

<b>TABLE OF CONTENTS</b>	<b>Page (s)</b>
District Mission Statement	3
Welcome Letter	4
Staff	5
School Calendar	6
Athletic Events	7
Attendance	7
Bike Rules	8
Book Damage or Loss	8
Bullying	8
Buses	9
Child Abuse	9
Classroom Behavior	9
Criticism	10
Crossing Guards	10
Curriculum	10
Field Trips	10
Gifts, Invitations to Parties, Treats	11
Grading and Assignments	11
Health Policies/Medications/Immunizations	12
Lost and Found	14
Lunches	14
Network Rules	15
Parent-School Relations/Conferences	15
Permanent Records	15
Playground Rules	16
Pre-School	17
Schedule	17
School Closing Notices	17
Student Activities	17
Student Dress	18
Summer School	18
Testing Program	18
Telephone Calls	19
Visitors	19
Gun Free Schools Act	19
Non-Discrimination Policy	19
Student Fees	20
Student Fee Waiver Procedures	22
Consumable Regulations	23
Signature Sheet	24
Parent-Student-Teacher Contract	25
School Map	26
Chain of Command	27

**District Mission Statement**

The mission of the Pierce Public Schools is to provide quality programs and staff and to encourage community involvement and support in preparing all students to succeed and achieve excellence as responsible citizens, lifelong learners, and confident members of a changing society.

August 2009

Dear Parents/ Guardian:

On behalf of the Pierce Board of Education, administration and staff, I would like to extend a warm welcome to you and your child. Our goal is for the home and the school to be partners in providing the best possible educational opportunities for your child. We encourage open communication and cooperation between the home and the school and welcome your input. This handbook has been compiled to assist you in preparing your child for his/her educational experience. If you have any questions or concerns, feel free to contact me or any of our staff members. We look forward to developing a wonderful partnership with you and making this year a great learning experience for your child.

Sincerely,

Sharen Luhr  
Elementary Principal

**E<sup>2</sup> = Excellence in Education - Nothing Less**

## **ELEMENTARY STAFF**

Superintendent - Dan Navrkal

Elementary Principal - Sharen Luhr

Pre-Kindergarten – Tracy Sporleder

Kn - Nancy Deuel

Lisa Muhs

Sandy Silhacek

1<sup>st</sup> - Amy Chambers

Cara Hoffman

Cary Meyer

2<sup>nd</sup> – Sharon Shelton

Stacy Ziems

3<sup>rd</sup> - Kristie Bruening

Sandy Christensen

Susan Fehringer

4<sup>th</sup> - Barbara Ellis

Lori Wragge

5<sup>th</sup> - Donna Hoffmann

Mary Zimmer

6<sup>th</sup> - Chris Peters

Amber Pfanstiel

Darren Sindelar

Curriculum & Assessment, Literacy Coach - Marcia Luebbe

Title I - Betty Maulding

Special Ed. - Lori Wagner, Lisa Jones

P.E. – Ben Fehringer

Art, Title I - Connie Stubben

Vocal Music - Terri Haselhorst

Band - Michael Sindt

Media - Larry Langhorst

Counselor - Sandy Helmer

Speech Pathologist - Kyle Simmons

Secretary - Irene Gleason

Nurse – Amy Miller

Technology – Ann Daudt

Teacher Aides – Misti Halsey

Virginia Koehler

Mary Laubsch

Anne McKeown

Carm Polt

Custodians - Darrel Garber

Tootie Larsen

Cooks - Sharen Wragge

Joyce Dvorak

Pat Marks

Shannon Reinke

Susan Rinkel

Michele Ronspies

Tammy Svendsen

Rick Pospisil

Kelly Eddy

Alisa Kuether

Joyce Stark

## **2009-10 SCHOOL CALENDAR**

Aug. 11-12	Pierce Staff Development
Aug. 13	School Begins – 1:30 dismissal
Sept. 7	NO SCHOOL - Labor Day
Sept. 24	P/T Conferences (1:30 dismissal – afternoon/evening)
Sept. 25	NO SCHOOL
Oct. 16	End of 1 <sup>st</sup> Quarter (45 days)
Nov. 25	1:30 dismissal
Nov. 26-27	NO SCHOOL – Thanksgiving Vacation
Dec. 22	End of 2 <sup>nd</sup> Quarter (1:30 dismissal – 45 days) Holiday Break Begins
Jan. 5	NO SCHOOL - Staff Development
Jan. 6	School Resumes
Feb. 19	NO SCHOOL
March 1	NO SCHOOL – District Speech
Mar. 9	Parent/Teacher Conferences (1:30 dismissal – afternoon/evening)
Mar. 11-12	NO SCHOOL
Mar. 15	End of 3 <sup>rd</sup> Quarter (45 days)
Apr. 2-5	NO SCHOOL - Spring Break
May 15	Graduation
May 19	Last Day of School - End of 4th Quarter (45 days)

Potential Makeup Days – April 5 and May 20-21

## **ATHLETIC EVENTS**

Activity tickets are available to all students to get into all home football, volleyball, and basketball games (except play-offs and tournaments). They can be purchased in the elementary office.

One of the goals of our elementary school is to teach sportsmanship and good spectator behavior. Parents are encouraged to accompany their child to evening activities and assist us in this task. Students attending activities are expected to behave in an orderly manner and watch the event taking place. Students who continually walk behind the bleachers at football games or the hallways during basketball games will be sent home. They are to walk when using the restroom or concession stand, and to show respect by standing quietly during the National Anthem. Students may be asked to leave if their behavior is creating a disruption. We ask for parental support in solving this problem.

## **ATTENDANCE**

Regular school attendance is expected of all students in order to gain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Students learn from books, teachers, and other students. When students are absent, the continuity in the learning process is disrupted. Students do not learn as well by doing make-up work. For this reason, we encourage parents to make every possible effort to see that their child attends school regularly. However, there are times when absence is unavoidable. The following procedures should be followed in case of absence or tardiness:

Absence - In the event a student is absent from school, parents are required to notify the principal's office at 329-4302 by 9:00 a.m. to verify the child's presence at home. It is important to let the school know what symptoms your child is experiencing when he/she is ill. Weekly school surveillance is conducted by the North Central District Health Department. The local health department collects this information from the schools throughout Nebraska in order to treat and stop the spread of diseases as quickly as possible. A note from a parent/guardian and/or a doctor's excuse needs to be presented in the office upon the student's return to school. There are three types of absences: (1) Excused absences: illness, bereavement, doctor or dentist appointment, family emergencies, etc. (2) Unexcused absences: truancy, oversleeping, leaving school without checking out, improper written excuse, etc. (3) Special absences: participation in any school sponsored activity is not counted on the absence record. A student is limited to a total of six absences per semester.

Other Attendance Regulations – If a student is absent from school or leaves school during the day because of illness, the student may **NOT** attend school activities that day or night.

Tardiness - Students should arrive at school in time to be seated in their classrooms by 8:10. If a child arrives late to school, parents should send a note to the teacher explaining the cause of the tardiness. Leaving early will be counted the same as a tardy. After four unexcused tardies per semester, students will serve an after-school detention each time they are late for school. After a total of 10 tardies, students will serve an in-school suspension.

Pre-arranged Absence or Leaving School Early - Students may find it necessary to leave school early because of doctor's appointments, etc. Please send a note with your child explaining the time for dismissal and the reason for leaving early. This will give the teacher an opportunity to make arrangements for make-up work. Likewise, if a student will have to be absent from school for a personal reason, parents are requested to send a note to the teacher as far in advance as possible so that adequate preparations can be made. Parents are also requested to send a note with the child if there is a change in plans of where your child usually goes after school. Please state where the child is to go or if someone will pick him up. You may call the elementary principal's office if plans change or if you forget to send the note.

### **BIKE RULES**

If bicycles are ridden to school, students must get off of them at the corners of the school block and walk them to the bicycle racks located west of the elementary building.

All students must stay away from bicycles during school hours.

The school is not responsible for lost or stolen bicycles.

Bicycles should be maintained in a safe operating condition at all times.

### **BOOK DAMAGE OR LOSS**

If textbooks or library books are lost or show more than normal wear when returned, a fine may be assessed according to the condition of the book. Parents are requested to help us teach proper textbook and library book care.

### **BULLYING**

The board of education recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds. In a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

## **BUSES**

Town students are allowed to ride the buses from drop off points (Zion and across the street east of the Court House) to the elementary school. The routes are reversed after school. Bus # 2 and # 93 will stop at Zion and Bus # 3 will stop at the Court House.

The safety of our children is of prime importance. Parents are requested to review the following rules with their children:

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your own safety, do not distract the driver through misbehavior.

Any student violating these rules will be given one warning. If a student violates the rules a second time, the parents will be notified in writing of the violation and of the decision of the Transportation Supervisor regarding the offense.

It is very important that students are ready to get on the bus when it arrives. Please call 329- 6660 (Steve Wragge at the bus barn) if not riding the school bus. This is also the number to call for any assistance or problems you may have concerning the transportation of students.

## **CHILD ABUSE**

According to law, school employees and all other persons are required to notify child protective service and law enforcement officials if they believe a child has been subjected to abuse or neglect. The school cooperates in the investigation of such cases.

## **CLASSROOM BEHAVIOR**

We expect all students to exhibit good behavior in all classes including P.E., Music, and Art, and in the lunchroom. Students who consistently misbehave in class take away opportunities from themselves and also from the other students in class. If a child's behavior becomes a factor in class performance, parents will be contacted to work out possible solutions.

## **CRITICISMS**

If a parent is dissatisfied with school or the teacher, he/she should take the complaint to the teacher first. Your spoken disapproval will lower your youngster's confidence in school and the teacher and will weaken the student's desire to do his best work. If your complaint is not resolved at this level, the parent or teacher can request a conference with the principal. If the parent still feels that the complaint has not received proper consideration, he/she can take the problem to the superintendent and school board. See the organizational chart in the back of this handbook for the proper chain of command.

## **CROSSING GUARDS**

Fifth and sixth grade students will serve as crossing guards from 3:25 to 3:35 p.m. They will be posted at the intersections of Main and Pleasant, Pleasant and Pierce, Pierce and Seventh, Seventh and Main and Seventh and Court. All elementary students must obey the crossing guards.

## **CURRICULUM**

The following subjects are taught in the elementary school:

Reading	Phonics
Mathematics	English
Spelling	Physical Education/Health
Handwriting	Vocal Music
Social Studies	Instrumental Music
Science	Art

Programs that complement the basic program are:

Title 1 Reading and Math	Counseling
Resource Room	Library Skills
Speech/Language Therapy	Computer Keyboarding

## **FIELD TRIPS**

A well-planned field trip is considered a worthwhile educational experience and can contribute a great deal to the overall school program. The child's regular classroom teacher will supervise all field trips unless otherwise noted in information sent home to parents. Parental permission slips can be found in the back pages of this handbook. They are required to be signed by a parent or guardian before students are allowed to go on trips. On occasion, parents may be asked to help with field trips.

Field trips may be withheld for behavioral infractions or not completing work, providing the teacher has clear and specific rules well before the field trip is to take place.

## **GIFTS, INVITATIONS TO PARTIES, TREATS, ETC.**

Being left out can be a devastating experience for a youngster. We are asking parents to mail invitations or phone if all the boys or girls in a child's room are not invited to home parties. If treats are provided, please bring enough for the entire class. Birthday gifts should not be exchanged at school. Students may have an organized exchange of gifts at Christmas.

## **GRADING AND ASSIGNMENTS**

Grading for Kindergarten and 1st grade:

M – Mastered

S – Satisfactory progress

N – Needs improvement

□ - Not yet evaluated

I – Improving

P – Practice needed

Grading for grades 2-6 will be:

A+ - 100%    C+ - 82-84

A - 97-99    C - 79-81

A- - 94-96    C- - 76-78

B+ - 91-93    D+ - 73-75

B - 88-90    D - 71-72

B- - 85-87    D- - 70%

F - Below 70%

Grades shall be based on the quality of the student's work. All students, regardless of placement, are obligated to demonstrate their knowledge of the skills presented in the materials.

Quality will be expected in student assignments. Teachers will expect no less than a student's best work. Assignments that do not meet teachers' expectations will be returned to the student ungraded, and the student will stay in at recess, noon, and/or after school to redo the work to an acceptable level.

Parents are encouraged to take an active role in their child's work habits. Turning off the TV, providing a quiet area and time for any homework and providing assistance or interest is recommended. Checking on the student's promptness with work and the neatness and completeness of any homework is also recommended. Any parental assistance will be appreciated. We recommend that students in grades K-3, be in bed by 8:30-9:00 at the latest; grades 4-6 by 9:00-9:30.

Few homework assignments will be given to lower elementary students (grades K-2). The amount of homework assigned to the upper elementary grades should not take more than an hour of home study. Children who must study more than an hour at home have probably not used their time in school to good advantage.

## **HEALTH POLICIES/MEDICATIONS/IMMUNIZATIONS**

A physical screening is made of every student during the school year by a registered nurse, and the findings are recorded on their permanent record file. Parents will receive a notice of any unusual symptoms found and are urged to seek further medical help, when necessary.

Parents will be requested to complete a health form at the beginning of each school year to notify the school of any unusual health conditions of their child. This will enable school personnel to be better prepared to handle situations such as diabetes, epileptic seizures, etc.

Our policies/procedures are:

1. First aid for sudden illness or injury.
2. Parents or designated alternatives will be notified if the illness or injury requires that the student leave school.
3. If the parent and alternative are unavailable and further medical assistance is deemed necessary, the school will call the designated doctor, with your permission, and follow his recommendations.
4. It is the philosophy of the school that if a child is well enough to come to school, the child is well enough to participate in the daily school program. When the health of the child is involved, the physician should communicate in writing a request to have the child excused from these classes.

No employee may administer any medication without a written order from the doctor. No unauthorized medication shall be administered by the school nurse or by any other school personnel. No personnel of the Pierce Public Schools will prescribe medication at any time.

When a student must take medication which has been prescribed by a duly licensed doctor during the hours he or she is in school, the following procedures will be strictly adhered to:

1. The building principal shall have in writing the permission of the parents or legal guardian and a written statement from the physician. The physician's statement must tell when the medication is to be taken and the amount.
2. The label on the medication shall include the student's name, physician's name, date and directions to be followed.
3. Where possible, the nurse shall supervise the taking of such medications according to the procedure outlined above.

If at all possible, please give the medicine at home. For instance, if a prescription is needed three times a day, give one in the morning, one after school, and again before bedtime.

The school nurse screens all medical records to determine compliance with state immunization guidelines. Nebraska State Laws require all Nebraska children up to age 12 be immunized against measles, rubella, polio, diphtheria, tetanus and pertussis. Parents of students not having adequate or up to date immunizations will receive notification from the school nurse. Students must have either up to date immunizations or a written statement indicating that immunizations are not desired.

The following should serve as a guideline to parents with regard to the amount of time a student should be kept out of school with a communicable disease.

1. A runny nose is the way many children respond to pollen, dust, chalk, or simply a change of season. If it isn't a common cold, then it is perhaps an allergy and allergies aren't contagious. Don't keep the child home.
2. A bad cough or cold symptoms can indicate severe colds, bronchitis, flu, or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting "right", has difficulty breathing, or is becoming dehydrated, it could be serious. Check with your doctor.
3. Diarrhea and vomiting make children very uncomfortable, and being near a bathroom becomes a top priority. If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult a doctor and keep your child out of school until the illness passes. A single episode, unaccompanied by any other symptom may not be reason enough for the child to miss school. But please make sure we know how to reach you in case it recurs.
4. Fever is an important symptom; when it occurs along with a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Most pediatricians advise parents to keep children home during the course of a fever and for an additional 24 hours after the fever has passed.
5. Strep throat and scarlet fever are two highly contagious conditions. A child with either should be kept home and treated with antibiotics. After 24 hours on an antibiotic, a child is usually no longer contagious and may, with a doctor's permission, return to school.
6. Chicken pox, a viral disease, is not life-threatening to children, but is very uncomfortable and extremely contagious. Keep your child home for at least a week from the time you first noticed the symptoms.
7. Measles is a viral infection that attacks a child's respiratory system, causing a dry, hacking cough, general weariness, inflamed eyes, and fever. If these symptoms appear, keep your child at home and consult your doctor. The measles rash of tiny hard red bumps will next appear on the face, behind the ears, and down the body. Your doctor may advise you to keep your child home for several days after the rash appears.

8. Pink eye is highly contagious and uncomfortable and requires treatment with prescription eye drops. Pink eye is the same thing as a "cold in the eyes."
9. Ear infections are also contagious. Follow the 24-hour rule for fever and antibiotic therapy.
10. Mites and lice, once brought into a home or school, can quickly produce an epidemic of itching and scratching. Mites are tiny insects in the same class as spiders and ticks; they irritate the skin and cause scabies. Lice are tiny parasites that thrive on the warm, damp scalps of children. Caution your child against sharing anybody else's combs and brushes or clothing, especially hats. If your child becomes a "host" to mites or lice, check with your doctor or the school nurse for the most effective way to disinfect your child and all the child's clothing and bedding.

### **LOST AND FOUND**

All articles found in the building are turned in to the principal's office. Students missing any items may check with the secretary or principal. It is helpful if parents could label items with the child's name.

### **LUNCHES**

Nutritious hot lunches are served each day in the school cafeteria. Lunch prices are as follows: Gr. K-2 - \$1.70; Gr. 3-6 - \$1.75; Gr. 7-12 - \$2.00; and Adults - \$2.75. These prices are subject to change. Each additional carton of milk costs 40 cents, including those students who qualify for free/reduced meal plans. Children may purchase breakfast or just milk from 7:45 - 8:05 each morning. The price for breakfast is as follows: Gr. K-6 - \$1.35; Gr. 7-12 - \$1.50; and Adults - \$1.80.

We do have provisions for free and reduced price meals for those families who qualify. An information sheet stating the guidelines for free and reduced meals as well as an application form is available at the superintendent's office. Until the application is approved by the superintendent's office, students have to pay regular price for lunches. Remember that extra milk, or milk with cold lunches, is 40 cents even if children are on free or reduced lunch. Menus are printed in the paper each week, announced on Norfolk radio stations and sent home with the students each month. Parents are welcome to visit us for lunch at any time for a charge of \$2.75. Please call in advance so that we can make sure that we have an adequate amount of food on hand to feed everyone.

## **NETWORK RULES (INTERNET)**

Students are responsible for good behavior on the school's network, just as they are in the classrooms and in the hallways. Access to the network is a privilege that entails responsibility. Our goal in providing this service to teachers and students is to promote educational excellence by connecting our classrooms to a wide variety of resources.

## **PARENT-SCHOOL RELATIONS/CONFERENCES**

The effectiveness of the school program depends to a large extent upon the close cooperation between students, parents, and faculty. We welcome suggestions and will be happy to consider and discuss constructive criticisms. You are always welcome to stop by the school office to visit with the principal.

## **PERMANENT RECORDS**

The following is an account of what the school keeps on record at all times in your student's file.

1. Nebraska Cumulative Folder. This contains such things as children's grades from year to year, pertinent health records, birth certificate, social security number, achievement test scores, ability test scores, attendance, psychological test results, and a record of your child reading progress.
2. Emergency information. This is kept on file in the office and gives permission to contact a physician in the event of an emergency. It also gives us the name of a friend, neighbor or relative to contact in the event that your child becomes ill or there is a sudden school closing and your child needs to go home.
3. Information card. This card is also kept in the office and gives us essential information about your child. Your home phone number is kept on this form. If you have an unlisted phone number, it is essential that we have access to it. This phone number as well as all other information will be kept strictly confidential.

## **PLAYGROUND RULES**

1. Grades K-3 are to play on the west side of the school building during their recess.
2. Grades 4-6 should play on the south side of the playground.
3. Students are not allowed to play on the cement slabs by the bike racks, kitchen area or east side of school. No playing in parking areas.
4. Students should stay off the west hill, private property, and fences. Students are not allowed behind the white storage building.
5. No standing on teeter totter; only two people on it at one time. No kindergarten or pre-school on teeter totter.
6. One person per swing; no twisting on swings.
7. No hanging from merry-go-rounds or running on any playground equipment.
8. Do not go inside unless outside supervisor has given you permission.
9. No tackle football.
10. Kickball and soccer on the south and west fields only.
11. Boots are always required if playground is muddy or snowy. Those without boots have to stand on the sidewalk by the wall. Stay out of water after rain. Stay off ice in winter. Do not throw snowballs.
12. Stay away from the school windows and doors.
13. Do not throw sand, twigs, or rocks.
14. Return all school equipment to your classrooms.
15. When the bell rings, line up quickly and quietly.
16. When the temperature drops below 60, jackets or hooded sweatshirts must be worn.
17. Tennis shoes are required for the playground. No sandals, flip-flops, or clogs are allowed.

## **Noon recess**

1. A teacher from each grade level will usher students into the building when the bell rings.
2. When students are sent in for behavior problems, the classroom teacher will be notified.
3. Passes will be given to students coming into the building for restroom privilege or going to the nurse.

## **PRE-SCHOOL**

Pre-school will be in session four days a week, Monday through Thursday. There will be two sections of pre-school. The morning session will meet from 8:00 – 11:15 and the afternoon session will meet from 12:00 – 3:15. Bus transportation will be available before school for the morning session and after school for the afternoon session. Mid-day transportation to or from school will be the parents' responsibility.

## **SCHEDULE**

### **Pre school:**

8:00 A.M.-11:15 a.m.

12:00 P.M.-3:15 p.m.

### **Grades K-6:**

8:10 A.M.-3:25 p.m.

Students may enter the building at 7:45 a.m. Children should not arrive at school prior to 7:45. **When dropping off your child, please do not drive into the bus lane between 7:35 and 7:50 a.m.** Students may be dropped off on the street east of the school during that time period. When picking up students after school, do not use the bus lane until the buses have left the school grounds. Please do not block the handicapped loading area. The streets north and east of the school are good places to wait. Please do not drive into the parking area on the west side of the elementary to drop off or pick up students.

## **SCHOOL CLOSING NOTICES**

During the winter months, parents are advised to listen for school announcements over local radio and TV stations. Weather related school cancellations can be found on the web page [Cancellations.com](http://Cancellations.com) and our local school web page [www.piercepublic.org](http://www.piercepublic.org). Prior arrangements should be made for your child in the case of early dismissals.

## **STUDENT ACTIVITIES**

Physical education and music are offered. Students are asked to wear tennis shoes for their P.E. classes. Band classes are available to 6th graders. Various activities are held throughout the year, including basketball, soccer, scouts, etc. These activities are held after school or weekends, and are totally optional on the part of the student. Wednesday evenings are left open for any church commitments that children may have.

## **STUDENT DRESS**

Appearance is the responsibility of the student and his/her parents. Students are expected to be appropriately dressed and acceptably groomed for school. Appropriate clothing shall be that which does not pose a health problem or safety hazard, does not materially disrupt classroom decorum, and complies with reasonable standards of cleanliness and decency. Students may not have holes in their pants or shorts anywhere above their knee caps.

The following are examples of unacceptable dress:

1. Advertising of alcoholic beverages, tobacco or illegal drugs is not permitted.
2. Profanity, pictures or slogans that are in poor taste are not permitted.
3. "Sagging" pants and shorts are not permitted. Pants must be worn at the top of the hips.
4. Dress length shall not be shorter than 4 inches above the top of the knee cap.
  - a. Two-piece outfits must touch at the middle; bare midribs or backs are not allowed.
  - b. Hats and caps shall not be worn inside the building during school or activities.
  - c. Shorts are allowed but the following stipulations will apply: unhemmed cutoffs, boxer shorts or short-shorts are not permitted.
  - d. Shorts may not be worn when the temperature is below 65 degrees. In most years that will mean from November – March.
5. Tennis shoes must be worn on the playground. No sandals, flip-flops or clogs are permitted.

Please pay attention to the weather forecast. Make sure your child is properly dressed for the changing Nebraska weather. Many students stand outside the building before school and need to wear jackets and long pants even if the forecast is for warmer temperatures later in the day. Students will play outside during the winter when the temperature is above 0 wind chill. If the temperature is above 65 in warmer months, students may wear shorts.

## **SUMMER SCHOOL**

Summer school is offered at Pierce Elementary for students who fail classes or show deficiencies on high achievement unit outcomes. Students who fail subjects during the school year will be required to attend summer school to make up those deficiencies. Students who do not perform at the proficient or advanced level on the high achievement assessments that are given throughout the school year may also be referred for summer school. Summer school instruction is individualized for each student and based on the standards that they have not satisfactorily achieved.

## **TESTING PROGRAM**

The purpose of the achievement testing at Pierce Schools is to aid the teacher in evaluating the needs of each student. Total reliance on these tests to determine either ability or achievement would not be in the best interest of your child and in many instances would be incorrect. Students in grades 3-6 will be given tests in the spring. The results of this test will be sent to the parents each year.

## **TELEPHONE CALLS**

The office will always gladly cooperate with parents or guardians to get messages to students during school hours. Students will not be called to the telephone while in class except in an emergency situation. Students may possess cell phones in school, but students may not have his/her cell phone turned on. If a student needs to use a cell phone for an important reason, he/she may do that during his/her lunch time or recess time with permission from the office. The student may use a cell phone in the foyer area near the front entrance of the school. Violations of the cell phone rule will result in detention time and temporary confiscation of the phone.

## **VISITORS**

Parents are encouraged to visit their child's classroom as often as possible. You are asked to report to the principal's office upon arrival at the school. This rule is for your child's protection.

## **GUN FREE SCHOOLS ACT**

Firearms, Weapons, Explosives and Material That Can Be Ignited, are prohibited on school property or at school sponsored events unless authorized by the school administration. According to the Gun Free Schools Act (LB 658, Federal Law 18 U.S.C. Section 921), a student shall be expelled for one calendar year for possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

The Nebraska School Law (79-4, 180(5)) and the Student Discipline Act (LB 1250) also prohibit weapons, including knives, on school property or at school events.

## **NON-DISCRIMINATION POLICY**

It is the policy of Pierce Public Schools not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in our educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Education Opportunity Act. Inquiries concerning the application of the Pierce Public Schools nondiscrimination policy may be directed to the Superintendent, 201 N. Sunset, Pierce, NE, 68767.

## **STUDENT FEES**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice. The instrument shall remain the property of the Pierce Public Schools.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

1. Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
2. Admission fees for onsite district-sponsored extracurricular activities and district transportation charges for spectators attending offsite extracurricular activities; and
3. Materials required for course projects where the project becomes the property of the student upon completion.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

1. Participation in extracurricular activities;
2. Postsecondary education costs; and
3. Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing;

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
6. Procedures for students receiving postsecondary education credits;
7. Procedures for handling of fees related to summer school or night school;
8. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;
9. Procedures for admitting students on waiver to extracurricular activities; and
10. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

## **STUDENT FEE WAIVER PROCEDURES**

The board recognizes that while certain fees, specialized equipment, specialized attire, or project materials are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the deadline for waiver of individual categories of fees or items. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

The following deadlines will apply to requests for waivers:

- |   |  |
|---|--|
| 1. Extracurricular Activity Specialized Equipment or Attire | Three days after activity begins.      |
| 2. Extracurricular Activity admission Fees                  | October 1                              |
| 3. Required Course Project Materials                        | One week prior to beginning of project |

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

## **REQUIRED PERSONAL OR CONSUMABLE ITEM REGULATIONS**

Teachers may require students to supply various personal or consumable items for use in school. The following list provides an example of the types of items that may be considered personal or consumable. Teachers shall furnish the principal with a list of all items that students may be required to supply prior to the beginning of the school year. This will allow students and parents time to purchase them. Whenever possible, only generic items should be required, avoiding reference to specific brands, colors or styles.

Pencils	Scissors (Fiskars preferred)
Colored pencils	Elmer's Glue (others may create difficulties)
Pens	White Out
Paper	Highlighters
Graph paper	Compass
Tablets	Protractor
Notebooks	Calculator
Activity calendars	Organizers
Planners	Reeds for musical instruments
Crayons	Facial tissues
Markers (no neon or glitter)	Erasers

PIERCE ELEMENTARY SCHOOL  
Pierce, Nebraska

The family of \_\_\_\_\_  
(Name of Student/s)  
received and read the Rules and Regulations of the Pierce Elementary  
School Parent-Student Handbook.

I give permission for my child(ren) to be treated by the Asthma/Anaphylaxis  
protocol.

I also give permission for my child(ren) to ride the school bus during the 2007-08  
school year for field trips. I will be notified when my child(ren) will be leaving the  
school grounds.

I also give permission for my child(ren) to use the network as a privilege for  
telecommunications and electronic information resources to conduct research  
and other studies.

I grant permission for any photographs to be taken of my child/children and they  
may be reproduced in newspapers, yearbooks, and other publications.

The Family Education and Privacy Act was enacted in 1974. Basically this  
Federal Law provides that student records are confidential and not available for  
public release. However, directory information may be released by an  
educational agency or institution after appropriate notice has been given of the  
categories of information which are designated as such.

We occasionally receive requests for this directory information about students  
currently in the Pierce Schools. Any group or person requesting this directory  
information must state the purpose for which the directory will be used.

Fourteen days (two weeks) following publication of this notice, the building  
principal may release such directory information as listed above regarding the  
students in the Pierce School District. If you agree to allow Pierce School District  
to release the above information to other organization or people, please indicate  
your approval by signing below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **PARENT- STUDENT-TEACHER CONTRACT**

School Name: PIERCE ELEMENTARY

School Mission: The mission of the Pierce Public Schools is to prepare all students to succeed and achieve excellence by providing quality programs and staff with encouragement of community involvement and support. Each student will develop skills to become a successful citizen who responds confidently to the demands of a changing society and becomes a life-long learner.

**HAND IN HAND WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD.**

As a Teacher, I, \_\_\_\_\_, will

- believe that each student can learn;
- show respect for each child and his/her family;
- come to class prepared to teach;
- provide an environment conducive to learning;
- help each child grow to his/her fullest potential;
- provide meaningful and appropriate homework activities;
- enforce school and classroom rules fairly and consistently;
- maintain open lines of communication with student and his/her parents;
- seek ways to involve parents in the school program;
- demonstrate professional behavior and a positive attitude.

As a Student, I \_\_\_\_\_, will

- always try to do my best in my work and in my behavior;
- work cooperatively with my classmates;
- show respect for myself, my school and other people;
- obey the school and the bus rules;
- take pride in my school;
- come to school prepared with my homework and my supplies;
- believe that I can learn and will learn.

As a Parent/Guardian, I, \_\_\_\_\_, will

- see that my child attends school regularly and on time;
- provide a home environment that encourages my child to learn;
- insist that all homework assignments are completed;
- communicate regularly with my child's teachers;
- support the school in developing positive behaviors;
- talk with my child about his/her school activities every day;
- encourage my child to read at home and to monitor his/her TV viewing;
- volunteer time at my child's school;
- show respect and support for my child, the teacher and the school.

**Hand in hand we will work together to carry out the agreement of this contract.**

TEACHER \_\_\_\_\_

Date \_\_\_\_\_