purpose of the drills are to help children evacuate the building orderly and safely under all circumstances. A tornado drill is also run during the spring of the year. All of the drill procedures are reviewed with the students during the school year.

FREE OR REDUCED MEALS

A letter and application form with guidelines to apply for free or reduced breakfast and lunch will be sent home with students on the first day of school. Study the income guidelines. If you wish to apply, please complete the form and return it to the school. You may include middle school, high school and elementary children on the same form.

GIFTS

Students will not exchange gifts at Christmas. The school policy states that pupils and patrons should not in any way be encouraged to give personal gifts to school personnel.

In lieu of individual gifts for staff members or classroom teachers, we would suggest a contribution of a book for your child's classroom

library so all class members may enjoy your generosity.

Gifts sent to students at school on birthdays or other occasions will be kept in the office and given to students at the end of the school day in order to minimize disruptions during instructional hours.

GUIDANCE SERVICES

A guidance counselor is available to all elementary students. Counseling can be initiated by a request of the student, the parent(s)/guardians(s), or school personnel.

HOMEWORK

Help your child by providing a quiet regular study time and place. This might mean turning off the television, having brothers and sisters play somewhere else, or having your child in his or her own room. Don't be afraid to quality check your child's work. If the work is not written well or if the directions have not been followed or only partially followed, don't hesitate to give positive input. Encourage quality work and nothing else.

HOMEWORK CLUB

Students in the third and fourth grades may participate in an after school program known as Homework Club. Homework Club is an assisted work time for students meeting from 3:15–3:45 p.m. A certificated staff member is present to help students complete their assignments. Students may attend Homework Club voluntarily or be required to attend due to incomplete or late assignments. Students will only be allowed to stay for Homework Club if a parent/guardian has been contacted. Students attending Homework Club are required to stay until 3:45p.m. unless a parent/guardian picks up the student before 3:45 p.m. More information regarding Homework Club will be given to parents/guardians during the first semester Parent Teacher Conferences.

IMMUNIZATION

All students must comply with the Nebraska Department of Health rules and regulations relating to school health, communicable disease control, and physical examination and immunization standards.

To enter school 3 DTP, 3 POLIO, 2 MMR, 2 doses of varicella and 3 doses of Hepatitis B vaccine are needed.

LIBRARY

Every student has a weekly library period with the librarian/media specialist to learn skills and to check out books. Books are checked out for one week. Lost or damaged books, library or classroom textbooks, are paid for by the student.

LOST AND FOUND

Students are asked not to bring unnecessary items to school. Lost or damaged personal items cannot be replaced by the school.

If your child loses an article, please have him/her check with the school office. Found items are displayed periodically for students to claim. At the end of the school year, items still unclaimed will be given to the local thrift shop.

LUNCHROOM/CAFETERIA RULES

1. School Policy prohibits foods such as pizza, hamburgers, and etc. from being brought in during the meal service times.
2. No food is to be taken from the lunchroom.
3. No trading of food

Children who have cold lunches go through the lines where they may purchase a carton of milk if they desire. This procedure also applies to students that receive free lunches; they need to bring money to pay for the milk. Students who buy a meal and choose to purchase a second carton of milk may do so.

LUNCH/BREAKFAST TICKETS KINDERGARTEN MILK FOR SNACK TIME

The Central City Elementary School operates a breakfast and lunch program. Meals can be purchased on a weekly, monthly, semester or yearly basis.

When a student reaches a -\$10.00 balance in their lunch account (or -\$2.00 reduced meals), the student will no longer be allowed to charge. A peanut butter sandwich and milk will be served. Parents can view student lunch accounts on Infinite Campus.

Student breakfast price is \$1.45 and adult breakfast price is \$2.00; Student lunch price is \$2.10 and adult lunch price is \$3.15. Student milk price is .40.

Free and reduced price lunches are provided for those students who qualify. Applications for the free/reduced price lunch program are sent home with every student at the beginning of the school year and are available from the school office at any time. Study the income guidelines carefully. If you wish to apply, please complete the form and return it to the school. You may include middle school, high school and elementary students on the same form.

Kindergarten children will receive a letter regarding the purchase of milk for afternoon snack time. It is not mandatory for your kindergarten child to purchase milk for his/her snack time.

NONDISCRIMINATION STATEMENT

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired 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."

LUNCHROOM VISITORS

If you want to eat a hot lunch with your child, please notify the elementary office by 9:00 a.m. Parents/guardians and other guests are always welcome to eat breakfast or lunch with their child.

MAKE-UP WORK

Absent students must ask their teacher(s) for their assignments on the first day they return to school. The number of days allowed to complete make-up work will not exceed the number of days the student was absent. If your child is ill and you want to pick up his/her school work, it will be available in the office after school.

MEDICINE AT SCHOOL

The school nurse is prohibited by law from giving prescription medication unless it is ordered by a licensed physician. For medication prescribed by a physician, a required form, which can be obtained from the school nurse, must be signed by a parent. Any changes in medication type or dosage must be accompanied by a doctor's order.

The prescription medication must come to the nurse in the prescription bottle from the pharmacist.

Permission to receive non-prescription medications (Tylenol, cough drops, antacids, etc.) should be indicated on the emergency medical slip filed in the nurse's office.

MONEY

Children should not carry excessive amounts of money to school. Please send exact change or check in an envelope labeled for its purpose (book order, meal tickets, etc.) when sending money to school with your child.

NOTICE OF NON-DISCRIMINATION

Central City Public School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in

admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning Central City Public Schools' compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Candace Conradt, in writing at 1711 15th Ave., Central City, Nebraska or by telephone at (308) 946-3055. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations Implementing Title VI, Title IX, or Section 504

PARENT PARTICIPATION

Active participation by parents/guardians of Central City Elementary School is strongly encouraged. Strong community support has provided funds and facilities for an outstanding educational program. If you would like to volunteer your time to the students and staff at Central City Elementary School, please contact the school office personnel or principal. We would welcome your interest.

Central City Elementary School has a Parent-Teacher Organization (PTO) that sponsors several activities for our students and staff throughout the school year. Membership is open to anyone who has an interest in supporting our students in their activities.

PARENTAL-CONCERN PROCEDURE

The Central City Public School District supports direct and clear communication between the home and school. You are encouraged to be an active member in your child's education.

SOLVING A PROBLEM

Unfairness, misunderstanding, hurt feelings, and conflict are experiences common to us all.

When children experience these problems at school, it causes difficulty not only for the children, but for parents/guardians and school staff. It will be important to contact the person you want to visit with and set up an appointment. How to successfully solve problems at school:

1. Take your concern to the person closest to the problem.

No matter where the problem is, take your concern there first. Whether the problem is in the classroom, on the bus, or playground, the quickest and easiest solution is usually found with the staff member most directly involved.

It's best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers and bus drivers are and how they may be contacted. Tell them when things are going well,

and communicate quickly and openly any concerns.

If you call for an appointment to see your child's teacher, let them know in advance the general nature of your concern.

This gives him/her an opportunity to ask other staff members for information that might relate to your problem or concern.

If a personal visit isn't possible to state the problem, then during that conversation, offer to call back at a time when you can both discuss the situation in more detail.

The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give him/her a chance to tackle the problem first.

2. Present your concern to the next level.

The Principal is responsible for supervision of staff within buildings. The Director of Transportation supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the problems, or if you will take time to openly share with them the reasons you feel uncomfortable dealing directly with the person who is closest to the situation.

Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.

3. Talk with the superintendent of schools.

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is next. Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district. As a result, a meeting with the superintendent will probably require some advance planning.

PARENT-TEACHER CONFERENCES

First semester parent-teacher conferences for the 2011-2012 school year are scheduled for September 22, 2011 at Central City Elementary. Second semester conferences are February 2,

2012. All parent(s) or guardian(s) are encouraged to participate in these conferences. If you would like to schedule any additional conferences, call the school and arrangements will be made.

PARTIES

Each class is allowed 3 holiday parties during the year: Halloween, Christmas, and Valentine's Day. Parent volunteers usually provide refreshments. Participation is voluntary.

The staff at Central City Elementary view class parties as a privilege. If a student does not have work completed or has demonstrated inappropriate behavior, the parent will be notified of the concern(s). The parent, teacher, and principal will discuss how the situation will be handled.

PARTY INVITATIONS

Invitations for parties outside of the school day will not be distributed during the school hours of 8:10 a.m. and 3:15 p.m. Office and school personnel are not permitted to release student address information for the purpose of addressing party invitations.

PHONE USE

A goal of the Central City Staff is to help children become responsible citizens. **Children will be allowed to use the phone for urgent concerns only.**

PHYSICAL EXAMINATION STANDARDS

A printed or typewritten form signed by a licensed physician indicating that a physical examination was administered on a specific date within the previous six (6) month period on a specifically named individual, shall precede entrance of a child into kindergarten and the seventh grade.

A physical exam is also required in the case of a student transferring from out of state, to any grade of the local school.

As a substitute for such evidence of a physical, an objection in writing to a physical examination of a child, signed and dated by a parent or guardian of a child, may be submitted to the local school.

PLAYGROUND/RECESS

The school provides the items necessary for games and activities on the playground. Personal items will not be allowed on the playground.

Should you wish for your child to remain indoors during recess, due to a major illness, a written note to the office is required. For periods exceeding two days, a written doctor's excuse is required.

Recess will be held outside unless the weather warrants otherwise. During the winter months, students should bring to school coats, hats, mittens and boots. The school does not have extra apparel for students.

PROBATION AND EXCLUSIONS

All students may be subject to disciplinary action for conduct in violation of the policies of the Board, the rules, regulations, and directives promulgated there under by the superintendent and the administrative staff, or for refusal to obey the directives of principals, teachers, or other school personnel.

All terms of this policy are intended to comply with the terms of the Student Discipline Act. Where the policy terms are inconsistent with the Student Discipline Act, the provisions of the Student Discipline Act shall govern.

Each special education student is subject to the normal disciplinary procedures of the Central City Public Schools. If the parents/guardians of a disabled student wish to appeal this procedure, they must do so at the time the IEP is filed rather than at a later time.

PROBATION - The administration may place a student on probation, a conditional enrollment during a trial period.

EXCLUSION - The statute provides for 5 types of exclusions:

1. Short Term: Up to (and including) 5 days
2. Emergency: Immediate exclusion if the student has a dangerous disease, or her/his conduct presents a threat to the physical safety of the school community, or is very disruptive.
3. Long Term: More than 5 days, less than 20.
4. Expulsion: Remainder of semester, and may be extended for an additional semester under certain circumstances.
5. Mandatory reassignment: Involuntary transfer to another school within the system in connection with any disciplinary action.

Long Term Suspension, Expulsion, or mandatory Reassignment (as defined by Nebraska Student Discipline Act)

The following behavior constitutes grounds for these types of exclusions:

1. Use of violence, force, coercion, threat, substantial interference with school purposes.
2. Willful damage to or theft of property of substantial value, or repeated damage or theft of any property.
3. Personal injury to any student or school employee.
4. Threat to obtain money or anything of value.
5. Knowingly possessing or handling a weapon.

6. Possession or use of controlled substance, tobacco, or alcohol or being under the influence of the same.

7. Engaging in any activity forbidden by law which interferes with school purposes.

8. Repeated violation of rules and regulations.

9. Public indecency.

10. Actual or attempted sexual assault.

The principal or her/his designee shall as soon as possible notify appropriate law enforcement agencies of any act which said principal or designee knows or suspects is a violation of the Nebraska Criminal Code.

Except in cases of suspected child abuse, when a school official releases a minor student to a peace officer, immediate steps shall be taken to notify the student's parents or guardians of such release and of the place to which such student is being taken.

During short or long term suspension, the homework assignments will be available. Upon his/her return to school any suspended student shall make up missed work, completed within three days after returning to school. Teacher assistance in making up missed work will not detract from the learning opportunities of other students.

Tests and labs may be made up during the suspension, but outside regular student school hours.

If the suspended or excluded student fails to adhere to the above mentioned stipulations, she/he will be graded accordingly. In addition, administrative and teaching personnel may take other actions regarding student behavior, such as: counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, or restriction of extra-curricular activity participation.

All procedures of the Student Discipline Act will be followed.

PROCEDURE IN CASE OF AN ACCIDENT OR ILLNESS

1. The student will be cared for and made as comfortable as possible.
2. The parents/guardians will be notified if the student needs to go home and/or a health care provider needs to be consulted.
3. If necessary and circumstances warrant, the student will be taken to the hospital via the rescue squad. Attempts will be made to contact a parent/guardian prior to the student being transported.

Each family must provide emergency contact information for office use in case of an emergency. Parents/guardians are expected to update emergency information when changes occur.

Students should not be sent to school and will be sent home if any of the following conditions exist:

1. Student has a temperature of 100 degrees or more. **Student should not return until he/she has been fever free for 24 hours with no medication given.**
2. Student is experiencing vomiting, severe headaches or cough, etc.
3. Student has a suspicious contagion, rash or discharge.

No student will be sent home until a parent, guardian, or responsible adult has been contacted.

PROGRESS REPORTS/REPORT CARDS

Progress reports are issued twice a year. Report cards are issued four times a year at the end of each quarter. We hope that parents/guardians will study these reports carefully and will contact the school if there are any questions.

RETENTION

When considering the retention of a student, the following areas will be reviewed:

1. The student's ability
2. The student's actual achievement level and the reason for failure to master subject material.
3. The age of the student
4. The student's social maturity and behavior
5. The student's attendance
6. The benefits/disadvantages of retention for the student

In those instances when a child's educational needs require retention, the child's parents/guardians shall be notified and a conference will be held with the principal and the student's classroom teacher. Retention, when necessary, should be recommended as early as possible in a student's educational career – preferably in kindergarten or first grade. Students will generally not be retained more than one year.

SCHOOL CLOSING INFORMATION

School closing information will be broadcast over the following stations should an emergency or inclement weather occur: KHAS-TV 5 in Hastings, KOLN-KGIN TV 10/11 in Lincoln, radio station KZ100 and the local cable television channel 19.

SCHOOL NURSE

Our school nurse is present at our school building for approximately 2 hours each day. Her major responsibilities include health screenings and school health coordination. If there is any suspicion of a health concern, the parent/guardian will be notified.

SCHOOL PICTURES

Individual student pictures are taken Sept 6th. Parents/guardians will receive information concerning pricing.

SCHOOL SUPPLIES

A recommended supply list is available for students in the school office. If an item is not listed or specifically requested by your child's teacher, it does not belong at school. This list is included in the August Superintendent's newsletter and in the back of this book.

SOLICITING

Students should not sell or take orders for candy, popcorn, cookies, etc., nor deliver and collect such orders at school.

Teachers strongly support the student organizations and their efforts; however, they prefer to be called upon at home.

STUDENT ATTIRE

Recognizing that a student's grooming and the way he/she dresses has not only a bearing on the way he/she behaves, but also influences the way other students and professional staff read him/her, the board of education emphasizes that dress and grooming should reflect cleanliness and neatness.

If a style of dress and/or grooming demonstrates that it is disruptive to the educational process, constitutes a possible threat to the safety and health of a student or others, or is in violation of any statute, it will not be permitted in the school. Within these limits, the board of education believes that the final decision regarding attire and grooming should be a cooperative decision of his/her parents/guardians, and the administrative staff. Should a disagreement arise, the administrative staff shall make the final decision.

The school administration and teachers will continue to behave and dress in a fashion reflecting good taste and a style appropriate for a school day.

An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others. The fact that a school will permit a wide variety of school clothes does not mean that all styles are equally appropriate.

The final decision in those situations of disagreement will be resolved by the school administration after consultation with the student and parents/guardians.

In addition to the above guidelines, the school administration will exclude the following items and/or method of grooming:

(This list is not inclusive of all items which may be excluded.)

- Tube tops, spaghetti strap tops (straps must be minimum of 2 inches wide) cut off t-shirts midriff shirts/blouses, mesh shirts, cut-offs (pants) or ragged jeans.
- Shirts, hats, buttons, etc. that display obscene or inappropriate printing; or advertising of alcohol, drugs or tobacco products, either explicit or implied.
- Offensive clothing and offensive writing and drawing on the body, books and clothing, including items with gang insignias.
- Ripped or torn clothing
- Short shorts or dresses/skirts, including splits, must extend below the student's fingertips with shoulders relaxed.
- Sunglasses unless medically required or worn during recess.
- Clothing which sags (the waistband of pants, shorts, skirts, or jeans must be above the hip bones).
- Clothing which shows underwear or lack thereof when doing normal school activities.
- Bare feet, sandals without heel straps (flip flops) roller-skates or wheeled shoes.

STUDENT COMPLAINTS/GRIEVANCES

It is the policy of the Central City Public School not to discriminate on the basis of sex, race, color, national origin, or disability, in its educational programs, activities, or employment as required by Title VI, Title IX and Section 504 of Federal Law.

Any student who believes that he/she has been discriminated against on the basis of sex, race, or disability shall use this procedure for prompt resolution.

In the event a student or group of students wish to appeal a decision made by a teacher or the administration, written notice of the appeal shall be given to the Principal identifying the decision in question and including a general statement of the reasons for the appeal.

In the event the Principal was the source of the decision being appealed, the hearing may be held before the Superintendent.

(a) Within five days after notice is received by the Principal a preliminary hearing will be held before the Principal.

(b) The decision rendered in the preliminary hearing may be immediately appealed to the Superintendent of Schools. The hearing shall be held within 5 days of notice of appeal.

(c) The decision of the Superintendent of Schools may be appealed to the School Board by written notice made within three days after the decision has been rendered by the Superintendent of Schools. In such case the Board shall place this appeal on the agenda of the next regular board of education meeting. A special meeting may also be called in the event an emergency exist. The decision of the Board shall be final.

STUDENTS LEAVING THE SCHOOL GROUNDS

If it is necessary for your child to be excused during the school day, your child must bring a note from a parent or guardian, stating the exact time for leaving the school and the reason. When picking up your child, parents/guardians must come to the school office and sign out your child. If your child returns during the day, he/she must first report to the office before going to his/her classroom. The principal must be presented with the appropriate legal documents if a student is not to leave school with a specific adult.

STUDENT RECORDS

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their students' education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their students' records is inaccurate, they should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

The Board of Education has designated the following as directory information:

- Name and Grade
- Address
- Dates of attendance

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

Directory information about students can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their students should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 for the current school year.

Non-directory Information. All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related

administrative regulations, or (2) in accordance with parents written instructions.

Transfer of Records Upon Student Enrollment.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints. Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STUDENT-TEACHER ASSISTANCE/RESPONSE TO INTERVENTION TEAM

Each school in the Central City School System has in operation a Student-Teacher Assistance/Response to intervention team (STAT/Rtl). This team is a committee of experienced teachers, specialists, a counselor and an administrator. The team serves to provide suggestions for teachers to implement with students who are exhibiting academic and/or behavior difficulties. Students are referred to the STAT/Rtl team by school personnel.

STUDENT USE OF SCHOOL PROPERTY

The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student 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. School district authorities may search student areas, such as lockers and/or desks, based on a reasonable and definable suspicion that a school district 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 school district facilities.

SURVEYS AND OTHER DATA GATHERING

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and the No Child Left Behind Act (NCLB). The Protection of Pupil Rights Policy # 5015 is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the protection of Pupil Rights policy by submitting a written request to the

superintendent. Surveys requesting personal information as defined in the protection of Pupil rights policy are scheduled periodically during the school year. Parents may have access to any survey or other material described in the Protection of Pupil rights policy by submitting a written request to the superintendent.

which have been loaned to him/her by the school. Lunch bills and fines will need to be paid at this time, also.

TESTING/EVALUATION PROGRAM

The Central City School has a testing/evaluation program which includes achievement testing, currently the Terra Nova Achievement Test, and tests that measure progress on the mastery of curriculum objectives and subject area learning standards. The testing program includes assessing for mastery of the Nebraska State L.E.A.R.N.S. Standards using the Statewide NESAs tests developed by the State Dept. of Education. Students are also tested/evaluated for inclusion in specialized instructional programs, with parent/guardian permission.

VISITORS

All visitors report to the office using the main entrance. Parents/guardians are welcome and encouraged to visit their child's classroom. As a courtesy, and for safety reasons, visitors are asked to contact the classroom teacher and set a time to visit.

The Central City Elementary Staff encourages students not to bring other young people to school for the day. If they must have a young person visit for a short period of class time, the office needs 24 hour notification and the parent/guardian/adult must accompany the child during the visit.

WEAPONS

Students are forbidden to knowingly and voluntarily possess, handle, transmit, or use any instrument in school, on grounds or at school functions, that is a firearm, weapon, or looks like a weapon as defined by the State of Nebraska Criminal Statutes, the federal laws found in Section 18 USCS 921 and in administrative procedures.

Items which have no school-related purpose should not be brought to school or on to school grounds. Suspension/expulsion is mandatory when a student possesses, uses, displays, transmits, or handles a firearm whether operable or inoperable, loaded or unloaded, including but not limited to: destructive devices, BB, starter, hand, zip guns, rifle or shot guns, or knives.

WITHDRAWAL AND TRANSFERS

Parents/Guardians need to report to the school office when they will be moving so we can fill out a transfer form. Students who are withdrawing from school are to report to his/her teacher for checking out procedures. At this time, the student is to check in to the teacher all books and supplies