

WAUSA ELEMENTARY SCHOOL
PARENT-STUDENT HANDBOOK
2011-2012



300 South Bismark St.
Wausa, NE 68786
402-586-2255
Fax Number 402-586-2406
<http://wausaweb.esu1.org>

PARENT AND STUDENT HANDBOOK PURPOSE:

The purpose of this handbook is to give Wausa elementary students and their parents/guardians, as well as the school staff, an understanding of the general rules and guidelines for their education given at Wausa Elementary. Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution of each of these situations will be made by the school administration.

WAUSA PUBLIC SCHOOL MISSION STATEMENT:

EDUCATING TODAY'S STUDENTS FOR TOMORROW'S FUTURE.

VISION OF WAUSA ELEMENTARY:

Learning: to work continuously to improve learning for all students; being proactive, flexible and relevant to obtain meaningful learning.

Teamwork: to have our learning community of teachers, Para educators, staff and parents share responsibility to meet challenges in an atmosphere of trust, respect, pride, and loyalty.

Climate: to maintain a safe and inviting place where staff, students, parents and the community feel welcome.

Communication: to have effective communication within our learning community encouraging a commitment to staff development and lifelong learning.

THE ELEMENTARY TEACHING STAFF AT WAUSA PUBLIC SCHOOLS ARE ENDORSED IN THEIR RESPECTIVE TEACHING AREAS. ALL TEACHING CERTIFICATES ARE ON FILE WITH THE SUPERINTENDENT AND ARE UP-TO-DATE. UPON REQUEST, PARENTS OR GUARDIANS MAY SEE INFORMATION REGARDING THE PROFESSIONAL QUALIFICATIONS OF YOUR CHILD OR CHILDREN'S TEACHER.

ADMINISTRATION

SuperintendentBob Marks
K-12 Principal(Office Number 586-2650).....Brad Hoelsing
Elementary Lead Teacher.....Tish Hennings

BOARD OF EDUCATION

President.....Russ Koehler
Vice-President.....Mark Dawson
Secretary.....Gretchen Vanness
Board Member.....Chad Vanness
Board Member.....Terry Johnson
Board Member.....Terry Nelson

SECRETARIES

Business.....Nancy Erickson
Receptionist.....Vicki Critchley

ELEMENTARY STAFF

Kindergarten.....Robbi Johnson
First Grade.....Patricia Buss
Second Grade.....Trevor Hightree
Third Grade.....Brittany Flaming
Fourth Grade.....Tish Hennings
Fifth Grade.....Christi Koehler
Sixth Grade.....Tylor Fincher
Title 1 Services/Reading Coach.....Lynn Bloomquist
Special Education Elementary/Reading Coach.....Toni Arehart
Vocal/Instrumental Music.....Corie Claussen
Vocal Music Primary Grades.....Joni Burns
Upper Elementary Art.....Karen Eddie
Physical Education.....Rusty Fuller
Guidance Classes.....Office number 586-2612.....Greg Conn

SUPPORT STAFF

PARA Professional.....Joni Burns
PARA Professional.....Shawna Guenther
PARA Professional.....Chris Johnson
PARA Professional.....JoAnn Wamberg

OPERATIONAL STAFF

Head Cook.....Adria Story
Cook.....Chung Neeman
Cook/Custodian.....Lynne Timmerman
Head Custodian.....Steve Stalling
Custodian.....Rollie Barnes
Head Bus Driver.....Bus Barn – 586-2588.....Rollie Barnes
Bus Driver.....Steve Stalling

WAUSA PUBLIC SCHOOL CALENDER 2011-2012

185 TEACHER WORKDAYS

179 ELEMENTARY STUDENT DAYS (1191.040 HRS)

180 HIGH SCHOOL DAYS (1197.265 HRS)

<i>August 11-14</i>	Knox County Fair
<i>August 15-16</i>	Staff In-service/ Committee Meetings
<i>August 17</i>	School starts: dinner served, full day staff & Students
<i>September 5</i>	Labor Day, no school for students or staff
<i>October 4</i>	Parent Teacher Conferences: (Both Schools) Bloomfield no school K-12 conferences from 12:00-8:00 Wausa, 7-12 classes through 2:00pm, no school elem. Conferences from 4:00 - 8:30 pm, working lunch 5:00pm for staff
<i>October 5</i>	No School Wausa (Teacher ½ workday in am)
<i>October 14</i>	End 1 st Quarter
<i>October 21</i>	No School, Fall Break (both schools)
<i>November 23</i>	Early out, 1:57 pm
<i>Nov 24-25</i>	No School (Thanksgiving break)
<i>December 22</i>	Last day students & staff. 2:00 pm dismissals Elem & HS
<i>Dec 23-Jan 2</i>	Christmas and New Year's break (12 days counting weekends)
<i>January 3</i>	Staff & students report back
<i>February 20</i>	No School (President's Day)
<i>February 27</i>	Parent/Teacher Conferences Grades 7-12 to hold classes through 2:00pm, no school elem. Conferences from 4:00 - 8:30 pm, working lunch 5:00pm for staff
<i>February 28</i>	No School: Teacher report for ½ work day, 8:00 am – 12 noon. Staff done at noon.
<i>March 8</i>	End 3 rd Quarter,
<i>March 9</i>	<i>Spring Break</i>
<i>April 5</i>	Early out 2:00 pm for Easter Break
<i>April 6-9</i>	Easter Break (Good Friday, Easter Monday)
<i>May 12</i>	Saturday, Graduation 2:00 pm Wausa (Baccalaureate TBA)
<i>May 16</i>	Last Day Students, staff dismiss at 3:00 PM
<i>May 17, 18</i>	Staff Workdays
<i>May 18, 19</i>	State Track
<u><i>May 21 - 25</i></u>	Additional student and staff days if needed.

Welcome to Wausa Elementary School

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School Day (Staff & Students)

The State Department of Education, Rule 10 specifies minimum contact time with students in the elementary and high school setting. This is done through two main methods, instructional units and contact time. Instructional units apply mainly to the jr. /sr. high school students. Contact time applies to both the elementary and jr/sr high grades. Contact time with the elementary is slightly less than that for jr/sr high school students. Listed below are three main groups affected and the requirements for being in school for each group.

- **K-12 Faculty** (7:45 A.M. – 4:05 P.M. Faculty must be in their rooms by 7:55 A.M. to be available for students who need help.
- **Elementary Students** (Be in their rooms by 8:00 A.M., dismissed at 3:40 P.M. to leave on the route or to walk home if living in town.
- **Jr/Sr high students** (Classes are 50 minutes in length, beginning at 8:05 A.M. and concluding at 3:45 P.M.

School Year (Staff & Students) also known as the Master Calendar

The length of the school year for teachers and students starts with the core calculation of instructional time for students (contact time). From there, additional time is built which can affect staff and students for a myriad of reasons. Listed below are some of those reasons.

- Scheduled Conference, District and State activities attended by students and/or staff
- Snow days requiring time off
- Parent Teacher Conferences
- Professional activities for teachers
- Teacher work days
- Illness requiring the school to be closed
- Emergency situations
 - Fire
 - Death of student or staff member
 - Evacuation to an alternate site
- **State “Attendance Requirements”** Rule 10 specifies a minimum of 1080 contact hours for students in grades 7-12 and 1,032 hours for grades K-6. The key word to remember is **“minimum.”** Our master schedule for student instructional time (contact time) is based on 179 days. This also includes, within reason, time out of school as listed in the above examples.
- **Student attendance** is now reported to the State of Nebraska by student (individually). This is a recent change from the old requirement of tracking student attendance by grade. If any student misses beyond the maximum allowable limit of 10 days/semester, regardless of the reason, he or she must make up those additional days before the end of the current school year.
- **Retention** (holding back) in grades K-6 is sometimes necessary due to the following reasons.
 - Excessive absenteeism
 - Lack of academic progress

Retention is usually a joint decision between the guardian and school personnel made in the best social, emotional and academic interests of the child.

ATTENDANCE:

School Hours:

- Monday – Friday 8:00 am – 3:40 pm
- BREAKFAST – served 7:30 am- 8:00 am
- Scheduled Early Out – 1:52pm
- Scheduled Late Start – 10:00am

The philosophy of the Wausa Elementary School concerning attendance is:

1. Punctual and regular attendance is an extremely important part of a student's school record.
2. Regular school attendance is basic to the continuity of the learning process.
3. Regular attendance is one of the most important factors in determining a student's success in the student's educational experience.
4. A significant value of the education process comes from the continuous interaction and relationships developed between the student, their peers and the teacher.
5. Student discipline developed through punctual and regular attendance enhances the chances for success in all areas of a student's educational experience.

Reporting Absences

Parents/Guardians will call the school office (586-2255) between 8:00am and 8:30am on a day a student is absent. In the absence of a telephone call, the student must bring a written, signed and dated excuse from a parent or legal guardian. If it is known in advance that the student will be absent, please make arrangements with the teacher prior to being absent.

Excessive Absenteeism

- Students will be allowed four (4) excused absences per quarter. If this limit is exceeded parents/guardians will be notified by letter. The four (4) day limit may be waived by the building principal after meeting with the parents/guardians depending on the circumstances of each individual case.
- Students may be required to repeat a grade if the absences have had an adverse effect on the student's classroom performance. The Administration shall determine if a student shall be required to repeat a grade for excessive absenteeism.

Early Pickup

- If a student is to be picked up early for any reason a note signed by his/her parent/guardian **must be given to the teacher the morning of the dismissal.** Please try not to take your child out of school early unless it is an emergency. Academics are taking place until the end of the school day.

PERMIT TO LEAVE THE BUILDING

- We at Wausa Elementary take your child's safety very seriously. It is important for each teacher to know where all students are at all times.

- If a parent wishes to request his/her child to leave school early for any reason (DR. Appointment, JH sports) please send a written request to your child's teacher.
- Please do not come to the classroom and expect to pick up your child if there has not been a note in advance.
- A note in advance also gives the teachers the ability to equip the student with the information and assignments he/she will miss while absent.

PARKING

- The Village of Wausa has implemented parking regulations that directly affect the school. Vehicles are no longer permitted to park along the street directly south of our school facility. Please be aware that tickets will be issued to vehicle owners that violate this city ordinance.
- Patrons are welcome to park in the student lot on the east side of the school when an activity is taking place at the school if the west parking lot adjacent to the gym is full.

SCHOOL HEALTH PLANS –

Health and Wellness Program–Wausa Elementary teachers and staff wish to help promote a healthy living program. We follow the definition of healthy foods meaning those that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Recommended Daily Intakes. We encourage healthy snacks, party treats, and birthday treats (apples, crackers, popcorn and juice). Treats can also be a pencil, eraser or some other type of toy.

Illness and injury – School personnel will make every effort to administer first aid in an emergency situation. Please have on file with your student's teacher the student family and emergency information form.

- In the event of a serious illness or injury to a student at school, the parent will be notified as soon as possible. Parental permission is necessary for treatment other than emergency procedures.
- If your child is ill, the best place to be is at home under close adult supervision. We will honor requests for students to stay indoors for one day when a child is recovering from an illness. Requests to stay indoors for extended periods of time must be accompanied by a note from a physician.

Medication in School

- When it is necessary for medications to be dispensed to students during the school day, the parent/guardian must give written permission and directions for administration.
- All medication, prescription and over-the-counter, must be in the original container and given to the teacher. No student is allowed to carry any medication with them with the exception of properly labeled inhalers and epi-pens.
- Students with severe allergies and asthma should have filed an individual plan procedure with the school nurse.

Asthma Student Plan

Every student with asthma needs to have an “asthma action plan” on file with the school nurse. The action plan, completed by the child’s physician describes the following:

- Medication(s) taken: what, when, how and possible side effects.
- Whether the child needs to carry medication with him/her at all times.
- Triggers for asthma symptoms.
- Parent and physician contact information and phone numbers.

Head Lice Procedures

- The administration of Wausa Public School has determined the best policy for our school is no tolerance for live adult or infant lice. Students with live lice will be sent home for treatment.
- Students with 10 nits and no live lice will also be sent home for treatment.
- Students that had been sent home for treatment will be checked daily upon returning to school until no live lice are found.

Provided Health Services

Health services are provided by a school nurse and ESU #1 personnel.

Each year your child will be screened for the following

- Hearing
- Growth
- Vision
- Immunization records – The required immunizations are:
 - Four (4) doses of DTP/DT, with the fourth dose administered on or after the child’s fourth birthday.
 - Three (3) doses of Polio vaccine
 - Two (2) doses of MMR vaccine
 - Three (3) doses of Hepatitis B vaccine
 - Varicella (Chickenpox) immunity

EMERGENCY CLOSING

- If for any reason students need to be dismissed early, reasonable efforts will be made to contact parent to inform them of the dismissal time. The school will send out a telephone alert letting all student contacts know of the early dismissal.
- If the school is cancelled in the early morning hours due to inclement weather, the school will send out a telephone alert letting all contacts know of the early dismissal. The announcement can also be heard on the following radio stations: WNAX – 57.0AM; Yankton – WJAG -78.0AM; Norfolk – KEXL – 106.7FM; KNEN – 94.7FM; KK93 – 93.1FM; KYNT – 1450 AM; KBRX – 102.9FM; KGRD – 105.5FM; KPNO – 90.0FM
You can also listen to the local TV stations-KTIV channel 4 and KCAU channel 9
You can also go to the Wausa Web page at <http://wausaweb.esu1.org>

EMERGENCY DRILLS

- In compliance with state regulations, a fire drill will be held at least once a month during the school year. Specific information for the fire drill exits are posted in each room.

- In compliance with state regulations, a tornado drill will be held during the school year. Specific information for the drill exits are posted in each room.
- Specific lock-down instructions are posted in each room. Parents will be notified of the lock-down through the telephone all call system.

In the event of a disaster or an emergency that requires us to evacuate the building, all elementary students will walk to the Thabor Lutheran Church under the supervision of their classroom teacher. All students will be released from the Thabor Lutheran Church with busses running accordingly. Students will not be allowed to return to school until it has been cleared by the appropriate officials in charge. Information about student release will be put on the appropriate radio stations as well as the telephone all call system. Parents may contact the church for information about their child and/or pick up their child after clearing it with administration in charge of the location.

PARENTAL QUESTIONS AND GENERAL CONCERNS

- Problems are usually best handled if they are dealt with promptly and openly. If you have any questions regarding classroom procedures, programs, or your child’s progress, please contact the classroom teacher first.
- The principal is ready to assist in the resolution of problems when requested.
- If parents feel the need for additional answers to general questions related to curriculum or instruction, they should contact the superintendent.

MEALS AT SCHOOL

*****NONDISCRIMINATION STATEMENT*****

In accordance with Federal Law and 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 326-W, Whitten Building, 1400 Independence Ave., SW, Washington D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

*****This institution is an equal opportunity provider*****

Breakfast* is served from 7:30am – 8:00 am.

The cost for a full breakfast meal is \$1.05.

Extra Main - \$0.65

Extra Juice - \$0.40

*Free and reduced prices apply.

Lunch*

Lunch prices are subject to change without notice.

K-6 - \$1.90

Extra Main - \$0.80

7-12 - \$2.15

Extra Milk - \$0.40

Adults - \$2.80

Extra Side Dish - \$0.35

Reduced Meal (Lunch & Breakfast) - \$0.40

*Free and reduced prices apply.

Lunchroom guidelines

- Students waiting to be served should be quiet and orderly.

- Students will be allowed to visit quietly at the lunch table. Students will be separated from the group if they cannot visit quietly.
- Students are responsible for leaving the eating area clean and neat. All students are to return trays to the counter and discard milk cartons into trash cans.
- Extra portions and second helpings are at the discretion of the cooks and supervisors.
- If your child eats hot lunch, but is not able to eat certain foods, the school MUST have a WRITTEN NOTE from the DOCTOR stating the food item and the length of time it cannot be consumed.
- Students are to use good manners in the lunchroom: talk quietly, taste new foods, and eat your OWN foods.

All families who qualify for free and/or reduced lunch pricing are encouraged to participate in this program. Contact the school office for details.

BUS GUIDELINES

BUS SAFETY GUIDELINES

Students in the Wausa School District who ride buses/vans have a responsibility to follow rules and regulations designed to provide safe transportation to and from school. Parental support and cooperation regarding these rules and regulations is imperative to ensure the safety of all children. The intent of the rules is to help each student realize his/her individual responsibility toward the safety of all who ride a bus or van.

Please review these safety guidelines for students with your children:

1. Each child must respect and obey the driver at all times.
2. Each child must respect the rights of others and keep hands, feet, and all other objects to themselves.
3. **NO** eating and drinking on the bus.
NOTE: Under special circumstances (medical) may be the exception to this rule.
4. Children must remain seated while the bus is moving, facing forward, legs and feet out of the aisle.
5. Children must never fight.
6. Children must speak at a conversational level.
7. Children must never extend any body part outside the window.
8. Nothing is to be thrown from the bus or van window.
9. No trash thrown on the floor or seats. Trash should be thrown away when the bus is stopped or preferably when leaving the bus so they are not blocking boarding students.
10. Students in grades K-3 need to bring a note to their teacher and bus driver in he/she will not be riding the afternoon route.
11. Please call the bus driver the night before if your child(ren) are not riding the morning route.

Students are expected to follow these rules at all times. Bus conduct reports will be issued if the rules are disobeyed and be submitted to the principal. Consequences are as follows:

2 referrals	<i>Parent notified via report and/or telephone after each of the first 2 referrals</i>
3 referrals	<i>Bus service removed for one day</i>
4 referrals	<i>Bus service removed for three days and parent conference needed</i>
5 referrals	<i>Bus service removed for five days and a parent conference needed with the principal, driver and/or transportation supervisor. Suspension from</i>

bus for 1 week possible.

6 or more Suspension from the bus for the remainder of the semester. If it is the first semester and close to the end of it, suspension from riding the bus will be carried to the second semester.

It should be noted that it becomes the responsibility of the parent/guardian to transport the student to school if a bus suspension has occurred. A bus suspension is not a suspension from school and regular attendance is expected.

BICYCLES

- If bicycles are ridden to school, they are to be parked in a bicycle rack east of the Elementary building.
- All students must stay away from bicycles during school hours.

RECESS

***Two adults will be on duty at each recess.

Noon Recess – 12:00-12:20 p.m.

Afternoon Recess – 2:20-2:40 p.m.

Outside recesses are required throughout the year for all students unless there is inclement weather. All students are expected to wear adequate clothing and boots for cold and wet weather.

Individual exceptions to the outside recess rule are:

- Teacher or supervisor request to keep the child indoors
- Doctor request to have child remain indoors for a period of time designated by the physician. Please send a note to this effect
 - Daily parent request to keep the child indoors due to illness. If your child is ill, the best place to be is at home under close adult supervision. We will honor requests for students to stay indoors for one day when a child is recovering from an illness. Requests to stay indoors for extended periods of time must be accompanied by a note from a physician. (copied from the School Health plan)

The playground supervisors are responsible to maintaining a safe environment for all students. The following rules will be enforced on a consistent basis: (these guidelines are subject to change as the need arises)

- No fighting.
- No abusive or profane language.
- Respect the playground equipment: violators will be expected to repair, clean or replace damaged items.
- Stay inside the playground at all times; ask a teacher to retrieve balls that go outside the fence.
- PLAYGROUND FORT – No crawling under the fort, or ball games or tag games around the fort area.
- SLIDES AND MONKEY BARS- No hanging upside down from the high bars.
- SWINGS- Swing in a straight line, no double swinging, or sitting sideways.
- MERRY-GO-ROUND – limit of 10 students at all times. Students may push from the inside but must stay on their feet. No standing on the merry-go-round.

- NO THROWING ROCKS!
- Football games are touch only.
- Circle dodge ball games are ok but aim below the waist.
- Use jump ropes for jumping only. NO tying ropes around anything or anyone.
- Never throw sand. Keep the sand in the sandbox.
- No sitting/standing on the blue tube; no rocks or sand in the tube.
- No pretend use of guns or weapons.
- SNOW RULES: No throwing snow at anyone or anything. No tunnels in the snow piles. Do not play “King of the Mountain” on the snow piles.
- No playing by the computer lab windows or the air conditioner.
- Stay away from the gym doors.

WHEN RECESS GUIDELINES ARE BROKEN:

- The student will receive a time-out during which he/she will not play with the group.
- All playground infractions will be taken care of during recess so that class time will not be interrupted.
- Actions on the part of the student severe enough to warrant removal of recess, detentions or suspensions will follow the disciplinary guidelines and will involve the principal.

ATTENDING SCHOOL ACTIVITIES

Good behavior and excellent sportsmanship are encouraged. Students are asked to watch the event and cheer our Wausa Vikings to a victory!

INDOOR SPORTING VARSITY/JV EVENTS - No running or playing in the hallways, locker rooms or lobby. No running and/or playing in or under the bleachers. Do not let your child play outdoors on the playground equipment without adult supervision.

- FOOTBALL – No one should be sitting on top of the railings or jumping from the bleachers. No pushing or rolling down the hill. NO SIDELINE FOOTBALL OR PARKING LOT FOOTBALL!
- JUNIOR HIGH GAMES – Elementary students may attend the game with THEIR PARENTS if they have a brother or sister in the Junior High game. A note of parental permission is required to be given to the teacher in advance to allow students a chance to make up their work. They must make up their work in advance before being allowed, no exceptions. An unexcused absence is noted when a student does not perform the above duties and attends anyway.
- CONCERTS & PLAYS – Children and preschoolers attending concerts and plays are to remain seated with adult supervision. Trips to the restrooms or to the lobby should be done at intermission.

*****Parents, we request your cooperation in these matters so that ALL fans attending these events may have a safe and enjoyable evening. Encourage your children to show respect to those watching the event.*****

CUSTODY ORDERS

Please submit a copy of legally notarized custody papers to the office. **These must be updated yearly.**

CODE OF BEHAVIOR

Disciplinary Options

LEVEL I – Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the classroom. (These misbehaviors can usually be handled by the individual staff member responsible. They should be dealt with as soon as possible.)

Level I Misbehaviors include but are not limited to:

- Disturbing the classroom/others
- Tardiness
- Aggressiveness
- Disrespectful language/actions
- Inappropriate participation, such as being out of seat, horseplay, etc..
- Unprepared for class
- Constant talking
- Disorderliness in the cafeteria, hall, etc...
- Inattentiveness/refusal to listen
- Unacceptable social behavior
- Potentially dangerous behavior, such as running, hitting etc..
- Disrespect for peer/adults
- Misuse of materials/equipment
- Being in an unauthorized area
- Not returning Information/excuses/ papers
- Chewing gum
- Cheating
- Ridiculing others
- Note passing
- Failure to follow established procedures

Level I Disciplinary Options

- Verbal reprimand
- Conference with student
- Special assignment related to problem and supervised by a professional
- Time-Out space
- Withdrawal of privileges
- Detention (before/after school)
- Behavior Contract
- Teacher/Parent Contract

LEVEL II – Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. (These infractions, which usually result from continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because previous options have not corrected the behaviors. Also included in this level are misbehaviors that do not represent a

direct threat to the health and safety of others but that have educational consequences serious enough to require corrective action on the part of the administrative personnel. (Parents will be notified of all Level II misbehaviors)

Level II Misbehaviors include but are not limited to:

- Continuation of unmodified Level I misbehaviors
- Lying
- Defiance
- Possession of crude tapes, drawings, etc...
- Abuse of other-verbal or physical
- Lack of cooperation with substitute teacher/aide
- Trespassing
- Forgery, such as on papers to be signed and returned

Level II Disciplinary Options

- Any optional from Level I
- Removal from the classroom
- Parent-Teacher-Administration conference
- In-school suspension
- Modified school day
- Change of student schedule
- Time-Out room
- Referral to outside agency

LEVEL III – Misbehavior directed against persons or property with consequences that may seriously endanger the health or safety of others in the school. (These acts might be considered criminal but most frequently can be handled by disciplinary measures in the school. Corrective measures depend on the extent of the school's resources for remediation of the situation in the best interest of all students. Parents will be notified of all Level III misbehaviors.)

Level III Misbehaviors include but are not limited to:

- Continuation of unmodified misbehaviors
- Stealing
- Damaging/defacing school property
- Vandalism that does not result in bodily harm
- Throwing objects
- Leaving school property without authorization
- Misbehavior on bus
- Tripping

Level III Disciplinary Options

- Any options from Levels I and II
- Restitution
- Temporary removal from class
- Suspension- 1 day out of school
- Suspension – 3 day out of school

- Follow-up referral to outside agencies/juvenile authorities
- Homebound instruction

LEVEL IV – Misbehavior that results in violence to other’s person or property or that poses a threat to the safety of others in school. (These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from school, and possibly the intervention of law enforcement authorities. Parents will be notified of all Level IV misbehaviors)

Level IV Misbehaviors include but are not limited to:

- Continuation of unmodified Levels I, II, and III misbehaviors
- Bomb threats
- Possession/use of dangerous weapons
- Arson/false alarms
- Assault and battery
- Possession of matches/lighters/firecrackers
- Violent threats
- Vandalism that might harm the safety of other of personal property

Level IV Disciplinary Options

- Any options from Levels I, II, or II
- Referral to the school board
- Expulsion
- Alternative placements

CONFERENCES, PARENT-TEACHER

- Parent-Teacher conferences are scheduled twice a year, once in the fall, once in the spring. The 15 minute conference will be scheduled for you with your child’s teacher. An additional 15 minutes will be scheduled for special education students or 504 students. If the pre-selected time does not work for you, please contact your child’s teacher.
- Conferences may be arranged at any time throughout the school year upon request.

EVALUATION OF STUDENT PERFORMANCE

- Each student is considered an individual and is evaluated in accordance with achievement and progress in terms of his/her own ability.
- The following evaluations are given to our elementary students
 - **AIMSWEB** – an assessment given three times a year to students in Kindergarten-6th grade to assess reading fluency, comprehension, mathematical skills and creative writing. These results help teachers to identify students that may need additional support for a specific concept. Progress monitoring may be administered more frequently to monitor individual progress. Results of this testing can be discussed with parents during conferences.
 - **MAPS** – a series of assessments given to students in grades K-6 during a one week span to test reading, vocabulary, mathematics and science skills. The results are used to determine each child’s pattern for progress in acquiring these

underlying competencies. A parent's report may be sent with the report card in May or sometime after testing.

- **State Assessments (NeSA)** – state mandated testing for students in grades 3-6 in reading, mathematics, science and writing. A summative report is sent home with the report card in May.

Report Cards

- Report cards are sent home with each student four times a year.
- All grades are available through Power school on the computer. To get a password to enable parents to view student grades please call the office. The website is <http://wausa.powerschool.com/public>

Kindergarten Legend

S = Satisfactory

N = Needs more time to develop

First Grade Legend

E = Excellent

S+ = More than satisfactory

S = Satisfactory

S- = Less than satisfactory

U = Unsatisfactory

Grades 2nd-6th Legend

A - 94-100

B - 86-93

C - 77-85

D - 70-76

F - Failing

Non-core subjects

E = Excellent

S = Satisfactory

U = Unsatisfactory

RESOURCES AVAILABLE FOR STUDENTS

Students who qualify are entitled to the following services. Talk with your child's teacher if there are questions concerning qualifications.

- Speech Therapy
- Occupational Therapy
- Physical Therapy
- Title 1 Services
- 504 plans

Special Education services

DRESS CODE

The basic rule to be followed is that clothing must be in good taste, following community and school standards in attire. Students are expected to dress in a clean, neat, modest and safe manner. Inappropriate attire is defined as dressing in a manner which disrupts the educational process, threatens the learning environment, or endangers the health or safety of student, or any other persons. Students dressing in a manner that disrupts school, or contributes to a safety hazard, will be referred to the school administration or elementary lead teachers. Students will be asked to remove, or cover, inappropriate clothing. If this is not possible, those students will be given clothes to change into.

- Appropriate footwear must be worn at all times. Sandals, clogs, or beach footwear are not appropriate for school.
- Skirts, dresses, and shorts must be appropriate for the school settings. The length of the shorts must exceed the length of the student's fingertips when standing with arms at the side. "Spandex," cycling or boxer shorts may not be worn as an outer clothing.
- Garments, or jewelry, with slogans or pictures promoting the use of drugs, alcohol, tobacco or any illegal substance will not be allowed. Obscene or vulgar messages of any kind on clothing or person are not allowed.
- Garments such as halter tops, bare midriffs, tube tops, see-through tops, spaghetti straps and plunging necklines (front and/or back) are not allowed. All Shirts must have sleeves and not to be altered in any way.
- Pants or shorts will not have holes above the level of mid-thigh.
- Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.

EXCLUSION FROM PHYSICAL EDUCATION

- Students who are to be excluded from physical education classes for medical reasons must bring a note from the parent stating the reason for the exclusion.
- If the student is to be excluded for more than one physical education period, a doctor's statement with the reason and the length of time of the exclusion, or accommodations for the adaptive physical education must be provided.

FIELD TRIPS

- Field trips are part of the child's learning experience and are a part of the school curriculum. They are planned and supervised by the teacher(s).
- Parents will be informed of the event by the classroom teacher. Permission slips will be sent home for parental signature before the student will be allowed to participate.
- Students are representatives of our elementary and should behave in the expected appropriate ways. If this can not be accomplished the student will be confined to the bus or van for the remainder of the field trip supervised by a Wausa Elementary staff member or the school bus driver. Field trips are a privilege not a right.
- A student that is currently on suspension may be denied the right to participate in a class field trip.
- Depending upon the nature of the trip, students may be asked to pay for partial field trip costs.

- The elementary has made it a part of its curriculum to visit the nursing home, the Assisted Living and other areas of business. Look for a permission slip at the end of this handbook that covers these curriculum field trips for the year.

TELEPHONE USAGE

- Students are only allowed to use school phones for emergency and then only after obtaining permission from a staff member. Make arrangements for after-school activities or appointments before your child leaves home in the morning.
- When you call the school with a message for your child, we will do our best to deliver it promptly.
- Cell phone use is not allowed during school hours. The use of the cell phone during school hours will result in the phone being taken and the parent called.
- All teachers have a phone in their classroom. If you need to get in touch with your child's teacher please leave a voice message and he/she will call you back as soon as possible.
- **When your work or home phone number changes during the year, please make a special effort to notify the school office.**

DELIVERIES TO STUDENTS

Any special gifts, flowers, or balloons sent to a student, will be kept in the office until the end of the day. The student will be notified and may pick them up after school.

VISITORS

- Parents are encouraged to visit their child's class throughout the school year. For safety purposes all parents and visitors should stop and sign in at the office.
- The classroom teacher should be notified, in advance, if another child (relative, student, or former student) wishes to visit. This visit should be limited to lunch and recess only so as not to disturb the learning environment within the classroom.

PETS

- If a child wishes to bring a pet to school for show and share time, he/she must ask the homeroom teacher for permission. An adult must accompany the child and pet to school, and the pet must be RETURNED HOME IMMEDIATELY AFTER THE SHARING TIME. Animals must not be left at school all day.

VOLUNTEERS

- The elementary library is completely staffed with community volunteers. These volunteers read to the elementary classes and reshelv books checked out by the students. If you are interested in helping please call Melea Kinkaid at 254-6926.
- The Wausa Elementary Parent Council is a group of parents that volunteer to help make our school the best it can be. If you wish to help out by serving on a committee please contact Jessica Kaiser at 586-2153.

BIRTHDAY CELEBRATIONS

- Invitations to private parties may be distributed at the end of the school day **ONLY** if they are given to the entire class or to all the boys or all the girls in the classroom.
- If your child wishes to celebrate his/her birthday in school, please let your teacher know. Please follow the health and wellness school plan with healthy choices like popcorn, fruit

snacks, fruit juices, granola bars, pretzels, trail mix, apple slices, yogurt or frozen yogurt or ice cream bars.

- Birthday treats do not have to be a food item. A small toy, bubbles, or a pencil could be substituted as a treat.

ELECTRONIC DEVICES:

Radios, earphones, Cell Phones, CD players, I pods, MP3 players, and electronic games are not to be brought into the school. Such items will be turned in to the principal or elementary lead teacher and may or may not be returned. Cell phones are not to be used during school hours unless special permission from the principal or elementary lead teacher has been arranged.

FUND-RAISING

- The elementary will participate in Computers for Education. This program gives money to the school for every address we supply this company. The addresses used will receive junk mail. It does not help the school if magazines are purchased.
- The elementary may participate in other programs that do not involve collecting money. We may participate in collecting register receipts from Main Street Grocery, Box Tops for Education and Campbell's soup labels.
- A money fundraiser, which is run by our Wausa Parent Council, will be pop sales in the spring.
- At various times during the year there may be other fund-raisers such as Jump Rope for Hearts, March of Dimes, and Food Drives.

INSURANCE

Insurance forms that allow parents to purchase an insurance policy will be sent home with the students the first week of school. Insurance forms must be returned and signed to purchase insurance. Parents are responsible for obtaining claim forms immediately after an accident. All claims must be submitted directly to the insurance company.

LOST AND FOUND

Wausa Elementary has two locations for lost and found items. Please check with your child's teacher to find these locations. Unclaimed items will be donated to non-profit programs.

STUDENT, FAMILY EMERGENCY INFORMATION FORM

Please complete and return the purple sheet titled "Student, family emergency information form. Your child's classroom teacher will keep them on file in his/her classroom in case of emergencies.

SERVICE ANIMALS

Individuals with a disability shall be permitted to use a service animal on school premises as and to the extent provided by law.

1. Definition of Service Animal

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals are not service animals for the

purposes of this definition, though miniature horses are in certain circumstances entitled to similar treatment.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks that a service dog may perform to meet this definition include:

- Navigation: assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting: alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Protection: providing non-violent protection or rescue work,
- Pulling: pulling a wheelchair,
- Seizure: assisting an individual during a seizure,
- Allergens: alerting individuals to the presence of allergens,
- Retrieving: retrieving items such as medicine or the telephone,
- Physical support: providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Interrupting behaviors: helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Work or tasks that are excluded from meeting the definition are:

- Guard dogs: the crime deterrent effects of an animal's presence and
- Companion dogs: the provision of emotional support, well-being, comfort, or companionship.

2. Permit Presence of Service Animals

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal in training. The individual may not be required to pay an extra fee for the service animal to attend events for which a fee is charged.

Service animals may be excluded from school premises if:

- a. The service animal is out of control and the service animal's handler does not take effective action to control it;
- b. The service animal is not housebroken; or
- c. The presence of the service animal poses a direct threat to the health or safety of others. To determine whether a "direct threat" exists, an "individualized assessment" is to be made to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

3. Control of the Service Animal.

The service animal must be under the control of its handler. In most cases, the dog must have a harness, leash, or other tether. The service animal does not need to be on a leash, however, if the handler is unable because of a disability to use a leash. A leash is also not required if it would

interfere with the service animal's safe, effective performance of work or tasks. If either of the leash exceptions applies the service animal must be under the handler's control via voice control, signals, or other effective means.

4. Responsibility for Care or Supervision.

The school district is not responsible for the care or supervision of the service animal. The individual with the service animal shall be liable for any damage done to the premises or facilities or to any person by such animal.

5. Inquiries.

When addressing a service animal matter, staff shall not ask about the nature or extent of the person's disability.

Staff may not ask questions about the dog's qualifications as a service animal when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability. Examples include where the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

Where it is not readily apparent that the dog qualifies as a service animal, staff may ask if the dog's presence is required because of a disability and what work or task the dog has been trained to perform. Staff may not require documentation, such as proof that the dog has been certified, trained, or licensed as a service animal.

Legal Reference: Americans with Disabilities Act of 1990 (ADA), 28 CFR §28.104 and §35.136; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Neb. Rev. Stat. §§20-126.01 and 20-127

Date of Adoption: July 18, 2011

MEDIA RELEASE FORM

Explanation to Parents: Media Release Form

There are several times during the school year when the news media or school personnel ask to interview, video, and/or photograph many of our students.

A newspaper reporter may ask to interview an academic contest winner or member of our band, choir, or any other team, organization or individual.

There may also be times when pictures and/or information about contest winners will be posted on the School's web page. This media release form will serve as permission to post such information as needed. If you are willing for this to occur, we request that you complete the form below and send it to your child's homeroom teacher. It will be kept on file with the elementary

lead teacher. One page is requested per family. If you have questions, please call the main office at 586-2255 during school hours.

*****The media release form is located at the end of this handbook.**

STUDENT PICTURES

Individual pictures are taken of students each school year, in the fall and again in the spring. Parents wishing to have a pictorial record of their child may purchase these photographs through the school for a short period of time and also through the photo company itself.

LIBRARY BOOKS

Library books are to be checked out by students enrolled in our elementary only. These books are to be turned in at defined times as needed by the school media specialist. Students who lose their library books will be subject to pay the full retail price of the book in order that the school will be able to replace it.

ASSIGNMENT BOOKS

Students in grades four-six (4-6) will be expected to use an assignment book. The school will provide an assignment book for the year. Replacement assignment books are at the student's expense.


Elementary School Supplies

A message from your teachers:

1. Buy extra school supplies while they are on sale. Pencils, crayons, markers and glue are consumed rather quickly.
2. PE shoes with non-marking soles must be worn in the gym. Please mark them clearly with the student's name or initials.
3. Playground boots, snow pants, hats and gloves are mandatory for all students. We can not share hats. All items should be plainly marked with names.
4. Check in with your child periodically to see if they could use more supplies. Send more pencils, crayons, markers and glue as needed.
5. 3-ring binders in the upper elementary are not necessary. There is no space in the desks for this item.
6. A pencil box helps to keep the desks organized.
7. Consider purchasing a purple shirt for game days and field trips.

Lower Elementary Supply List


Kindergarten

- | | | |
|---|---|--|
| <input type="checkbox"/> Box of Chubby crayons 8 count |  | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> 3-large glue sticks | | <input type="checkbox"/> Book Bag |
| <input type="checkbox"/> 3 or 4 pencils – sharpened | | <input type="checkbox"/> Plastic Mat |
| <input type="checkbox"/> 1 box of tissues | | <input type="checkbox"/> 1 -1 ½" 3 ring binder |
| | | <input type="checkbox"/> 2 refill packages of baby wipes |


- 2-3 cans of fruit juice
- Box of healthy snacks
- Plastic Supply Box
- 1 small bottle of Germ-X

- Crayon, any size
- 2 Notebooks (wide-lined, spiral)
- Medium bottle of glue or 4 glue sticks
- Colored Markers
- Ruler (inches & centimeters)
- Scissors
- 2 large boxes of tissues
- 1 set of colored pencils
- 1 bottle of germ-X


1st grade

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 3 pocket folders <input type="checkbox"/> Pencils (lots) <input type="checkbox"/> Eraser <input type="checkbox"/> Crayons, box of 24 <input type="checkbox"/> Bottle glue or glue sticks <input type="checkbox"/> Markers |  |
|---|---|
- Scissors
 - 2 large boxes of Tissues
 - Ruler
 - 12 oz Germ-X
 - Disinfecting wipes (clorox)
 - Note card file box

3rd grade


- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 4 pocket folders <input type="checkbox"/> Pencils (lots) <input type="checkbox"/> Eraser <input type="checkbox"/> Crayons, any size box <input type="checkbox"/> Notebook, wide lined spiral <input type="checkbox"/> Medium bottle glue & 4 glue sticks <input type="checkbox"/> Colored Markers (send another box at Xmas) <input type="checkbox"/> 2 erasable ball point pens, blue or black |  |
|---|---|
- Ruler (inches and centimeters)
 - Scissors
 - 1 large box of tissues
 - 1 bottle of Germ-X
 - 1 box of Baby Wipes

2nd grade

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 4 pocket folders <input type="checkbox"/> 2 BOXES of pencils <input type="checkbox"/> 2 erasers |  |
|--|---|

Upper Elementary Supply List

4th grade

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 24 or more #2 pencils <input type="checkbox"/> Colored markers <input type="checkbox"/> Erasers (caps or others) <input type="checkbox"/> Ball point pens (black & blue) <input type="checkbox"/> Med. bottle of glue or 2 glue sticks |  |
|---|---|
- 2 large boxes of tissues
 - Ruler (inches & metric-NO METAL)
 - Compass- plastic only
 - Scissors
 - 12-15 wide lined 70 count notebooks
 - o (bring 4 to start the year)
 - Colored pencils
 - 1 YELLOW plastic pocket folder for home folder
 - pocket folders- 1 each in green, red, orange, blue and purple
 - 6 brown paper bags to cover books
 - \$5.00 art fee payable to the office


- 1 bottle of Germ-X

Once again here are some tips from the teachers:


1. Buy extra supplies
2. Send PE shoes

3. Boots, snowpants, ECT...
4. Send more supplies at Christmas
5. Pencil boxes keep things organized
6. LABEL EVERYTHING
7. PURPLE SHIRT

5th grade

- | | |
|--|---|
| <input type="checkbox"/> 24 #2 pencils
<input type="checkbox"/> Colored markers
<input type="checkbox"/> 4 erasers
<input type="checkbox"/> 8 wide lined 70 count notebooks
<input type="checkbox"/> Ball point pens (black, blue & red)
<input type="checkbox"/> 2 large bottle of glue or 4 glue sticks |  |
|--|---|
- Scissors
 - Colored pencils
 - Ruler (inches & metric-NO METAL)
 - Compass- plastic only
 - 2 boxes of tissue
 - Pocket folders- 1 each in yellow, green, red, orange, blue and purple
 - 6 brown paper bags to cover books
 - \$5.00 art fee payable to the office
 - 1 bottle of Germ-

6th grade

- | | |
|---|---|
| <input type="checkbox"/> 12 #2 pencils
<input type="checkbox"/> Colored markers
<input type="checkbox"/> Eraser
<input type="checkbox"/> 8 Wide lined- 70 count notebooks
<input type="checkbox"/> Ball point pens (black, or blue & red)
<input type="checkbox"/> Large bottle of glue or 2 glue sticks |  |
|---|---|
- 2-200 count tissue boxes
 - Scissors
 - Colored pencils
 - Ruler (inches & metric-NO METAL)
 - Compass-plastic only
 - Pocket folders 1 each yellow, green, red, orange, blue, purple
 - 6-brown paper bags to cover books
 - \$5.00 Art fee payable to the office
 - 1 bottle of Germ-X

Dear Parents/Guardians,
Please complete this page and return with your oldest child to his/her teacher. The following pages will be kept on file at the main office. One page is requested per family. If you have questions, please call the office at 586-2255 during school hours.

FAMILY NAME _____

- 1. ____Y ____N I have received a paper copy of the elementary parent-student handbook.
- 2. ____Y ____N I have read and reviewed this handbook with my child(ren).
- 3. ____Y ____N I have read and reviewed the code of behavior and the dress code portions.
- 4. ____Y ____N Our home has email and internet access.

Parent/Guardian email address _____

Parent/Guardian Signature _____

Date _____

WAUSA ELEMENTARY PERMISSION FORM

Your child(ren) _____,
may on occasion, be given the opportunity to take trips as part of our curriculum to visit the nursing home, the assisted living and other areas of business.

I give my permission for my child(ren) to leave school grounds to take these curriculum opportunities.

Parent/Guardian Signature _____

Date _____

ACKNOWLEDGMENT OF BUS RULES

I _____, parent/guardian of the children listed below who either occasionally or regularly ride the school bus route before and/or after school, acknowledge receipt of the bus rules as adopted by Wausa Public School. These rules are in place for the safety and well-being of each and every child attending Wausa Public School and choosing to ride the bus to and from school for their education. We are asking that this sheet be signed and returned to the office where it will be kept on file.

Please list any children in your custodial care.

_____	_____
_____	_____
_____	_____

Authorization expires at the end of each academic year.

MEDIA RELEASE FORM

FAMILY NAME _____

Explanation to Parents:Media Release Form

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A newspaper reporter may ask to interview an academic contest winner or member of our band, choir, or any other team, organization or individual.

There may also be times when pictures and/or information about contest winners will be posted on the School's web page. This media release form will serve as permission to post such information as needed. If you are willing for this to occur, we request that you complete the form below and send it to your child's homeroom teacher. It will be kept on file in the main office at school. One page is requested per family. If you have questions, please call the main office at 586-2255 during school hours.

WAUSA ELEMENTARY MEDIA RELEASE FORM

Yes, I give my permission to the school/news media to photograph, interview or video my child(ren). It is my understanding that this photograph, interview or video in portions or its entirety thereof will be used for public view.

No, please do not include my child(ren) in any media viewings.

Name of Child(ren):

(please print)

Address: _____

City, State, ZIP: _____

Signature of parent or guardian: _____

Date: _____

Please return this form signed to your homeroom teacher

Authorization expires at the end of each academic year.