

# CREIGHTON ELEMENTARY SCHOOL



2012-2013

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## Creighton Elementary Student Handbook

### Anti-Bullying Policy

One of the missions of the Creighton Community School District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required by all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. If you or a friend have a problem or concern about this policy or believe that you are being bullied, intimidated, or harassed report it to a staff member or the Principal immediately.

### Arrival At School

School begins at 8:10am and is dismissed at 3:25pm. Pupils may enter the school building anytime after 7:50am. For students eating school breakfast, serving begins at 7:50am.

### Attendance

If your child is absent or will be absent please contact the school (358-3348). This will help enable us to effectively check on the safety and whereabouts of our students. With the exception of chicken pox, children absent 5 or more consecutive days should have a note from a physician. Students who know in advance that they are going to be absent from school should complete all work prior to their scheduled absence. In order to participate in any school activity (music concert, athletic event, etc.) in the afternoon or evening, a student must have been in class attendance for at least half of the school day (11:30am). A student may be excused for a funeral, doctor's appointment, or other special situations with Administrative approval. Students arriving between 8:10am and 10am will be marked tardy. The accumulation of three tardies can result in a detention being issued. Students arriving after 10am or leaving before 2pm will be counted absent for one half day.

General excused absences are an absence with parent's knowledge from class because of general illness, parent request, family trips, or any other absence deemed "general" by the Principal or Superintendent. Special excused absences are absences from class because of certified doctor or dental appointments and/or verification **(students are to provide written verification of such appointments/visits by the health care/dental provider)**, funerals for immediate family members, school sponsored activities, or any other absence deemed "special" by the Principal or Superintendent. Any Elementary student, who accumulates sixteen or more general excused absences in a school year, is subject to being deprived of promotion to the next grade. After ten general absences in a school year, a letter will be sent to the parents or guardians by mail and following twelve general absences a second letter will be sent to the parents or guardian by mail (Return Receipt Requested), advising the parents of the policy.

Upon the occurrence of the sixteenth absence during that school year, the student's attendance file and progress in school will be reviewed by the administration. The administration may make the decision to deprive the student of promotion to the next grade or allow the student to make up the absences through an independent project. If the

administration allows the student to make up the absences, the student will have until June 30<sup>th</sup> to complete a 15 hour project, in which all time worked on the project must be logged. The final project will be evaluated and assigned the grade of “pass”, “fail.” If a student exceeds twenty general absences, the student will not have the research project option.

### **Bus Rules**

All students are to abide by all rules of the bus service and their drivers. Bus riding privileges can be revoked at anytime by the bus service for a failure to adhere to rules and policies. If there is a specific problem on the bus, it may be brought to the attention of the Principal by the bus service.

### **Disciplinary Action**

Teachers will inform parents of behavior concerns. Students with serious infractions or an accumulation of detentions and/or discipline concerns will be sent to the Principal’s office. Faculty has the right to keep students after school for work completion as well as for disciplinary measures. If students are to be kept after school, parents will be informed by note, phone call, or by any other means possible to advise them of the situation. If a student receives three detentions, he or she will be asked to serve an in-school suspension, a conference will be scheduled between parents, teacher, and administration, and the student will not be permitted to attend the field trip. If disciplinary concerns continue to exist, additional suspensions and/or expulsion will be utilized. During an in-school suspension, the student will report to the office and will be isolated from his or her class and the student will be expected to complete all assigned work. Administrators are required to report any criminal violations such as stealing, possession of a weapon, using a controlled substance, etc. to authorities. Further information regarding student discipline can be found in Board Policy #5100, #5550, and #5475.

### **Entrance, Registration, & Withdrawal of Students**

All pupils entering kindergarten in Nebraska must have reached their fifth birthday on or before July 31<sup>st</sup>. State law requires a certified birth certificate for entrance into their “beginner” year of school (junior kindergarten or kindergarten) or for students enrolling in school from a different state, along with immunization records, vision exam, and physical. Pre-school students are required to provide a certified birth certificate, immunizations records, and a physical prior to enrolling in the pre-school program. Any student not in compliance shall not be permitted to continue in school. Exemptions shall be granted for: 1) health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a notarized affidavit.

### **Fire Drills, Tornado Drills, & Other Emergency Drills and Procedures**

All drills will be held on regular intervals. Students will be instructed by their teachers as to proper procedures.

## **Grades**

Student reports will use the following grading system:

A = 93-100%	O = Outstanding Progress
B = 86-92%	G = Good Progress
C = 78-85%	S = Satisfactory Progress
D = 70-77%	P = Poor Progress
	N = Needs Improvement
F = Below 70%	U = Unsatisfactory Progress

## **Health/Safety**

Your Child's health record is recorded on a permanent health card. If new health information is available, please notify the school so that our information is current. A school nurse conducts a health examination of each pupil once a year. The school requires an examination of pupils by a physician when a communicable disease is suspected and/or diagnosed and a Dr.'s release is necessary before re-admission to school. The school may require a Dr.'s note before a pupil is excluded from a required course, such as PE.

## **Homework**

Children may be given homework. When a student has been gone they will be given double the number of school days that were missed to make up the work.

## **Illness**

If a child has any flu symptoms (diarrhea, vomiting, nausea, or elevated temperature) he/she should remain at home. As reference, there should be a 24-hour period after vomiting, diarrhea, or fever has ended before the child returns to school. A child that has chicken pox may return seven days after they have finished breaking out. Any student with a communicable disease shall be excluded from school when his or her condition may be injurious to the health of others. Children who were too ill to attend school during the day cannot attend school functions in the evening. If your child has been absent and you wish to have assignments for your child, please contact the office or their teacher.

Administering medicine is not recommended procedure for schools, but at times is necessary. All medicine must be sent in the prescription bottle so that we have the name of the drug, dosage, time interval, and student's name with the medication. All medicine (prescribed or over the counter) must be provided in its original container or package. If the medicine needs to be measured, an appropriate device to measure the correct dosage must be provided. If possible, medication should be given at home. A copy of the medication request form is included in the back of this handbook.

## **Leaving the School**

If you wish to take your child from school early, please notify the office or teacher. No pupil shall be permitted to leave school prior to dismissal except when accompanied by their parent or with written permission from their parents. Elementary students are expected to go directly to their own home after school unless the parents notify the teacher. If your student rides the bus, please notify the bus driver as well if your child will not be riding.

### **Library**

In order to keep track of all library materials and to eliminate student fines for lost books at the end of the year, students must return all library books or pay fines at the end of each 9-week period before receiving their report cards.

### **Lunch**

Meal money for the PK-6 students may be taken to the elementary office. When sending money, please visibly mark an envelope with the child's name and purpose. Parents will be notified by phone via the School Reach program when their account balance reaches \$15 or less. Pupils carrying sack lunches may buy a carton of milk at noon.

Kindergarten students will have a milk break in the afternoon (afternoon milk is not covered in the free or reduced plans). For a free or reduced meal application, please contact the school. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. 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. 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.

### **Medication**

Administering medicine is not recommended procedure for schools, but at times is necessary. All medicine must be sent in the prescription bottle so that we have the name of the drug, dosage, time interval, and student's name with the medication. All medicine (prescribed or over the counter) must be provided in its original container or package. If the medicine needs to be measured, an appropriate device to measure the correct dosage must be provided. If possible, medication should be given at home. A copy of the medication request form is included in the back of this handbook.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are held prior to the completion of the first quarter of school. The conferences are planned to allow for an exchange of information between home and school.

### **Personal Property**

It is strongly recommended that children do not bring valuables to school. The school does keep a lost and found for any items that may be misplaced. Parents may also want to label personal items (jackets, snow pants, coats, school supplies, etc.) with some type of identification (name, last name, or initials).

### **Recess**

Faculty and staff members are assigned to playground duty on a daily basis. Our recess policy is that if a student is well enough to be in school, the child is well enough to go outside at recess. Very few exceptions to this policy will be considered. If a student cannot participate in recess or PE a note should be provided. When the weather is extremely cold or stormy children will not be required to go outside.

### **Report Cards & Midterm Reports**

Pupil progress reports will be sent home at midterm & at the end of each quarter. Parents are encouraged to contact the school at any time concerning their child's progress. Report cards may be held if a student has accumulated any fines for library books, book damage, etc.

### **Retention Policy**

Students will be promoted by their teachers on the basis of academic achievement. A team consisting of the teacher, an administrator, parent/guardian, and/or SAT Team shall determine retention of a student. Retention will be recommended on information provided to the team members. The following criteria are required for teacher recommendation for promotion: A minimum of Progressing Scores in the areas of Reading, Math & Language Development/English for the 3<sup>rd</sup> & 4<sup>th</sup> quarters of school or an overall average of 70% in all academic areas including: Reading, Spelling, Phonics, English, Math, Science, and Social Studies.

If parents/guardians object to retention, they must complete a written waiver stating reasons why they do not want the child retained, as well as pay to have their child tutored by an approved tutor for a minimum of 3-6 weeks over the summer. The classroom teacher will outline a recommended summer tutor program. The waiver and a documented and signed tutor log must be sent to the principal by July 15<sup>th</sup>. A final summary will be compiled by the principal and placed with the student's records. If parents do not respond to the requests/guidelines designated by the school by July 15<sup>th</sup>, the student will repeat the grade as requested on the report card.

### **School Closings**

In the event of inclement weather or mechanical breakdown, school closings, late starts, or early dismissals will be announced via the School Reach program and announced on the following radio stations: WNAX – Yankton (570 AM), WJAG – Norfolk (780 AM), KEXL – Norfolk (97.5 FM), KK93 – Yankton (93.1), KNEN – Norfolk (94.7 FM), KBRX – O'Neill (1350 AM & 102.9 FM), KGRD – O'Neill (105.3 FM), and US 92-Norfolk (92.7).

### **School Dress Code**

Students are encouraged to dress appropriately. Several activities (recess, PE) require students to be active and involved and proper attire and shoes are expected. Students are expected to dress appropriately during cold weather and this includes wearing boots, gloves, and stocking caps. Overshoes or boots must be worn when there is mud or snow. Students that are not prepared to play in the mud or snow will not be allowed to take part in recess.

In addition to the above policy, the following policy will be included for 4<sup>th</sup> through 6<sup>th</sup> graders. Clothing that condones or advertises drugs or alcohol or includes profanity or obscene material is not allowable at school or at school activities. Pants, skirts, and shorts must be worn above the hip and skirts and shorts are to be longer than the first knuckle of your hand when they are placed at the individual's side. Spaghetti strap tops, shirts, shorts, or pants that display undergarments are not acceptable. Bare midriffs are not acceptable. Low-cut shirts that are revealing are unacceptable. As a health factor, it is expected that all students will wear shoes. Hats will not be permitted into the building during the school day. Administrative discretion is reserved for judgment in cases where student dress seems to be immoral, immodest, or is disruptive to the educational environment. Students that do not adhere to the policy will be asked to change, turn the material wrong-side out, cover it up, or will be sent home with an unexcused absence to change. Continued problems with student dress will result in disciplinary action by the administration or staff.

### **Student Assistance Team (SAT)**

The SAT Team is composed of teachers, administration, parents of the child, and in some cases the child. When a student is referred, the team engages in a structured process of understanding the problem, brainstorming solutions, and planning interventions. Teachers then initiate interventions and measure the progress. A series of follow-up meetings may be held to evaluate the student's progress and to plan further interventions as needed.

### **Treats**

Children may bring treats for their birthday (lists of students names may not be provided to anyone under any circumstances). Birthday invitations and birthday gifts should not be brought to school.

### **Visitations**

All visitors are requested to stop at the office before going to the classroom. In order to protect instructional time and the welfare of all students, the office will deliver messages (or other items) to the classroom at a time when instruction will not be interrupted. In cases of suspected child abuse, social services personnel and law enforcement personnel will be allowed to visit with students with an administrator present.

**PRESCRIPTION MEDICINE**

TO THE SCHOOL OFFICE:

Parent's Authorization for giving **PRESCRIPTION MEDICINE:**

I authorize the principal's secretary or designee to administer \_\_\_\_\_  
(Name of medication)  
prescribed by \_\_\_\_\_ for the treatment of \_\_\_\_\_  
(Physicians name) (Illness)  
to \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_.  
(Name of student) (Start Date) (End date)

The medicine is to be furnished in the **prescription bottle** by the parent and is to be **labeled** with the **name of the medicine, time to be administered, dosage,** and the **name of the physician.** Information about medication or student's condition we should know: \_\_\_\_\_.

We understand the school district will not be held responsible for any reaction that might result from the use of prescriptive medicine administered in school.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

-----OR-----

**NON-PRESCRIPTION MEDICINE**

We do not provide medicine for students.  
The medicine is to be brought from home in the  
**original package.**

TO THE SCHOOL OFFICE:

Parent's Authorization for giving **NON-PRESCRIPTION MEDICINE:**

I authorize the principal's secretary or designee to administer \_\_\_\_\_  
(Name of medication)  
to \_\_\_\_\_ at school. Dosage: \_\_\_\_\_ Time: \_\_\_\_\_.  
(Name of student)

Does child have any known allergies? NO \_\_\_ YES \_\_\_ list \_\_\_\_\_.

Information about medication or student's condition we should know? \_\_\_\_\_.

We understand the school district will not be held responsible for any reaction that might result from the use of prescriptive medicine administered in school.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_.

**CREIGHTON COMMUNITY SCHOOLS**



*ELEMENTARY PARENT AND STUDENT CONSENT PAGE*

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Student Name	Grade	Teacher
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In accordance with Nebraska State Law Section 79-4, 176, paragraph (3) which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents...” and pursuant to P.L. 101-226 which states that parents/guardians and students be notified that this school district absolutely prohibits the unlawful possession, use or distribution of illicit drugs, alcohol and tobacco on school premises or during any school activities, parents or guardians are requested to sign and return the statement below.

The below signatures indicate that I/we have read a copy of the Student/Parent Handbook. I/we have had the opportunity to examine this handbook and understand its contents. I also understand that there are other board policies which govern school operations and that the handbook is not intended to be all inclusive.

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

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

Computer Internet Use Policy, School Board Policy #5560  
ACCEPTABLE USE OF COMPUTERS AND INTERNET: Use of technology at Creighton Community Schools is a privilege extended to individuals who wish to enhance their learning experiences. Learning through interaction with technology will furnish a graduate with many of the job readiness and skills required by our evolving business and educational community. Each user has a privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth.

Transmission and viewing of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: plagiarizing copyrighted material, threatening or obscene materials, hacking, or materials protected by trade secret or that are classified government information. Use of the Internet for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. All board policies and school regulations apply to the use of the network to support the educational goals of this institution. Further information regarding technology use, filtering, and the Internet can be found in Board Policies #3110 and #3110A and in the student handbook under Internet Use and Filtering and Computer Internet Use Policy.

The following signatures indicate that I have read the above information and agree to follow all rules and regulations regarding Internet Use and technology. Further, I understand that misuse of these privileges will result in all technology privileges being revoked and other consequences may apply.

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

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

PLEASE TAKE THE TIME TO ANSWER THE FOLLOWING QUESTIONS:

I understand that the Creighton Community Schools, on occasion, provides transportation for students when attending school related activities such as, but not limited to, activities and athletic events in which my child is involved. I give permission for my son/daughter to be transported by school transportation for these types of activities.

YES \_\_\_\_\_ NO \_\_\_\_\_

I understand that the Creighton Community Schools, on occasion, provides photographs and general information about student activities to the media for publication and that they also maintain a school website on the Internet. No sensitive data, addresses, etc. are provided, while photos and general accomplishments may be published. I give my permission for my son/daughter's picture and general information to be published by the school in the media and/or on the school's website.

YES \_\_\_\_\_ NO \_\_\_\_\_

On occasions, various student activities may arise in which your child may leave the building. My child has permission to leave the school building throughout the year to attend such events as: the Arbor Day program, tree study at the park, and special programs at the Creighton Care Center and Hospital, etc.

YES \_\_\_\_\_ NO \_\_\_\_\_

The school district does not purchase any type of health insurance to cover injuries incurred by your child at school or while involved in school activities. We encourage all families to have accident coverage for their children. We feel that we have adequate insurance protection for our son/daughter or have made alternative arrangements.

YES \_\_\_\_\_ NO \_\_\_\_\_

\*\*\*If you indicate that you do not have adequate insurance or alternative arrangements, the school will provide your family with additional information regarding insurance for purchase.

My signature below indicates that I have read and understand the above questions. If throughout the year, your decisions regarding the above questions change, please contact the school.

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