

ELEMENTARY HANDBOOK  
2008-2009

WELCOME!!

The purpose of this handbook is to set some guidelines that students of Ansley Elementary School can follow.

Not every incident that will come up has been covered, but every incident that does arise will be taken care of individually and according to school board policy and handbook guidelines.

Please take time to sit down and look over the handbook with your student(s) and discuss it with them. If you have any questions or concerns regarding the handbook, please feel free to call the office or have your student(s) ask their teacher or myself.

Sincerely,

Lance Bristol  
Principal

**Members of the Board of Education:**

Name	Contact Information
Mr. Rod Amsberry	935-1706
Mrs. Lanette Doane	935-1855
Mr. Gail Reed	935-1517
Mr. Neil Ostrand	732-3406
Mrs. Marilyn Thoene	935-1438
Mr. Paul Johnson	732-3357

**Administrative Staff:**

Name	Position
Mr. Mike McCabe	Superintendent
Mr. Lance Bristol	Elementary/Secondary Principal
Mr. Randy Scott	Guidance Counselor

**Teaching Staff:**

Name	Department	Grades
Mrs. Deb Shepherd	Elementary	Kindergarten
Ms. Kristi Horn	Elementary	First Grade
Mrs. Tara Reed	Elementary	Second Grade
Mrs. Susan Cozad	Elementary	Third Grade
Mr. Travis Olosn	Elementary	Fourth Grade
Mrs. Roberta Snyder	Elementary	Fifth Grade
Mrs. Kaci Johnson	Elementary	Sixth Grade
Mrs. Jill Oxford	Title 1	Title 1 – (K-12)
Mrs. Pat Hoblyn	Elementary - High School	Physical Education
Mrs. Beverly Deaver	Elementary – High School	Band and Choir
Ms. Carol King	Elementary – High School	Librarian
Mrs. Brandi Cunningham	Elementary	Special Education
Mrs. Katie Custer	Elementary – High School	Speech Pathologist

**Support Staff:**

Name	Building	Position
Mrs. Linda Rosentreader	Elementary – High School	Library Aide
Mrs. Julie Ostrand	Elementary – High School	Para Professional
Mrs. Ellen Garniss	Elementary – High School	Para Professional
Mrs. Julie Mills	Elementary – High School	Para Professional
Mrs. Linly Corbin	Elementary	Para Professional
Mrs. Diane Focken	Office	Secretary
Mrs. Jeanne Rapp	Office	Secretary – Bookkeeper

**School Mission Statement:**

We, in the Ansley School, are committed to the success of our students.

**Vision Statement:**

To prepare responsible, respectful, lifelong learners for societal and global challenges

**Mutual Respect:**

The Ansley Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

## **School Entrance and Registration:**

All pupils entering kindergarten in Nebraska schools must have reached their fifth birthday before October 15<sup>th</sup>. All kindergarten students or any new students moving into the state are required to have an original birth certificate, Social Security number, immunization records, school vision evaluation, and a physical completed no more than 6 months prior to entry (NebStatues: 79-444).

## **Withdrawal From This School:**

If you are moving and transferring to another school, the parent needs to notify the school, secretary and the teacher. Turn in books and other school owned items. Return library books to the library. School records will be sent to the new school upon written request by that school.

## **School Day:**

Kindergarten through 6<sup>th</sup> Grade – 8:05 A.M. – 3:45 P.M. (Bell rings at 8:00 A.M.)

## **Parental/School Communication:**

For better communication between home and school, **any note that needs to be signed and returned to school will be on bright yellow paper.** Notes to parents about school will be on bright orange paper.

## **Attendance Procedures for Elementary:**

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

**Parents/guardians must call the school office at 935-1121 or 935-1122, any and all times their child is absent or intends to be absent.** The call should be made the day of the absence, or before, when possible. **If the school is not notified on the day of or the day before the absence, a written statement that is dated, states the reason for the absence, and is signed by the parent/guardian, or a telephone call from the parent/guardian will be required on the first day the student returns to school. The absence will be recorded as unexcused if a note or telephone call is not received when the student returns to the school. If a student's absence is unexcused, the student will receive zeros for any class work missed during the absence.**

**Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian.**

**Students who must leave school for any reason during the school day must check out at the office and will be given a permit to leave building pass before leaving. Upon returning to school that same day, students are expected to sign in at the office.**

**In case of illness, the student must make an attempt to reach a parent prior to leaving school, obtain a pass from the office, and return a call to school upon arriving safely at home. Students who leave without permission and without signing out in the proper manner will be considered truant.**

## **Section 1 Attendance and Absences**

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
  - (B) Illness which causes a student to be absent from school,
  - (C) Doctor or dental appointment which require student to be absent from school,
  - (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
  - (E) School sponsored activities which require students to be absent from school,
  - (F) Family trips in which student accompanies parent(s)/legal guardian(s),
  - (G) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

**If an absence is counted as excused, students will have one (1) day for each day missed to have make-up work completed.**

2. Unexcused Absences: An absence, which is not excused, is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure: **All students will be limited to ten (10) absences (excused or unexcused) per semester per class. After ten (10) absences (excused or unexcused) y a note from medical personnel (doctor, physician's assistant, nurse) will be required.** It is understood that each case of excessive absence must be judged on its own merit. A faculty committee will be appointed to assist the Principal in reviewing individual circumstances. If a student is not satisfied with the decision of the committee, he/she may appeal the decision to the Superintendent of the school. The Superintendent's decision will be final.

**Absences due to participation in school activities (i.e. track meets, music contest, play competition, etc.) will not count toward the ten (10) day semester absence limit.**

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences" and will be reported to the SAT Coordinator. Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between the Principal, Guidance Counselor or person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed, could be conducted by the school SAT.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or

control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

### **Tardiness**

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

**Students are expected to be in school and class on time.**

### **Entering and Leaving the Building:**

Beginning Of School: Students should not be on school grounds prior to **7:30 a.m.** unless an activity is taking place.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:45 p.m. Make-up work, special help, assignment after school, club meetings and other school activities begin at designated times. It is important that students who are involved in any of these activities report to the designated area on time. **All other students must clear the building as soon as possible.**

Activities Events: **We expect students attending school activities to sit with their parents, watch the event and not to be running in the hallways.**

### **Visitors:**

The following rules will govern room visitations:

1. All visitors are to **FIRST** check in at the Superintendent's office.
2. Children below school age are not permitted to visit school unless accompanied by parent or guardian.
3. Pupils from other schools that visit are to get permission from the Superintendent's office at least one day in advance and may only visit during lunch and noon recess. Please make sure the visiting friend has money to pay for their lunch.
4. **Parents and grandparents are highly encouraged to visit.**

**Dress Code:**

We don't have a strict dress code for students but ask that each student practice good habits of cleanliness and neatness. Take good care of your skin and hair. Keep it clean. Students will be expected to wear neat, clean clothing that is suitable attire for school students. Halter-tops and short shorts are not suitable attire for upper grades. Caps and hats are for outdoor wear and are NOT to be worn in the building.

**Doctor and Dental Appointments:**

Parents are encouraged to make appointments when the least amount of school is lost, either before or after school, if possible.

**Guidelines for School Immunization Program:**

Nebraska requires that all students have at least 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of Hepatitis B vaccine and one dose of varicella given on or after 12 months of age prior to 13 years of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. Nebraska Law 79-44.01, 1973, requires that every child be immunized against these diseases unless excused by a medical doctor or minister. Please help our school get 100% immunization.

Children are not permitted to be in school unless fully immunized.

## **Grounds for Short-Term Suspension, Long Term Suspension, Expulsion or Mandatory Reassignment:**

Short-term suspension is exclusion from school for a period of up to five (5) school days. Long-term suspension is exclusion from school for a period of more than five school days but less than twenty school days. Expulsion is exclusion for a period up to the remainder of the semester.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person.
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students, staff members or is intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding Ansley Public Schools buses;
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;
16. In addition, a student who engages in the following conduct that occurs on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect:
  - a. The knowing and intentional use of force (fighting) in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
  - b. The knowing and intentional possession, use or transmission of a dangerous weapon other than a firearm.
17. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year.

### **Report Cards:**

Report cards will be issued every nine weeks in grades K-6.

Parents are encouraged to contact the school at any time concerning their child's progress.

### **Title 1:**

Ansley Public Schools has a school-wide Title 1 program. All students may be served. Students in this program may be served in the regular classroom or pulled out and served in the Title 1 room.

### **Parental Calls:**

If you wish to call a teacher, please do so either before or after school. The office will take your number if you wish to have the teacher call you. Teachers will not be allowed to leave students unattended to answer the phone.

## **Administration of Medication at School:**

In compliance with LB 1354, The Ansley Public Schools cannot administer any prescription or over the counter drugs (Tylenol, cough syrup, cough drops, etc.) without parental/guardian consent.

Prescription drugs must be sent to the school in the original container from the drug store along with the appropriate label showing recipients name, amount of medication to be given, times to be given. Also requested is a copy of the information sheet from the drug store listing side effects.

Over the counter drugs like Tylenol, cough syrup, cough drops, etc. must be sent to school in their original containers with written instructions and signature of parent/guardian. Students may carry their own Tylenol or cough drops upon the written instruction and signature of a parent/guardian or physician.

Forms for Authorization For Administration of Medication at School are sent in the August/September newsletter and are available in the Superintendent's office.

## **School Food Service:**

The primary purpose of the school lunch program is to provide the students with a well-balanced, nutritious, low-cost lunch. The meals can make an important contribution to the health and well-being of individuals by improving the quality of their diets and aiding in the development of sound food habits.

Applications for free and reduced price meals are sent to each family in the August-September newsletter and are also available in the Superintendent's office. If you feel that you qualify, fill in the form and return it to the Superintendent's office.

The Free/Reduced lunches not only benefits our lunch program but they are also beneficial to our Title 1 program, have a positive effect on Grant money awarded for some projects, and helps with the calculation of our State Aid money. **In effect, the more families we have that qualify for Free/Reduced lunches, the more money we can receive for other programs for our school.**

Our school uses a computer program to administer our lunch program. This computer program keeps track of monetary balances as well as number of lunches and/or breakfasts eaten.

Notices will be mailed home once a month on accounts that owe for meals eaten. Payment is expected as soon as possible to the school office. Parents are **encouraged to pay ahead.**

Milk tickets are available to students in Grade K-2 for milk breaks. These tickets are good for 20 uses. The cost of these tickets is \$6.00. **Full** tickets only may be purchased. Milk tickets are purchased in the Superintendent's office.

Lunch Prices for the 2008-2009 School Year:

Grades K-6	-	\$1.70
Grades 7-12	-	\$1.95
Adults	-	\$2.60
Reduced price	-	\$.45

Milks purchased separately for lunch	\$ .30
Extra main dishes	\$1.00

Breakfast K-12	\$1.25
Reduced price	\$.35

Milk tickets (20 punches) Grades K-2 - \$6.00

Breakfast is served from 7:30 to 7:55 A.M.

**Elementary Lunch Schedule:**

Grade	Class in Lunch Line	Grade	Class in Lunch Line
K	11:30	4	11:50
1	11:35	5	11:55
2	11:40	6	12:00
3	11:45		

Parents and other adults are encouraged and invited to visit and join us for lunch. If you plan to eat lunch with your child, let your child's teacher know by 9:00 A.M. so that the count can be turned into the kitchen.

**Recess:**

Outside recesses are required throughout the year for all students. Students are expected to wear adequate clothing and boots for cold and wet weather. Exceptions to the above rule are:

1. When it is raining or snowing.
2. When the temperature is below 20°F.
3. When lightning or an approaching storm is in the immediate area.

Individual exceptions to the outside recess rule are:

1. Teacher request to keep the child indoors.
2. Doctor request to have the child remain indoors for a period of time designated by the physician. Please send a note to this effect to the Superintendent's office.

## **Lost and Found:**

Please have your child check at the office to recover lost articles or turn in articles that are found. Please encourage your child to be responsible for his/her personal property, leave valuables and money at home, and have all articles labeled. **Students are encouraged to have overshoes and other outside clothing marked with the student's name. This helps eliminate lost items and mixed-up articles.**

## **Parties:**

Scheduled parties are to be held only at Halloween, Christmas and Valentine's Day. Short breaks at the end of the day may be taken for birthday treats.

**Birthday party invitations may not be handed out at school.**

## **Flowers/Balloons:**

Parents are asked to limit the delivery of flowers and/or balloons to birthdays only. Birthday flowers/balloons will be delivered to the students as soon as possible. Any other deliveries will be made after 3:00 P.M.

## **Telephone Procedures:**

A student wishing to call home should obtain permission from the office and the teacher. Students are encouraged to use the phone only when it is absolutely necessary. The phone will not be used to make play arrangements at any time. Students will not be called from classes to the telephone except in the case of emergency. The office will see that messages are delivered to the students.

## **Multicultural Policy:**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African American, Asian Americans, Hispanic Americans and Native American;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Ansley Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### **Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:
  - Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
  - Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
  - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
  - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.
  
2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

### **Severe Weather and School Cancellation:**

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast the information regularly.

Decision to Close School. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:30 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, school activities). This information will be given to you over radio **KRVN (880 AM)-Lexington and KCNI (1280 AM) or KBBN (95.3 FM)-Broken Bow and/or over television Channel 11 and Channel 13.** If weather conditions become severe during the day, parents are requested to listen to one of these sources to determine if school is being dismissed. The time of dismissal will always be given and parents will thus know when to expect the students to reach home. Any announcements necessary pertaining to school activities while school is not in session will be made over **KRVN and KCNI-KBBN.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence of legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone call.

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Ansley Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System and Critical Incident Response.

## **Bus Regulations**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for students conduct both at bus stops and onboard buses. Since bus transportation is provided to assist the education program, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom conduct.

The driver of a school bus shall be responsible for safety of the students on the bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation or the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. In such cases, the parents of the children involved will be responsible for seeing that their children get to and from school safely.

The student may also face detention, suspension or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus. (Board Policy 504.04)

### **Bus Rules:**

1. At the discretion of the driver each student may be assigned a seat and held responsible for that seat.
2. Unnecessary conversations with the driver are prohibited. **Absolute quiet at railroad crossings.**
3. Outside of ordinary conversation, classroom conduct is to be observed by students.
4. Any pupil who is guilty of unbecoming conduct, using inappropriate language, abusing the driver or other pupils, forfeits the right to ride the bus.
5. Pupils are not to throw trash on the floor of the bus. All trash shall be placed in a trash container at the front or rear of the bus. Objects are not to be thrown on buses.
6. No pupil will at any time extend arms or head out of the bus windows.
7. Pupils may not move around when the bus is in motion and refrain from putting feet on seats.
8. Students crossing the road after leaving the bus must look both ways and make sure they can cross safely.
9. The driver is in full charge of the bus and pupils.
10. If sponsors are on duty, students must obey and respect their orders.
11. Any damage to a bus is to be reported at once to the bus driver. The cost of any damage to the bus will be assessed to the offender.
12. The above rules and regulations apply to any trip under school sponsorship.
13. Any student who wishes to ride a bus on a route to which she or he is not assigned must bring a written request from parents to the Superintendent's office for

- approval. In last minute situations please call the Superintendent's office at 935-1121. The student will be issued a written "Bus Permit" to give to the driver.
14. The use of tobacco, alcohol, or drugs is prohibited on buses.
  15. Tape/CD/DVD players and/or radios and cell phones will be allowed only with the bus driver's permission. Loudness levels will be controlled by the bus driver.
  16. The emergency door is used only during an emergency.
  17. Please help the bus driver keep on schedule. Be ready to board the bus when it stops at your house.
  18. Parents are asked to notify the bus supervisor or main office (935-1121) if your children will not be riding.
  19. If transportation plans for your children change during the day, please notify the school by 2:00 P.M.

### **Lunchroom Rules:**

1. Students waiting to be served should be quiet and orderly.
2. Seating in the lunchroom is at the discretion of the teachers/paras.
3. Students will be allowed to visit quietly at the lunch table.
4. Students are responsible for leaving the eating area clean and neat. All students are to return trays to the counter and discard milk and paper in the proper receptacles.
5. Extra portions and second helpings are at the discretion of the cooks.
6. Students will leave the lunchroom quietly and walk quietly to the playground.
7. Please notify the Superintendent's office if your student has a food allergy.

### **Recess/Playground Rules:**

1. Students will walk to and from the playground.
2. Students will carry equipment from the classroom to the playground and return equipment to the classroom after recess (no bouncing, throwing, or knocking balls out of hand when going to or coming back from the playground).
3. Jump ropes only used for jumping.
4. No snowballing.
5. Students are to stay outside for recess. They must have permission from the playground supervisor to return inside before the recess period is over.
6. Stay on school property.
7. A student must have a written note from their parent and/or doctor if they are unable to go outside for recess.
8. Return to the building quietly when recess is over.
9. Walk in the hallways. Go in and out of your assigned doors quickly and quietly.
10. **Students must not chase a ball that rolls into a street.** The playground supervisor will assign **one** person to get the ball.
11. Do not swing sideways on the swings and no more than 1 on the slide when coming down.
12. No guns of any kind or playing with sticks.

13. Do not play with strange dogs or cats. Teachers will report to the office if animals are consistently on the playground so that law officials can remove the animal(s).
14. Leave playground “chatter” about scores, “might have beens”, etc. on the playground.
15. No tackle football.
16. Elementary students are not permitted to use any high school athletic equipment at any time.
17. No running between the swings when others are swinging.
18. No playing dodgeball on the playground equipment.

**The playground supervisor has the authority to take the steps necessary to enforce the above rules. In most instances the following steps will apply.**

1. First Rule Infraction: A verbal warning will be given, the rule will be discussed and the student will be asked to respect the rule in the future.
2. Second Rule Infraction: Student will be asked to serve a ten minute time-out on the playground.
3. Third Rule Infraction: A thirty minute detention will be assigned by the playground supervisor. In the case of bus students, such detention will be served the next school day.

**Recess/Gym Rules:**

1. Only appropriate shoes are allowed in the gym. Students not wearing tennis shoes must remove their shoes.
2. Students are not allowed to run in and out of the gym without permission.
3. Balls should never be kicked.

**Video Surveillance/Photography Equipment:**

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Bicycles:**

Bicycles must be parked in the rack provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

## **Student Valuables:**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office or temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

## **Accidents - Emergencies**

When you enroll your child, we ask you to complete and sign an "Emergency Information Card. We need the following information it provides, such as:

1. Physician's Name
2. The home phone number and business phone number of both parents.
3. The name and phone number of a close friend or relative in the event you cannot be reached.

## **Notice of Nondiscrimination:**

**Ansley Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in its programs or activities.**

**It is the intent of Ansley Public Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Ansley Public Schools.**

**Inquires regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting the Superintendent of Ansley Public Schools, PO Box 370, Ansley, Nebraska 68814, or by calling (308) 935-1121.**

**Please sign this acknowledgement indicating you have received the ANSLEY PUBLIC SCHOOLS ELEMENTARY STUDENT HANDBOOK for the 2008-2009 school year. Please have your son or daughter return this form to their classroom teacher by Sept. 1, 2008. Only one from per family is needed. Thank you for your cooperation.**

**Student's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_

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