

2021 - 2022

Emerson Elementary School

700 Black Hills Ave.

Alliance, NE 69301

Office: 308 762-4093 Fax: 308 762-4195

U.S. Postal mailing address: 1604 Sweetwater Ave. Alliance, NE 69301

www.alliancebulldogs.org

Grandview Elementary School

615 Grand Ave. Alliance, NE 69301

Office: 308 762-4519 Fax: 308 762-4521

U.S. Postal mailing address: 1604 Sweetwater Ave. Alliance, NE 69301

www.alliancebulldogs.org

PHILOSOPHY

WE BELIEVE...

- A. That each child should be respected as an individual.
- B. That physical, social, mental and emotional growth are interrelated and inseparable.
- C. That children should work and play together in a democratic way.
- D. That children need many concrete and firsthand experiences.
- E. That children do not mature at the same rate.
- F. That each child should be asked to reach only the goals he/she seems capable of reaching, yet be challenged to do his/her best at all times.
- G. That children should learn to work and study independently.
- H. That children should learn to accept responsibility as well as to accept privileges.
- I. That teachers, parents, and children should be honest with each other.
- J. That we should have a flexible school program to meet the needs of a changing community.
- K. That teachers, children and parents need to plan together for the common good of the school.

THEREFORE, We seek to provide opportunities for our children:

- A. To be happy and make others happy.
- B. To appreciate the value of diligent work.
- C. To develop attitudes of helpful understanding toward others.
- D. To develop sincere attitudes of courtesy.
- E. To develop creative abilities.
- F. To develop worthwhile interests.
- G. To develop a rich background through diverse groups.
- H. To empower students to use the tools of learning arithmetic, and the language arts, including reading, writing, spelling, speaking and listening in real situations.
- I. To learn to think for themselves.
- J. To learn to be responsible to their group and to themselves.
- K. To move forward at their own rates.
- L. To learn to judge the success of their own efforts.
- M. To profit from constructive criticism.
- N. To have a share in the planning of school experiences.

PROCEDURE FOR ADMISSIONS

- A. Parents who wish to enroll children new to the system register in the office of the principal.
- B. All resident children of the school district of Alliance are entitled to attend schools within the district.
- C. A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current school year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

- D. All contract and tuition students are admitted to the Alliance Public Schools upon the discretion of the Board of Education.
- E. New students entering from schools recognized and approved by the Nebraska Department of Education will initially be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring. The district administration, through academic achievement tests and other evaluation measures as necessary, will determine the appropriate grade level/credit status of students transferring from schools that have not been approved by the state department of education.
- F. When a transfer is anticipated, the school would appreciate the earliest possible notification.

STUDENT-STAFF COURTESY

Alliance Public School staff is responsible for the supervision of students anywhere on school property during school time and school-sponsored activities. The school staff is committed to teaching children how to consistently make appropriate behavior choices. During the school year, we will be teaching children to serve as positive role models in the classrooms and on our playgrounds. It is imperative that the teacher be in charge of the class and anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. We expect every staff member to be treated with respect and dignity just as the students should be treated with the same respect and dignity from their peers and the staff.

SCHOOL DAY

The instructional day for Grandview Elementary school is six hours and 30 minutes and Emerson Elementary is six hours and 25 minutes. The school day at Emerson and Grandview begins at 8:05 a.m. and ends at 3:35 for Grandview and 3:30 for Emerson with an approximate 40 minute lunch period

for all students. Children are encouraged to arrive no earlier than 7:55 a.m. unless they are coming for breakfast. Breakfast is served in both buildings from 7:25 to 7:50 each school day. The supervising teacher will admit students for breakfast.

During fair weather conditions, the first bell will ring at 8:05 a.m. for students to line up, enter the building and proceed to their classrooms. During bad weather, the gates will be closed and "enter" signs will be posted by 7:45 a.m. for students to enter the building. Students are to report directly to their designated area either in the gymnasium or in the hallway outside their classroom. Students are not to go to any other part of the building without permission.

During the school day, students are to remain at school unless excused in accordance with school policies. If parents desire that their student be released from school during the day, they must send a note or make a phone call to the school office requesting that their child be allowed to leave the school premises at a designated time. Also, during the school day, all students must sign out at the school office. Upon returning to school, during the day, students are to report to the school office before returning to their classroom.

The regular school day ends at 3:35 at Grandview and 3:30 at Emerson. Make-up work, special help with assignments, after school meetings, and other school activities begin at 3:45 p.m. It is important students who are involved in any of these activities report to the designated area on time. All other students must clear the building and grounds as soon as possible.

SHORTENED AND EARLY DISMISSAL DAY

When school is scheduled for a shortened day or early dismissal day, the elementary schools will begin the school day at the regular time, but will dismiss at 2:00 p.m.

BUS TRANSPORTATION SERVICES AND EXPECTATIONS

BUS SCHEDULE

Leave Emerson	7:50 a.m.
Arrive Grandview	7:55 a.m.
Leave Grandview	8:00 a.m.
Arrive Emerson	8:05 a.m.
Leave Emerson	3:30 p.m.
Arrive Grandview	3:40 p.m.
Leave Grandview	3:45 p.m.
Arrive Emerson	3:50 p.m.

BUS PROCEDURES

For further information regarding bus conduct and procedures please refer to Article 6: Support Services; Section 5: Transportation Services: I, II, A and B. Also, please refer to the Bus Behavior Contract provided by your student's school.

MILK PROGRAM

There will be a milk program for students in Kindergarten through 2nd Grade. Parents will receive a letter on the first day of school with a full explanation of the milk program and its cost.

THE CAFETERIA

A hot lunch program is available for those students who desire a hot meal for their school lunch. Sack lunch students may eat in the school lunchroom and may purchase a half pint of milk at the lunch counter. Once a student has designated his/her desire to eat at school, they cannot leave the lunch area or playground until school is dismissed for the day. Students are not allowed to bring a sack lunch and then go to a friend's house to eat. Guests are welcome to come and eat with the students; however, the school office must be called before 8:30 a.m. to make a reservation and order a meal. The lunchroom management and fellow students will appreciate cooperation when:

1. Depositing all lunch litter in wastebaskets
2. Leaving the table and floor around your place in a clean condition for other students who will follow.
3. No food may be taken from the cafeteria without permission.

In accordance with Federal law and the U. S. Department of Agriculture policy, this institution is prohibited from discrimination 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, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington D. C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

STUDENT DRESS

We take pride in the appearance of our students. Dress reflects the quality and conduct of the school. Students are expected to dress and groom themselves neatly in clothes that are suitable for school. School personnel reserve the right to determine if an individual students' clothing is appropriate for school. To ensure the safety of your student, no flip-flops are allowed. Sandals with a strap across and above the heel are permitted.

GENERAL INFORMATION

1. Children are expected to know and to follow the policies, rules, and regulations established by the district written in the Rights and Responsibilities of Students section of this handbook.
2. Children need to follow the rules set by the teacher in the classroom in which they are attending.
3. Children are expected to take part in Physical Education classes unless a signed doctor's permit for non-participation is given to the teacher. Please provide tennis shoes for your student for Physical Education class.
4. It is recommended that each article of your child's clothing (especially coats, caps, gloves, boots, etc.) be plainly marked with his/her name. Please mark lunch boxes and lunch sacks by name and grade level.
5. There are specific locations and activities designated for every student at all times during the school day.

6. If a student is to be dismissed early, the parent must send a signed note or call the office prior to the time the child is to be dismissed. Parents/guardians must pick up and sign their child out from the office.
7. Gum is not allowed at school.
8. Children should not bring toys, radios, dolls, trading cards, baseballs, etc., to school. The school provides playground equipment and supplies.
9. For safety reasons, students in grade kindergarten and first grade are NOT encouraged to ride bikes to school unless an adult accompanies them both coming and returning from school. Students in grades 2-5 who ride bikes to school are subject to specific building rules and regulations. Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. Bikes are not to be ridden on the playground. The school is not responsible for damage or theft to parts while bicycles are on school property.
10. Skateboards, roller blades, heelies, and scooters are not allowed on school property for safety reasons.
11. Children are expected to leave snow on the ground and refrain from climbing and sliding on snow piles created by snow removal. While snow is present on the playground, students are required to stay on the paved areas unless they are wearing snow boots and snow pants.
12. Students should not bring large amounts of money or valuables to school.
13. Room parties are scheduled for Halloween, Christmas, and Valentine's Day.
14. Please do not send personal invitations for parties to school. This has caused many students to feel uneasy and hurt when they do not receive an invitation.
15. Flowers, balloons, and other gifts for students, which are delivered to school, will be kept in the school office until the end of the school day. The student or another adult may pick up these items at that time.
16. Pets are allowed at school only with the approval of the classroom teacher and the building principal. A time must be scheduled with the classroom teacher before bringing the pet to school.

GUIDELINES FOR STUDENT BEHAVIOR

A well-managed classroom makes school a more exciting place for students to learn. Consistency and positive reinforcement are the keys to an effective program. Our goals are to cultivate in students an understanding of the lasting value of self-discipline.

Students are expected to:

Use quiet voices

Listen and follow directions (first time)

Be in the right place doing the right activity

Have permission to leave a classroom

Keep hands, feet, and objects to self

Walk quietly in all areas of the building

Have respect for others and self

Use socially acceptable language and gestures

GUIDELINES FOR PLAYGROUND

1. There is no playground supervision in the mornings before 7:55 a.m. Children are, therefore, instructed not to utilize the playground equipment or initiate playground activities before 7:55 a.m.
2. Children are asked not to use the playground immediately after school. The school does not provide playground supervision after school. Children should go directly to their homes at dismissal unless other arrangements have been made.
3. All playground rules are reviewed with the students at the beginning of each year, and randomly throughout the school year as needed. Parents who would like a copy of the playground rules may request one from the office.
4. Playground rules are designed for the safety and welfare of the children. Children choosing not to obey the playground rules may lose their playground privileges.
5. All students are expected to go out on the playground at designated times unless they have brought a note from the doctor asking that they remain inside.
6. Certified staff and/or Para educators supervise all recesses throughout the day including lunch periods. It is every student's

responsibility to give complete cooperation to the adults supervising the playground and to observe the playground rules.

EXPECTED BEHAVIOR AT DISMISSAL TIME

1. Any student remaining after regular dismissal time is expected to telephone a parent immediately at the close of school unless a prior arrangement has been made with parent/guardian.
2. Students may be asked to stay after school for special help with schoolwork or to complete assignments.

ATTENDANCE

It is important to a student's success in school that the habit of regular and punctual attendance be formed.

Absences: If your child is unable to attend school, a telephone call to the school office (762-4093/Emerson * 762-4519/Grandview) on the day of the absence as soon as possible is requested. If the school is not notified, a call will be made to your home to verify an absence.

An absence which neither the parent nor the school condones will be considered truancy and may be subject to action at the discretion of the principal.

Tardiness: At 8:10 a.m. students are considered tardy if they are not in their assigned classrooms when class begins. Parents will be notified when their child(ren) are tardy in excess of five times.

GRADING SYSTEM

Report cards are issued each nine weeks to show student progress. Grades K - 4 use non-graded report cards. Grade 5 receives letter grades based on a numerical basis. An explanation of marks for Letter Graded report cards can be found in Policy 5204.

Explanation of marks for Non-graded Report cards:

A=Advanced: Skills shown are above what is expected

PF=Proficient: Skills shown are what is expected

NY= Not Yet: Skills shown are not where expected, but student is making progress

Blank Spot: Has not yet been introduced

Music, art, and physical education have a composite report form for all grades.

HOMEWORK AND PRACTICE

Homework and practice are ways of extending the school day and providing students with opportunities to refine and extend their knowledge. Teachers can use both of these practices as powerful instructional tools. The following should be considered when designing homework:

- Homework is started during class time (independent practice)
- Homework is closely aligned with identified objectives (focus on essential learning)
- Homework provides an opportunity for students to demonstrate knowledge and/or skills at varied levels of Bloom's Taxonomy. Homework assignments should clearly articulate one of the following purposes:

- Practice
- Preparation
- Elaboration

Important:

- If homework is assigned it should be used or gone over in class
- Homework is of appropriate length (See guideline below)

Total minutes of homework per day:

Grades K-2 Possible Homework: We may assign them a "job" to do.

Grades 3-5 approximately 30 - 50 minutes per day

* No homework, outside of special projects, assigned on weekends.

PERMANENT RECORDS

A file folder of each student's permanent records is kept in the principal's office. These folders contain grades, personal information, enrollment information, health records, and test results. Parents may look at these folders upon request. School personnel may utilize the data contained in the permanent records for diagnostic purposes. Access to records: Only the following staff has access to records:

1. Officials of the school district
2. Teachers and counselors to serve the best educational interest of the student.
3. Secretaries to maintain, record and file information
4. Other elementary and secondary schools may see records upon notification to parents or guardians.
5. Bona fide government and educational agencies and officials may have access to information as long as the identity of the individual is withheld and protected.
6. Officials of the judicial system, upon issued subpoena or court order, provided that the parent or guardian is notified of such order.
7. A student and his/her parents may have access to his/her records according to current law.
8. The parent/guardian must sign a release of records form before records may be sent to anyone.

GUIDELINES FOR CHRONIC HEALTH CONDITIONS

In an effort to provide the best educational experience for your child, chronic health conditions need to be communicated to the school nurse. An individualized care plan will be developed for that child and put into place at the school. Parent/guardian communication and input is a critical component of this process.

3-005 DURATION OF EXCLUSION PERIOD. (DHHS)

Children excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and the signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever reducing medication.

ELEVATED BODY TEMPERATURE:

Students with temperatures over 100 degrees shall be sent home from school. Body temperatures should be normal for 24 hours before returning to school without the use of fever reducing medication.

OFFICE REFERRALS

Students are referred to the office after the classroom teacher has implemented strategies and communicated with a parent/guardian in order to help the student change his or her behavior. Certain situations may arise that a teacher may refer a student to the office for immediate attention. It is important to understand that rule violations are unique in nature and appropriate steps must be taken. The Student Discipline Act developed by the Nebraska Legislature and adopted by the Alliance Public Schools will be used as the guideline in making decisions, which we believe, will be in the best interest of our elementary students.