

Thayer Central Elementary School

# Parent Handbook

## Thayer Central Elementary Mission Statement

*“Thayer Central Elementary School, with the support of the community,  
nurtures the academic, physical, emotional and social development of children.*”



# THAYER CENTRAL COMMUNITY SCHOOLS

P.O. Box 9, Hebron, NE 68370

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Dear Parent/Guardian:

Our Parent Handbook has been developed to provide you with the basic information about the policies, practices, and procedures of the elementary schools of our school district. Please take special notice to page 21 & 22 in the handbook on regarding classroom celebrations and school wellness initiatives.

This handbook is designed to serve as one source of information to explain our elementary school program. Schools of today are much more complex and deal with many more aspects of a child's life than in the past. It is important that parents understand the expectations our schools have for their elementary students.

We believe our schools run smoothly when our parents are involved in their child's education. It is our hope that we can work together to provide the best learning environment for your child.

We extend our best wishes to our parents for a successful school year. Do not hesitate to call on us when questions arise. Our goal is to make Thayer Central Elementary a friendly, caring, supportive school where children feel challenged, safe and cared for.

Sincerely,

*Mr. Kurk Wiedel*

Elementary Principal

**Thayer Central Community Schools Administrative Organization**

**Board of Education**

Tom Tipton.....President  
Kurt Mumm.....Vice President  
Mike Prellwitz.....Secretary  
Rick Hintz.....Member  
Deb Craig.....Member  
Nate Casey.....Member

**Administration**

Mr. Drew Harris.....Superintendent  
Mr. Tom Kiburz.....Grades 7-12 Principal  
Mr. Kurk Wiedel.....Grades K-6 Principal  
Mrs. Kathy Brzon.....K-12 Guidance Counselor

**2014-2015 Thayer Central Elementary Staff**

Nanci Dye ..... Kindergarten  
Amy Tietjen..... Kindergarten  
Julie Marshall..... First Grade  
Diane Jacobson..... First Grade  
Scott Hill..... Second Grade  
Rhonda Starbuck..... Second Grade  
Jane Dodes ..... Third Grade  
Keri Heinrichs..... Third Grade  
Becky Kleveland..... Fourth/Fifth Grade  
Clint Havel ..... Fourth/Fifth/Sixth Grade  
Sue Long..... Fourth/Fifth/Sixth Grade  
Deb Vorderstrasse..... Fourth/Fifth/Sixth Grade  
Sam Zitterkopf/ Emily Seifert..... Vocal Music  
Dan Desmond/Brett Larson..... Physical Education  
Emily Seifert..... Fifth/Sixth Grade Band  
Holly Mumm..... Title I Reading and Math  
Julie Kriesel..... Special Education  
Kris Wiedel..... Elementary Secretary  
Kay Kugel..... Primary Office Aide  
Mel Burgess..... Primary Custodian  
Jean Thompson..... Intermediate Custodian  
Betty Meyer..... Media Specialist  
Bonnie Kassebaum..... Library Aide  
Amy Neff..... Classroom Aide  
Lisa Richardson..... Speech Pathologist  
Michelle Souerdyke ..... Speech Pathologist/Preschool Teacher  
Trudy Kassebaum..... Preschool Aide  
Becky Degenhardt..... SPED Aide  
Tina Hissong..... SPED Aide  
Tami Wilshusen..... SPEDAide  
Chrissy Engle..... TCASP Director  
Megan Heitmann..... Preschool Aide  
Kristi Casey..... Preschool Aide

*Welcome to a new year in the Thayer Central Community Schools!!*

*The purpose of this handbook is to familiarize parents and students with our school. Parents and students should read this handbook together and use it for future reference for a more positive learning experience.*

### **PARENT PARTICIPATION**

Parents are always welcome to our school. There are several ways to participate:

- Parents are invited to several school-wide functions throughout the year.
- Parent volunteers are partnered with each teacher to facilitate special events in the classroom.
- Parents can offer career knowledge, hobbies or helping hands to classrooms and school projects.
- Parents are encouraged to join the Parent Involvement Group that meets the second Monday of each month.

The Thayer Central Parent Involvement Group represents the Thayer Central Elementary School. This group sponsors many different activities that help to enrich your child's educational experiences. The dates for meetings will be at 6:30 p.m. prior to each Thayer Central Board of Education meeting in the Intermediate Media Center. All parents are urged to attend and participate.

### **RIGHTS OF PARENTS TO INSPECT INSTRUCTIONAL MATERIALS**

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request that can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

### **VISITORS TO THE SCHOOL**

We are proud of Thayer Central Elementary School and the educational environment that we provide for the children. Parents and citizens are encouraged to visit our school. For the welfare of our students, all visitors are required to report to the school office where you will be provided with a visitor badge and asked to sign in.

### **RELEASE OF STUDENTS TO NON-SCHOOL PERSONEL**

To better ensure the safety of our students, children are to be released only to persons on the Pick-Up Release Form or Emergency Contact Form (PreK). Any person not familiar to staff must show ID. This form will be filled out at the beginning of the school year and can be updated any time during the school year with written permission by the parent/legal guardian. At the PreK level, emergency contacts are updated by Family Advocates monthly, or as needed, and shared with school personnel.

## **BAD WEATHER AND DISMISSAL OF SCHOOL**

The following policy has been established by the Thayer Central Community Schools Board of Education regarding the closing of school for weather or other unforeseen reasons.

Should it become necessary in the judgment of school officials to close school because of bad weather, the announcement will be made over KOLN-TV (10/11), KLKN (8), KHAS (5) and NTV (13) from 6:00 and on Radio Station KUTT and KGMT, Fairbury between 5:30 and 9:30 each morning. The school will also utilize an automated notification calling system, if possible, in an attempt to provide faster notification.

When it becomes necessary to close school, it shall be closed to all pupils grades K through 12.

If it becomes advisable because of an impending storm or other reasons to close school during the school day, information will be given out over listed stations giving the time that school will be dismissed and when the buses will leave on the routes.

- \* Students whose parents bring them are urged to call home before leaving school during bad weather.
- \* Bus drivers will use their judgment in letting grade school children off the buses.

Your advisement of road and other conditions during bad weather will be appreciated by the superintendent and by Denny Fangmeier, the Thayer Central bus captain.

## **BREAKFAST, HOT LUNCH AND SPECIAL MILK PROGRAMS**

Hot lunch and breakfast will be available to all students who wish to participate. Please send money with your child on the first day of school or sooner for your family meal account. Send enough to cover all children in your family. Milk money should be noted separately. The price for lunch is \$2.50 for Kindergarten through 5th grade and \$2.75 for sixth grade. Breakfast is \$1.60 for all grades. A hot breakfast will be served in the cafeteria from 7:45 - 8:05 each morning. Breakfast-in-the-classroom is also offered from 7:55 – 8:10 each morning at both the primary and intermediate schools. Students that come after 8:10 will be offered a pre-packaged breakfast as an offering. The school does offer milk for students grades K through 6 during the school day. The cost will be \$.50 cents per carton or \$2.50 per week (5 days). This may be bought for a week, month or a semester at a time.

**If an account is overdrawn, students will be denied meals after the fifth day of being overdrawn. Meals will continue to be denied until the balance is paid and extra money is put in the account.** For bookkeeping purposes, you are requested to send at least \$7.00 per student for lunch and \$2.50 for elementary milk. It is requested that you keep a \$5.00 balance in your family lunch account at all times. Extra milk at lunch will be deducted from the family meal ticket. Extra money for these items should be included in the same check as lunches.

## **INSURANCE**

Accident insurance is available through the school from Student Assurance Service. Envelopes concerning this plan will be sent home with the students. If you wish to purchase this insurance, please return the envelope with the premium payment you desire. Please study the information carefully. Insurance forms are due back at the school the week of September 1<sup>st</sup>. Any forms that are turned in after that date will become effective on the date we receive them.

## **DISCIPLINE**

The personnel at the elementary school have worked to ensure that the handling of discipline is more consistent school wide. We have developed a supervisory handbook which contains many of the rules staff and students should follow to obtain a smooth running school while being fair to as many as possible.

When rules are being established, everyone should remember that it is impossible to set rules and discipline for each situation. Rules, therefore, should have some kind of flexibility. It is in these instances that we move into a gray area. Inconsistencies become apparent and conflict develops. It is at this time that we must put the students first and decide what is best for them.

When conflicts arise, your first stop is with the teacher and then the principal. If we do not address your concerns, you should then contact the superintendent. If the problem persists, after following this chain of command, the board should be contacted.

### **GENERAL SCHOOL CONDUCT RULES**

#### **Our four school rules are:**

#### **BE SAFE - BE RESPECTFUL - BE RESPONSIBLE - BE HEALTHY**

All students shall be expected to adhere to the following courtesy rules:

- \* Accept leadership and authority of teachers, principal and all staff members.
- \* Refrain from damaging, defacing or destroying school and personal property.
- \* Practice good citizenship
- \* Complete assigned work
- \* Be regular and punctual in attendance
- \* Be honest and courteous
- \* Use acceptable language
- \* Walk in all hallways
- \* Assist in keeping the grounds and facilities free of paper and debris.
- \* Use drinking fountains and rest room facilities as they are intended.
- \* Use play equipment carefully, keeping in mind the safety of all persons in the area.
- \* Refrain from throwing objects which may injure another person.
- \* Show respect to all staff, students, and other individuals in the school.

All teachers or elementary staff persons have the authority and the responsibility to warn and correct students for misconduct anywhere in the building, on school grounds or at school sponsored functions home or away. Students are expected to show respect for and to cooperate with all Thayer Central staff in all situations.

Elementary staff may choose to discipline students for infractions of the above general school conduct rules by using one or a combination of the following procedures:

- \* Removal from the classroom to another designated area.
- \* Staying after or coming before school
- \* Calling the parents and/or having a conference with parents.
- \* Taking away recess
- \* Sending home notes and using a home to school notebook for communication
- \* Sending students to the principal's office
- \* Other procedures approved by the elementary principal

### **ALCOHOL USE/DRUG ABUSE BY STUDENTS**

The use or possessions of mood altering chemicals, including alcohol, are prohibited on school grounds or at school-sponsored activities or events. Disciplinary action according to School Board policy will be taken for violation of this policy.

## **STUDENT RIGHTS AND RESPONSIBILITIES IN TCCS**

The basis for education is to prepare the student for the demands of the adult world, its challenges and its problems. The information in this handbook is intended to provide the general guideline of conduct which is expected of our students and to describe the responsibilities of the students in the Thayer Central Public School System.

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities if students act in an objectionable manner or disregard rules and regulations adopted for the benefit of all.

The rules and standards in this handbook apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school sponsored function or event whether on or off school grounds. This handbook does not define all types and aspects of student conduct; however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as good citizens of the school community.

### **I. Establishment of Policies, Rules, and Regulations**

The Board of Education establishes written policies, rules, and regulations (located in the superintendent's office) of general application governing student conduct in all schools. Principals within their buildings may establish certain written rules and regulations consistent with those established by the Board of Education.

### **II. General Standards of Behavior**

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well being of the rights of any other student is prohibited.

Nothing herein is intended to restrict the exercise of constitutional rights.

The general standard of behavior outlined in this document will be followed throughout our school system. We have not attempted to itemize all acts or possible misconduct which could occur during the course of a school year. Violations of any of the rules and regulations described in this document may result in temporary suspension from school for up to five (5) days and, in extreme cases, exclusion from school for up to the remainder of the current semester.

### **SHORT TERM SUSPENSIONS**

Any student may be excluded from the Thayer Central Public Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law.

1. If the student has a dangerous communicable disease transmittable through normal school contacts.
2. If the student is infected with or can be proved to be a carrier of external parasites (such as head lice) which may be transmittable through normal school contacts.
3. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some of the activities or behaviors which could result in short-term suspension are as follows:
  - a. Possession or use of tobacco on school property or at school sponsored activities, or on adjacent school parking areas.
  - b. Gross disrespect for any or all school officials or employees.
  - c. Insubordination (refusal of student to cooperate within reasonable requests of a staff member.)

- d. Use of abusive or profane language.
  - e. Chronic absenteeism or tardiness.
  - f. Truancy
  - g. Vandalism of property belonging to the school district, school staff or students.
  - h. Theft or pilferage of property belonging to the school district, the school staff, or students.
  - i. Fighting
  - j. Unsportsmanlike activities involving visiting school teams and their representatives, or officials of such contests.
  - k. Failure to comply with bus transportation rules.
  - l. Driving during the school day or noon hour without permission being granted by a school staff member.
  - m. Possession of, use of, transmitting of, or under influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. (The only exception to this would be the student who is taking prescription medicine under a doctor's direction.)
  - n. Failure to pay outstanding school financial obligations.
  - o. A court of law finds the accused guilty of a felony or an immoral sex act.
  - p. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
4. If the student's conduct presents a clear threat to the physical safety of him/her or others, or is so disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
  5. Conduct constituting ground for expulsion or long-term suspension as set forth in Nebraska Law.
  6. Any of the foregoing policies may be grounds for consideration for long term suspension or expulsion depending upon the severity of the act.

All school activities are considered to be an extension of the school day, regardless of the location, so regular school policies should reflect student behavior at such activities.

#### **PROCEDURE TO BE FOLLOWED FOR SHORT TERM SUSPENSIONS**

The school principal or his representative may suspend a student for as many as five school days for any of the afore named circumstances. The following procedure will be followed for short-term suspensions:

- a. The principal or his representative shall investigate.
- b. The student will receive oral or written notice of the charges and the reasons for the suspension.
- c. The student shall be told the basis of the evidence used to make the decision.
- d. The student shall be given an opportunity to present his/her version of the story.
- e. Parents or guardians will receive oral or written notice within 24 hours or as soon as reasonably possible notification of suspension.
- f. The principal or his representative shall try to hold a conference with the parents or guardian before or at the time the student returns to school.

#### **LONG-TERM SUSPENSION AND EXPULSIONS**

Long-term suspensions shall mean the exclusion of a student from attendance in all schools within the Thayer Central Public School System for a period of time exceeding five (5) school days but less than twenty (20) school days. Expulsion shall mean exclusion from attendance in all schools within the system for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds during an educational function or event off school grounds.

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 private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property.
3. Causing or attempting to cause physical injury to a school employee or to any student. Physical 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. This includes knives of any kind (pocket knives, hunting knives, etc.)
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic beverage.
7. Engaging in other unlawful activity if it constitutes a danger to other students or interferes with school purposes.
8. Repeatedly violating board rules if such violations constitute a substantial interference with school purposes.
9. Continuation of activities which resulted in short-term suspension.

#### **PROCEDURES TO BE FOLLOWED FOR LONG-TERM SUSPENSION AND EXPULSION**

If the school administration feels that an action on the part of the student results in a condition which calls for an exclusion from school beyond the short-term suspension, the following procedure shall be adhered to:

1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two days of the decision, send written notice by registered or certified mail to the student and student's parents or guardian, informing them of the rights established under this law.
2. Such written notice shall include the following.
  - a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
  - b) The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject.
  - c) A statement that, before long-term suspension or expulsion for disciplinary purposes can be invoked, the student shall have a right to a hearing upon request on the specified charges.
  - d) A description of the hearing procedures provided by this act along with procedures for appealing any decision rendered at the hearing.
  - e) A statement that the principal, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right (1) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (2) to know the identify of the witnesses to appear at the hearing and the substance of their testimony.
  - f) A form on which the student, student's parents or guardian may request a hearing to be signed by such parties and delivered within five (5) school days in person, or by registered or certified mail to the principal or superintendent.
  - g) Nothing in this law prevents the student, student's parents or guardian from settling the matter with school officials without a hearing or prior to the hearing.
3. If a hearing is requested within five school days of the student's receipt of written notice, the following procedure shall be followed.
  - a) The superintendent shall appoint a hearing examiner.
  - b) Within two (2) school days of being appointed, the hearing examiner shall issue written notice of hearing to be held within five (5) school days of the school's receipt of the request.

- c) The recommended punishment shall not go into effect; however, the school may exclude a student on an emergency basis or suspend a student for as many as five (5) school days and concurrently initiate procedure for long-term suspension or expulsion.
- d) If a hearing is not requested within five days of receipt of written notice, the punishment shall go into effect.
- e) If a hearing is requested after five (5) school days of receipt of written notice but before thirty (30) calendar days, a hearing shall be held and the punishment shall continue in effect pending a final determination.
- f) Before the hearing, records and statements of witnesses must be made available for examination. The principal shall give the hearing examiner statements, in affidavit form of persons with information about the student's conduct, but not unless these statements have been made available to the student, the student's parents, guardian, or representative prior to the hearing. Witnesses may be asked to attend the hearing by the student, the parents, guardian, representative, principal, or hearing examiner.
- g) At the hearing the proceedings need not be conducted by the rules of evidence. The hearing examiner shall be in charge and may exclude disorderly persons.
- h) The hearing examiner, student, the student's parents or guardians, the student's representative, and counsel for the Board of Education (and the hearing examiner may request the advise of legal counsel) shall attend the hearing. Legal counsel for the board may advise the hearing examiner in the conduct of the hearing or act as the principal's designee, but the same person may not serve both functions. The student may bring a representative and that person may be an attorney.
- i) Witnesses may be questioned by the student, parents, guardian or representative, the principal, the school's legal counsel, or the hearing examiner. Witnesses shall be present only when giving information and shall give testimony under an oath administered by the hearing examiner. All persons giving evidence shall have the same immunity as a person testifying in a court case.
- j) The student may be excluded from the hearing, at the discretion of the hearing examiner, when the student's psychological evaluation or emotional problems are being discussed.
- k) Students may be given a group hearing when the facts and charges in each of their situations are substantially the same.
- l) The school district shall record the hearing at its own expense.
- m) The decision of the hearing examiner will be in written report form and shall include his findings and recommendations for actions in light of the needs of the student and the school. The decision must be based on the evidence at the hearing.
- n) The hearing examiner's report shall be reviewed by the Superintendent of schools who may change or reduce the penalty but may not increase it.
- o) The decision of the Superintendent and the findings of the hearing examiner shall be communicated to the student, student's parents or guardian by mail or personal delivery and will take effect upon delivery.
- p) The student, student's parents or guardian may appeal the superintendent's determination to the Board of Education by written request filed with the secretary of the board or the Superintendent within seven school days following the disciplinary hearing.
- q) Any aggrieved party may appeal a final decision in a contested case to the district court of the county where the action was taken. The appeal must be filed within 30 days after service of the final decision by the Board of Education
- r) Final action of the board shall be evidenced by personal delivery or by certified mail a copy of the deliberated body's decision to the student and student's parent or guardian.

#### **IMMEDIATE REMOVAL BY THE PRINCIPAL**

The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of; (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the Principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long term suspension, expulsion, or mandatory reassignment

takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the Principal has made a determination as above described.

### **MAXIMUM LENGTH OF EXPULSION**

A. *In General.*

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

B. *Expulsion for Causing Personal Injury or For Possessing A Dangerous Weapon.*

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a firearm or a dangerous weapon, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.

C. *Automatic Review of Expulsions Which Continue During the First Semester of the Following Year.*

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is not such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the Board of Education took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the Board.

### **SUSPENSION OF THE ENFORCEMENT OF EXPULSION**

Once a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program which it deems appropriate for rehabilitation of the student. This district is by this policy herewith authorized

to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program if offered may be a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit towards graduation. If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the Superintendent may also take action to expunge the record.

Nothing in this section shall be construed to require the District or the Administration to suspend the enforcement of any expulsion or to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

### **REPORTS TO LAW ENFORCEMENT**

In the event the Principal knows or suspects a violation of the Nebraska Criminal Code on school property or off school property, at a school function, the Principal shall notify the County Sheriff. Before making such a report, the Principal shall undertake reasonable efforts to ascertain the truth or falseness of the event. Nothing in this section shall be construed to require the reporting of any law violation by the Principal except if the criminal act to be reported occurred on the school grounds of the district or during an educational function or event in which the district is involved, but off school grounds.

### **RELEASE TO PEACE OFFICER**

Consistent with any other lawful policy of the district, when a Principal or other school official releases a minor student to a sheriff, coroner, jailer, marshal, police officer, state highway patrol officer, member of the national guard on active service by direction of the Governor during periods of emergency, or any other person with similar authority to make arrests, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer. The Principal shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse, in which case, the Principal or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

### **SATURDAY SCHOOL CRITERIA**

Any student not responding to detention responsibilities or exhibiting inappropriate behaviors that require intermediary discipline may be assigned Saturday School by the principal or his designee. Students must attend Saturday School on the assigned day and time and be on task the entire session. Students failing to attend or conduct themselves appropriately when attending Saturday School will be suspended from school the following day that school is in session. They will also be rescheduled to the next day that Saturday School is in session. Other criteria used in Saturday School will include:

1. Students must be prompt.
2. The minimum amount of time that any student will attend Saturday School is two hours.
3. Students must be on task the entire time.
4. Students assigned to Saturday School will be charged a \$5.00 fee.
5. Excuses for not attending Saturday School will be allowed. Only documented, unforeseen, extenuating circumstances approved by administration will be considered.
6. Three strikes and you're out rule applies. If you are assigned for three Saturday School sessions during any semester you will be suspended or expelled from school.

As serious problems occur, students are encouraged to discuss their problems with the teacher. Each will listen and look for possible solutions.

### **STUDENT DRESS CODE**

One of the responsibilities of the school is to establish an environment conducive to learning. In so doing it is felt that student dress is an important part of the environment and that administrative guidelines are necessary and proper to insure that student appearance does not detract from the learning experience.

The school also recognizes that parents are basically responsible for their child's dress and general appearance. The role of the school is one of guidance for pupils in an effort for total education.

Student dress and general appearance will be considered acceptable if it does not violate any of the following principles:

1. Clothing and general appearance is to be such as not to constitute a health or safety hazard
2. Clothing and general appearance is not to be of the type that would cause a disturbance or interfere with the instructional program.
3. Any tattoos must be covered.
4. Must adhere to the district's Body Piercing Policy.

*AS A GUIDELINE, THE FOLLOWING MINIMAL STANDARDS ARE SET FORTH:*

1. Cleanliness shall be required of all students at all times.
2. Shoes shall be worn.
3. Shirts shall be properly closed and/or buttoned.
4. Clothing, not commonly worn as outer clothing, shall be prohibited from being worn as such. (An example: Vest type underwear being worn as a "tank top" type shirt.)
5. Ragged, torn, or otherwise unsightly clothing and clothing with lewd, obscene, suggestive or otherwise objectionable writing and/or pictures or drawings on it shall be prohibited.
6. Clothing worn shall properly and adequately cover the person's body. Examples: Bare midriff clothing shall not be worn. Very short shorts are not allowed.
7. No bandanas shall be worn.
8. Hats are not to be worn in the school building during normal school hours.
9. No shoes with rubber cleats will be allowed in the building.
10. No chains worn on clothing.
11. No baggy pants.
12. No tube tops allowed.
13. No spaghetti strap attire. Credit card width of straps will be enforced.
14. No halter tops allowed (backs must be covered).

The Board of Education delegates the authority to make such initial decisions with respect to carrying out of this policy to the school administration.

#### **GRIEVANCE PROCEDURE IN COMPLIANCE WITH TITLE IX**

Any student of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the principal. The principal shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the principal's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

#### **STUDENT-TO-STUDENT HARASSMENT** **(Board Policy)**

Harassment of students, staff or visitors by other students will not be tolerated in the Thayer Central School District. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned, contracted transportation;

while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance; or
- creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set forth above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intention;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance; or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievement, etc;
- demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

## **BULLYING PREVENTION**

Everyone at Thayer Central Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

### **Examples of bullying include:**

- \*Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- \*Stealing or damaging another person's things.
- \*Ganging up on someone.
- \*Teasing someone in a hurtful way.
- \*Using put-downs, such as insulting of someone's race or making fun of someone for being a girl or boy.
- \*Touching or showing private body parts.
- \*Spreading rumors about someone.
- \*Leaving someone out on purpose or trying to get other kids not to play with someone.

### **Staff at our school will do the following things to prevent bullying and help children feel safe at school:**

- \*Closely supervise students in all areas of the school and playground.
- \*Watch for signs of bullying and stop it when it happens.
- \*Respond quickly and sensitively to bullying reports.
- \*Take seriously parents' concerns about bullying.
- \*Look into all reported bullying incidents.
- \*Assign consequences for bullying based on the TC Elementary Bullying Prevention Rubric.
- \*Provide immediate consequences for retaliation against students who report bullying.

### **Students at our school will do the following things to prevent bullying:**

- \*Treat each other respectfully.
- \*Refuse to bully others.
- \*Refuse to let others be bullied.
- \*Refuse to watch, laugh, or join in when someone is being bullied.
- \*Try to include everyone in play, especially those who are often left out.
- \*Report bullying to an adult.

## **RISKS OF FACEBOOK, TWITTER, AND OTHER SOCIAL NETWORKING**

### **Information for Students**

The purpose of this is to give students information about the risks of using Facebook, Twitter, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook may affect you years later.

What you say now on Facebook may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. Criminal charges may be filed against you based on information post on Facebook.

### **Social Networks have published some guidelines for schools to share:**

Here are some common sense guidelines that you should urge students to follow when using the Internet in general:

- Don't forget that your profile and Facebook forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult or report it to the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents to see!
- Don't mislead people into thinking that you're older or younger.

We urge all students to following these common sense guidelines!!

### **Tips for Parents About Safe Web Practices**

Located at the bottom of every page on MySpace.com is an icon for "Safety Tips." Further clicking leads to the following set of "Parent Tips" that we would like to share with you:

1. Start a Conversation
  - Talk to your kids about why they use MySpace, how they communicate with others, and how they represent themselves online. Recognize the importance of social networking in their daily lives, similar to that of cell phones, email, or instant messenger, and express an interest in understanding the role it plays.
  - Ask them why they like being online and who they hang out with online. Ask them to show you their friends, what they are listening to, and what interests them within the community.
2. Report Inappropriate Behavior
  - Harassment, hate speech, and inappropriate content all violate the MySpace Terms of Use and should be reported. If your kids encounter inappropriate behavior, they should report it to you, the authorities and/or MySpace, as the situation merits. To report a problem, go to Contact MySpace and select "Reporting Abuse."
3. Talk About MySpace and the Internet
  - MySpace, like the rest of the online world, is a public space. Members shouldn't post anything they wouldn't want the world to know (e.g., phone number, address, IM screen name, or specific whereabouts). Tell your children they should avoid posting anything that would make it easy for a stranger to find them, such as their local hangouts.
  - Remind them not to post anything that could embarrass them in the future or expose them to danger. Although MySpace is public, children sometimes forget that the information and photos they post are accessible to others.



4. Remind Children to Be Cautious
  - Just as in the offline world, people aren't always who they say they are. Remind your children to be careful about adding strangers to their friends list. It's fun to connect with new MySpace friends from all over the world, but members should be cautious when communicating with people they don't know.
  - Encourage children to be themselves, but to exercise the same basic safety principles they do in the physical world. They wouldn't chat with a stranger at the mall or give someone they don't know their cell phone number. Remind them that reckless online behavior can be just as dangerous.
  - They should talk to you if they want to meet an online friend in person, and if you think it's safe, any meeting should take place in public, with friends or a trusted adult present.

### **ELEMENTARY ATTENDANCE RULES & REGULATIONS** **(Board Policy)**

One of the key factors in making each child's school experience a success is regular school attendance. We encourage parents/guardians to make every possible effort to see that their child attends school regularly. Regular student attendance is an important factor in determining success at school. When a student is absent, many aspects cannot be "made-up" and therefore, the learning process is impeded.

Thayer Central has adopted an Elementary Attendance Rules and Regulations Policy. It reads as follows:

If a child is not present in school he/she is counted absent regardless of the reason for the absence. If the child is present for a majority of the morning or afternoon, then is excused, he/she is counted present for the half day.

When a child is to be absent from school, parents should notify the child's school before 8:15 a.m. If the school has not been notified of an absence, parents will be contacted by 9:00 a.m. When extended absences are expected, such as surgery or vacation trips, the parents should notify the child's teacher so that work can be made up in advance.

In the event of excessive absences, defined as five (5) days per nine weeks, parents or guardians of the elementary student will be notified by mail of the excessive absences and given the school policy. If a student accumulated ten (10) days per semester, or fifteen (15) days per year, parents or guardians of the excessively absent child will be asked to meet with the teacher, principal, and the child in attempt to solve the problem.

Elementary students who are absent for more than twenty (20) school days during the school year, may be retained at the current grade level. Parents or guardians of a child may appeal the retention to the elementary principal following the twentieth (20th) absence. Each case will be reviewed on an individual basis.

If excessive absenteeism continues, this shall constitute a violation of section 6 of public law LB section 79-201 and the principal shall file a notice with the county attorney in the county of the residence of the child.

### **ABSENCES, TARDIES AND SICKNESS**

**If a child is absent, a written excuse from the parents stating the reasons for the absence will be required.**

Students who have been absent due to a communicable disease may be required to have written permission from a doctor before they will be allowed to return to school. This is also required by state law.

Any student who is absent six (6) consecutive school days may be required to have a doctor's permit to return to school.

Students in 2<sup>nd</sup> through 6<sup>th</sup> grade who are tardy, should report to the office when they are tardy to pick up an admit slip. **After accumulating three (3) unexcused tardies each quarter, these students will make up for tardies by spending one-half hour after school.**

School officials reserve the right to determine whether an absence or tardy is excused or unexcused.

**A student with a elevated temperature will be at the discretion of the elementary principal if the child will be sent home. Students should be temperature free for 24 hours before returning to school.**

Students who become ill during school will not be sent home until the school has determined that there will be someone there. It is your responsibility, if both parents work, to let the school know where you can be reached on these occasions by returning your emergency notification card.

### MEDICINE

**No medicine may be kept in any area of the school other than that area designated by the principal. All medication must be dispensed by employees designated by the school. Medicine can only be dispensed with written medical consent form. All medicine, (prescriptive and non prescriptive) must be dispensed from the original container.**

### ASTHMA PROTOCOL

A state regulation came into effect dealing with breathing emergencies at school. The mission of this emergency treatment plan is to prevent deaths at school from asthma or anaphylaxis. This regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a "life threatening" asthma attack or systemic allergic reaction (anaphylaxis). If you know your child has asthma or a known allergy, it is important that you communicate this information to our school staff. For each student with a known allergic condition or asthma, we ask you to provide the school with written medical documentation, instructions, and medication as directed by a physician. Contact the school office for more information.

### HEAD LICE (Pediculosis) / FLEAS

**Exclusion:** Students with head lice or fleas are excluded from school until treated and NIT FREE. Students will be readmitted to school as soon as he/she is inspected by school personnel and found to be NIT FREE.

The school nurse, building principal or principal designate must make certain the parent/guardian understands proper treatment for the affected child and control measures necessary to curb an outbreak in the home/school. Treatment and prevention counseling includes written instructions given to parent/guardian by the school.

Evidence of treatment includes:

1. No visible signs of fleas, lice or nits. (NIT FREE)
2. Clean hair and scalp.
3. The shampoo label returned to school after treatment or a note from the physician stating the treatment used.

4. A verified repeat treatment is needed 7-10 days following the initial treatment. A note to the school nurse, principal or principal designee signed by the parent/guardian verifying this treatment must be sent to school within the 7-10 day time period.

It is HIGHLY RECOMMENDED that students not be placed on school transportation until proper inspection has been made by the school nurse, principal or principal designee and the student is found to be NIT FREE. The parent/guardian should bring the student to school or make other arrangements to have the student return to school after treatment.

Readmission: Readmission to school is dependent upon completion and verification of treatment with an FDA approved pediculicide and inspection by the school nurse, principal or principal designee to determine if student is NIT FREE. Over the counter preparations from the following list may be used or parents may consult their physician for the preferred treatment.

Non-prescription Lice Treatment Products: A-200; R & C; RID;Triple X; NIX; and NIX Cream Rinse.

Head Lice/Nits (pediculosis) Screening: When lice or nits are found, on consultation with the principal, school nurse or principal designee may deem it advisable to send parental notification and advisement letters home and screen all students in close proximity to the affected students.

Nebraska Department of Health and Human Services: If a family/student has three (3) lice infestations within a nine (9) week period, a report to the Nebraska Department of Health and Services will be made to assist the family in evaluating proper home procedures for treatment of lice.

### **REPORT CARDS AND PERMANENT RECORDS**

Report cards will be given out the last school day of the week following the close of the first, second and fourth nine weeks. Report cards will be given to the parents during conferences at the end of the third nine weeks. The following grading system for core subjects shall be followed for grades 2 through 6: A=100-93; B=92-85; C=84-78; D=77-70; F=Failing; I = Incomplete and may be made up within a given time.

The following grading system shall be followed for grades K through 1: S=Satisfactory; P=Progressing; B=Beginning

A circled grade will indicate modification/alteration of curriculum by the classroom teacher or modification as a result of an Individual Education Plan or 504 accommodations.

According to law, parents are entitled to see their children's cumulative files. If you have concerns about your child's record, contact the principal.

### **ACADEMIC AWARDS**

At the end of each school year, an Award's Ceremony will be held to honor students for academic achievement (grades 3 – 6 only), perfect and outstanding attendance, and individual classroom awards.

Students in grades 3 – 6 will receive the Academic Distinction Award by having all A's and only one B per semester.

### **RETENTION AND PROMOTION OF STUDENTS**

Pupils may be retained at any grade, but it is recommended that children be promoted if at all possible. No teacher may retain a student without approval of the principal.

Retention should not be determined until the last quarter of the year; however, the parents of a child who is having problems with school should be notified of continued problems at the end of each quarter. This should be discussed at parent-teacher conferences.

If a teacher is considering retaining a student or a parent is requesting retention, he/she should submit in writing a request to retain the student. This request should be into the principal's office at least two weeks before the end of the school year.

After consideration of the case and talking with parents, the principal will make a decision as to whether or not the student should be retained.

The principal should be kept informed of any student who is having academic problems.

### **MONEY AT SCHOOL**

It is not advisable to let your child carry money to school. It is all too easy for him/her to lose it. If the child is required to bring money to school, other than for hot lunches, the teacher will inform you on the amount requested, when requested, and the purpose for which it is needed.

### **DETENTION**

On occasion, it may be necessary to keep a student after school. If the student rides the bus to and from school, the teacher will call the student's family to notify them at least one day in advance of the detention and the length of the detention. The parents will be responsible for picking up the student if transportation is warranted. The student may not wait in the school or school grounds for a sport shuttle bus due to liability and lack of supervision.

For students living in Hebron, the teacher will require that the student call home to inform his/her parents of the detention and the length of the detention.

No student is to be detained after 4:30 p.m. without parent permission.

### **HOMEWORK**

Homework is an extension to the regular classroom instruction that is delivered to the student each day. Some lesson goals require homework to supplement the learning. However, homework should be kept to a minimum. It is important to provide a quiet, regular study time at home to help the child develop good study habits. Your cooperation is appreciated. Please help by ensuring that your child gets his/her homework done.

If a student is absent from school, the parent/guardian should notify the school when he/she will be picking up the homework or make other arrangements for getting the homework.

School work missed for being absent should be made up as soon as possible. Two days will be permitted to make up the missed work on the first day absent and one additional day for each day missed beyond the first day. Any work made up after this time limit will be turned in for reduced credit. If there are any extraneous circumstances, the principal may grant extra time for makeup. Please contact the school if there are any questions.

### **PHYSICAL EDUCATION, MUSIC, & BAND**

Physical education is taught in grades K-6. The physical education instructor will prescribe the proper clothing for classes. Students in grade K-6 will also be taught Vocal Music. Band will be available to 5th and 6th grade students.

### **ELEMENTARY GUIDANCE**

Elementary guidance is offered periodically throughout the year to students in grades K-6.

The guidance counselor will develop topics that will be discussed by teachers and students during the school year. The guidance counselor will go into the classroom monthly to give the entire class instruction on a discussion topic.

Individual and group counseling will be available to students who need assistance in specific topics. Parents are encouraged to contact the guidance counselor about specific needs of their child.

### **USE OF SCHOOL FACILITIES**

Permission for the use of school facilities and equipment must be obtained from a school administrator. The school daily educational and athletic programs shall always have priority in terms of granting permission for use. When elementary physical education classes or recesses are being held, it shall have priority over high school activities of the same. Teachers and administrators should work together to alleviate any problems.

### **ELEMENTARY ACTIVITY TICKETS**

An elementary activity ticket will be made available to all grade school children. The cost of the ticket will be \$15.00 for the school year. This ticket admits the student to all games except tournaments and other special events that may be scheduled.

### **SEATING AT EXTRA-CURRICULAR EVENTS**

Grade school students attending extra-curricular events both home and away shall be required to watch the game from the bleachers. Students will not be allowed to play outside the building or in back of the football stands during any event. Students will be asked to be seated with the parent/guardian or be removed from the premise if this is not followed and may have to serve detentions if deemed appropriate.

### **LOADING AND UNLOADING ZONES FOR STUDENTS**

Students in Kindergarten and 1<sup>st</sup> grade will load and unload in the morning and afternoon from buses on the south side of the Primary building. We ask that parents continue to pick up their children on 6th Street; this is a safer street to load and unload. Also, it guides parent traffic away from the bus loading zone. We will have buses picking up all students at the primary building and taking them to the Intermediate School so they can get on the other buses.

Grades 2 through 6 will load on the buses in the parking lot south and east of the intermediate building. This is also designated as teacher parking. Parents of students in grades 3 through 6 should pick up their children in a location that will not cause safety issues and/or disruption of the bussing routines.

### **CLASSROOM CELEBRATIONS**

Three school celebrations are authorized during the year - Halloween, Christmas and Valentine's Day. The celebrations will be at the discretion of the classroom teacher..

Children will not wear Halloween costumes at school.

### **SCHOOL WELLNESS INITIATIVES**

Parents and staff are encouraged to find a non-food or healthy food alternative due to food safety and food allergy concerns and in an effort to provide healthy foods for classroom celebrations including individual birthdays and special occasions

The following is a list of alternatives to home baked goods, including both food and non-food items:

**A food item that meets the following nutrition standards is considered healthy when:**

Sugar is not the first ingredient and it provides at least 5% of the recommended daily intake value for one of the following nutrients: vitamin A, vitamin C, calcium, iron, protein, fiber, niacin, riboflavin, or thiamin

**Healthy beverages include:**

Water, milk, and juice (with no added sweeteners)

**Examples of healthy snack foods:**

Fruits (fresh, frozen, dried, or canned), vegetables (fresh, frozen, or canned), granola/cereal bars, cereal, crackers, baked chips (potato or corn), pretzels, popcorn, trail mix, Chex Mix, Fig Newtons, animal crackers, graham crackers, pudding, yogurt, Jell-O, sherbet, cheese, frozen fruit slushies, frozen fruit bars, whole grain cookies, rice krispie treats (or made with other cereal)

Food or non-food items not on the list provided must be approved by the building principal or school nurse.

**STUDENT HEALTH SCREENINGS**

Health screenings will be done annually and organized by the school nurse as outlined by state school regulations. All students in grades PreK – 6<sup>th</sup> grade will be screened for vision, hearing, and dental. Additionally, each student will be given a BMI (Body-Mass Index) based on their height, weight and age to better inform the parent/guardian on the overall health of their child(ren).

**BIRTHDAY PARTY INVITATIONS**

Birthday and other party invitations may not be distributed at school. Because we value equity, we want to avoid hurt feelings when some children receive invitations while others do not; as such, all private party arrangements must be made outside of school.

**FIELD TRIPS**

Well planned field trips are considered worthwhile educational experiences and can contribute a great deal to the overall school program. All field trips will be supervised by the child's classroom teacher. Information regarding the field trips will be sent home prior to the excursion.

**FRIDAY FOLDERS**

To help with communication and to assure that parents receive all school notices, Thayer Central Elementary sends home school papers, notes and newsletters in a Friday Folder. The students need to return the folder to school each Friday morning signed by a parent or guardian.

**EMERGENCY FORMS**

Your child will bring home an emergency form the first day of school. It is imperative that this form be accurately completed and returned the next school day. There may be times when school personnel will need immediate access to information about your child. Please be sure to update the school office with any changes that occur during the year, for example, any address or phone number changes or changes of people to contact if you are unavailable.

**TOYS**

Any hand-held computer games, card collections, toys, balls, etc.... or any other items which may constitute a nuisance in school or on the bus SHALL NOT be brought to school unless it is to be used for a class assignment. Failure to comply with this rule may result in the item being confiscated and returned at the end of the school year. Items brought from home are the responsibility of the child. The school can not be responsible for damage done to the item while at school.

### **BOOK FINES**

In order to make students more responsible for school property, fines will be levied on damaged or lost books based on each individual book. Fines will need to be paid prior to receiving the report card at the end of the year.

### **PERSONAL OBJECTS**

Knives and other potentially harmful items will not be allowed to be carried by students on the school grounds. According to State law, students can be expelled for bringing a weapon to school.

### **ANIMALS OR PETS AT SCHOOL**

Animals or pets will not be allowed at school unless they are brought by a parent. The parent should stay with the pet while it is at school, and they should plan to take it home with them after sharing with the class.

### **DAILY SCHOOL HOURS - COMING INTO THE BUILDING IN THE MORNING**

The first bell rings in the morning at 8:10 a.m. The tardy bell rings at 8:15 a.m. **Arriving at school before 8:00 a.m. is discouraged.** Any student who has homework may come into the library to study first thing in the morning. They should not be in the building unless they are studying or without permission from a faculty member.

When it is cold enough, all students will be allowed to come into the hallways at 8:00 a.m. When it is below 20 F, precipitation is falling, or the wind chill is extreme, children will be allowed inside. When in the building in the morning, children should follow school conduct rules.

Students in grades K–2 will be dismissed at 3:25 p.m. Students in grades 3–6 will be dismissed at 3:30 pm.

### **USE OF REST ROOMS**

Students are encouraged to use the rest room during recess breaks, after lunch, or a scheduled break during the school day. Teachers should plan for adequate rest room breaks during the day.

### **USE OF TELEPHONE**

With permission, students may use the phone in the nurse's room during school hours for the following reasons: for emergencies, to call home when staying after school, to arrange for rides in case of inclement weather, or to return a call from a parent.

### **CELLULAR TELEPHONES**

Cell phones brought to school are to be kept in student backpacks. You must have approval from the administration or classroom teacher before using it during the school day. Any cell phone found on a student while in a classroom or hallway, or one a student making a call without permission will be grounds for having the phone confiscated.

### **BEHAVIOR ON THE SCHOOL BUSES**

It is imperative, in the name of safety, that all students conduct themselves properly on the buses. When a student shows him/herself to be unmanageable on the bus, the incident will be reported.

**ALL MAJOR OFFENSES WILL BE CAUSE FOR SUSPENSION FROM THE PRIVILEGE OF RIDING THE SCHOOL BUSES.**

District Wide Major Offenses:

1. Damaging or stealing property
2. Hitting, roughing, kicking, spitting or physical abuse
3. Defiance or disrespect of authority
4. Throwing objects
5. Disrespectful/abusive language or gestures
6. Continuous disruptive behavior
7. Possession or use of tobacco, alcohol, drugs, weapons, or pornographic materials
8. Getting off at a different bus stop or riding another bus without permission.

The school bus driver has full authority and responsibility for maintaining order and discipline needed to assure the safe operation of the bus while driving on busy roads. Those riding the bus have an obligation to obey the rules and bus driver's orders.

Students may not ride another bus without the driver's or administration permission. A written note must be provided to the bus driver prior to a student riding home with a friend. For better communication and clarification, the parent/guardian should notify the Bus Supervisor and the child's teacher when a friend will be riding the bus home with your child.

**VIEWING FILMS**

The following rules are set due to the questionable nature of films today:

- "G: (general rated) films and education films can be shown at the discretion of the teachers.
- Movies rated "PG" will be cleared through the principal before showing at school.
- "R" rated films will not be shown.
- Films should be used by teachers only when directly related to education objectives or as a reward.

**NONDISCRIMINATION STATEMENT**

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.



**Please sign, initial and return this page to school by Monday, August 24<sup>th</sup>.**

**2014-2015 Parent-Guardian Handbook Acknowledgment**

I hereby acknowledge with our signature that we have read the Parent/Guardian/Student Handbook for the 2014-2015 school year. We understand the procedures, policies and regulations at Thayer Central Elementary School, and that the information contained in this handbook is the administrative policy by the Board of Education.

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

**Student Consent Form for Release of Name, Address and Phone Number**

I authorize Thayer Central Community Schools to disclose my child's name, address and phone number as part of the school directory. If you do not sign this release, we will assume that you do not authorize us to release the requested information and the student's name, address and phone number.

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

**Release of Information to the Media**

Thayer Central Community School has my/our permission to release my/our child(ren's) name(s) and picture to the public (radio/newspaper/school web page) should he/she/they have the need . Your permission is required due to the Buckley Amendment (Privacy Act). **WE WILL BE UNABLE TO RELEASE YOUR STUDENT(S) NAME(S) WITHOUT YOUR SIGNATURE BELOW.**

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

**Field Trip Permission Slip**

Thayer Central Elementary School has my/our permission to take my/our student on school-related field trips and activities. Your signature below grants permission for your student to participate in any and all field trips and activities unless you notify Thayer Central Elementary School and request they not participate.

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

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**Signed (Legal Parent or Guardian)** \_\_\_\_\_

**Child(ren)'s Name** \_\_\_\_\_

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