

Beemer Elementary School

Student Handbook

2009-2010 School Year

Dawn DeTurk, Principal

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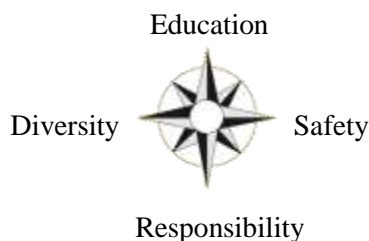
Dear Beemer Elementary Students and Parents,

Thank you for being a part of Beemer Elementary. You have chosen the best place to be for an excellent education. We are proud of our reading program and strive to have all students reading at or above grade level by the end of their third grade year. We hope that we can all work together to ensure that every student experiences a safe and successful academic program. This handbook is designed as a guide for parents and students. The rules and regulations in this handbook are written in accordance with state law and our local school board policies. School board policies and a list of current board members are posted on the district’s website at www.wpcadets.org. If you have any questions or concerns please feel free to contact me by calling (402) 528-3232 or our mailing address is P.O. Box 188, West Point, NE 68788.

Sincerely,
Dawn DeTurk, Principal

School Mission

West Point Public Schools...where learning is the point



We Believe...

- ◇ education is a responsibility shared by students, school, home, & community
- ◇ in the development of each student’s abilities
- ◇ in diverse learning opportunities
- ◇ in a safe school environment

Administration

Superintendent
Elementary Principal-West Point
Elementary Principal-Beemer
Director of Curriculum and Assessment

Mr. Ted DeTurk
Ms. Lynette Mitzel
Ms. Dawn DeTurk
Ms. Denise Grunke

Faculty and Staff

Dawn DeTurk
Shelly Harriger
Brenda Anderson
Jennifer Boell
Brittany Jenkins
Beth Ann Feller
Susan Niewohner
Jeaneen Kindschuh
Sharon Mulcahy
Jason Redmond
Mike Recker
Nancy Daugherty
Laurie Schepmann
Reid Genuchi
Robin Conway
Judy Hasenkamp
Mary Jo Pritchett

Reading First Coach
Pre-School
Kindergarten
Primary Classroom
Classroom Teacher
Title/Reading/Math Teacher
Resource/Classroom Teacher
Media Specialist
Music
Physical Education
Guidance counselor
Secretary
Media Secretary/Paraeducator
Paraeducator
Custodian
Dietary Services
Dietary Services

Asbestos Hazard Act

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by congress to identify and develop solutions for any problems that schools may have with asbestos. We have our facilities inspected by a certified asbestos inspector, as required by AHERA. We are pleased to inform you that West Point Public Schools has continued to respond to the asbestos in schools issue in a cautious and proactive manner. Under the law, we still must maintain an asbestos management plan for the school and assign a designated asbestos coordinator to ensure no asbestos is introduced into the school. This plan is available for inspection in the school during regular school hours. We will continue to ensure that a healthy, safe school environment is maintained.

Notice of Nondiscrimination

Students, their parents and employees of West Point Public Schools are hereby notified that this school district does not discriminate on the basis of sex, race, or handicap and is required by Title IX, Section 504 and Title VI not to discriminate on the basis of sex or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning West Point Public Schools compliance with Title IX and Section 504 and Title VI is directed to contact the school at West Point Public Schools, P.O. Box 188, West Point, NE 68788 (402-372-5860).

High Ability Learner

In compliance with Rule 3 from the Nebraska Department of Education, parents or guardians have the opportunity to nominate your child for identification as a "learner with high ability" as a "student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires services or activities not ordinarily provided by the school in order to develop those capabilities fully." This is defined in Nebraska Revised Statute Section 79-4002.

While identification of high ability students is the only requirement of Rule 3, West Point Public School strives to challenge students with high abilities. Please contact the school if you would like to nominate your child or if you have any questions.

Complaint Procedure

The West Point Public School District has adopted a Complaint Procedure Policy (2006). The district recognizes the importance of good communication and the ability to resolve disagreements and misunderstandings in a timely and appropriate manner. The district encourages a person or persons with a complaint to follow appropriate channels by first communicating with the person you are dissatisfied. The second step is to communicate with the building principal, then the superintendent of schools.

Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill

obligations under Section 504, the West Point Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

West Point Public Schools have the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff or the school district, he/she has the right to a hearing with an impartial hearing officer. Please contact the District's compliance officer at 372-5860.

Student Guidelines

Attendance Policies and Guidelines

When school is in session each student is expected to attend every day unless acceptable reasons can be shown. Each student's attendance record at school is very important to their success at school. Prior to or following an absence, parents need to send a note giving the reason of the absence.

Students should arrive to school as close to the beginning of the school day (8:10 a.m.) as possible and should leave after being dismissed (3:25 p.m.). Often times our teachers have other responsibilities and will not be able to supervise your children outside of the school schedule.

Nebraska School Law (LB 79-201) requires that all pupils be in school during all days and hours that school is in session. Pupils who must be out due to reasons of health or family emergency may be returned to school with a statement from a parent or guardian. **Please call the school office at 528-3232 before 8:30 a.m. on the morning of any day that your child will not be at school.**

Our school office *tries* to call the parents/guardians of each of our absent students each day to verify reasons for absence. This is to ensure that parents know that their child is not in school.

Leaving During the Day

A student leaving school during the day is to check out with the office. The student will need to present a note from a parent or guardian giving the time and reason for leaving school early. Parents need to come to the office to pick up their child.

Limitations on Absences

An accumulation of five days of absence (excused or not) from school during any one semester will result in a formal letter to parents. An accumulation of ten days of absence will result in a second letter to parents outlining possible courses of action if a student continues to be absent or truant. If absences are determined to be cause for truancy, the County Attorney will be contacted to help the school enforce Compulsory Education

Laws. Parents are punishable by law if they knowingly keep their children from attending school. If a student is absent for more than 3 consecutive days, a doctor's statement may be required concerning the nature of the absence. There is no guarantee that a student will be recommended for advancement to the next grade level with an excessive number of absences.

Excused Absences

This would include illness, doctor or dentist appointments which cannot be scheduled outside the school day, death in the family, weddings within the immediate family, inclement weather, court appearances and family vacations with prior arrangements made with the school.

Make-Up Work

If your child must be out of school because of pre-arranged reasons other than health or family emergency, please call the office prior to the absence to arrange for make-up work to be completed. Typically, students are allowed twice the number of school days they are absent in which to complete their make-up work. All work missed due to an unexcused absence may be given no credit.

Tardiness

Students reporting late to school after the 8:10 bell will be recorded as being tardy. If a student is excessively late, he/she may be subject to disciplinary action.

After-School Program

An after-school program focusing on reading improvement is available to selected students. This program runs from 3:30-4:00 PM every night after school except Wednesdays. Teachers may require students to work after school to complete school work or for discipline reasons.

Bicycles

Bicycles ridden to school should be parked in the rack provided by the school. The school will not provide locks. The school is not responsible for damaged or stolen bicycles.

Birth Certificates

All first time enrollees in West Point Public Schools must present an original certified birth certificate. A copy will be kept on file. Original certified birth certificates are characterized by a raised seal and a registration number. (LB 599 – Missing Children Identification Act)

Classroom Visits/Visitors

Parents are invited and encouraged to visit their child's classroom. Visiting school helps create a better understanding of the school and its many programs. We would encourage you to contact the teacher ahead of time and to keep the visit to part of the day. Each visitor is required to STOP IN THE SCHOOL OFFICE prior to visiting any classroom.

This will let school personnel know who you are and what you are doing. Keeping our schools safe and free of “strangers” is very important. The first and last weeks of school and days before and after holidays aren’t the best times for school visits. Parents are urged not to conference with teachers during visitations. Such conferences should be scheduled before or after school so that instructional time is not lost. If other sibling/cousins are visiting we would encourage visits during the lunch/recess period.

Closed Campus

Beemer Elementary School operates under a closed-campus policy. Students are not permitted to leave the school building during the school day without the permission of the student’s parents or legal guardians and the principal. All students leaving the building (for any reason) must receive permission from the principal to do so. Students leaving without permission will be considered truant.

Closings and Late Starts

School closings and late starts due to inclement weather will be announced over radio stations KWPN-FM (107.9) and KTIC-AM (84) and Channel 7 KTIV- Omaha (antenna) or Channel 5 (cable) as early as possible. If no report is announced, it should be assumed that school will be in session. If the West Point Public School dismisses early or cancels school due to inclement weather, Beemer Elementary will follow the same schedule. Late starts will be 2 hours past normal starting time (10:10 AM).

Computers and Internet Use

Teachers may allow students to use computers and have access to the internet as part of instruction. The school does not have control of the information on the internet. The school and the system administrators do not condone the use of inappropriate material for educational reasons and do not permit usage of such materials in the school environment. The school specifically denies any responsibility for the accuracy or quality of information obtained through the internet.

Any action by a student that is determined by school personnel to constitute an inappropriate use of the computer or internet or to improperly restrict or inhibit others from the using and enjoying the internet will not be tolerated. Students are expected to follow rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by Federal, State, or local law, and the school. Students can be held accountable for information they post on the internet such as MySpace, Facebook, etc. Inappropriate material can lead to school disciplinary action and also non-school ramifications.

Discipline

West Point Public Schools believe in having an orderly and safe learning environment. The focus of school discipline will be on encouraging appropriate behaviors through positive reinforcement, prevention, high expectation of student behavior, teaching desired behaviors, logical consequences when appropriate and parental involvement when

necessary. In-school suspensions, detentions, missing recesses, eating in isolation, etc., are examples of discipline measures used. Rule 51 will apply to special education students. The school will keep parents informed of student responsibility and efforts through conferences, report cards, mid-term reports, agendas, phone calls and notes.

Parents are asked to help their child develop specific skills such as remembering homework, learning to be independent and managing anger in a responsible way. If parents are asked to assist staff, specific information will be provided on ways to help the student. By working together, parents and staff can help students learn behaviors that will increase opportunities for success and improve self-concept.

In order to make our school a safe, comfortable, and effective learning environment all students will be expected to display a level of behavior compatible with the school's expectations.

ALL STUDENTS WILL:

1. Treat themselves and others with respect
2. Be responsible by listening and following instructions/procedures/rules at all times.
3. Keep hands, feet, and objects to self.
4. Use words and actions that help others not hurt them.
5. Be respectful of school property by keeping the school clean and in good repair.
6. Do their own work and do their work to the best of their ability, complying with all copyright laws.
7. Adhere to the dress code.
8. Refrain from having candy, gum, or pop in the elementary school during school hours unless specifically approved by the teacher or principal.

Failure to exhibit the above behaviors will result in disciplinary measures as determined by school personnel. Replacement costs will be charged for damaged property. These above mentioned behaviors are expected on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by this or her designee, or at a school-sponsored activity or athletic event.

Weapons, Bullying and Harassment

The legislative session of 1994 passed a law which states that firearms and weapons are prohibited on school premises. It is considered a Class IV misdemeanor. If firearms, weapons or other unsafe items are found on school property, the person in possession may be reported to law officials and disciplined by the school according to district guidelines and/or state and federal laws.

POLICY 5051

Disciplinary Action and Due Process

Students may be subject to disciplinary actions for violations of student rules. These actions can include warnings (written and verbal), a conference with the principal, teacher, parent, and student, loss of privileges such as recess, and detention. Students who commit more serious acts will be subject to more serious consequences including short term suspension (either in or out of school), long term suspension, and expulsion.

Short term suspension- The Principal or Principal's designee may exclude students from school or any school function for a period of up to five days.

Long term suspension- Students may be excluded by the Principal or Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on the conduct constituting grounds for expulsion as hereinafter set forth.

Expulsion- Students may be expelled from attendance in school, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred within ten school days of the end of the semester.

Due Process Procedure

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the Principal may suspend the student until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of the findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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.
 - b. The penalties to which the student may be subjected and the penalty that the Principal, or his or her designee has recommended in the charge.
 - c. A statement explaining the student's right to a hearing upon request.
 - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right 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 to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - f. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, or designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal's recommended consequence shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer and the hearing procedure will be made available to involved parties at that time.

Dress and Appearance

The home and school need to cooperate in the area of student dress and appearance. All children should attend school wearing clothing that is neat, clean, non-revealing, free of offensive or obscene marking and safe for any activities in which the student may participate while taking part in any of the school's programs.

The principal has the responsibility to decide if a student's dress is appropriate or if the clothing constitutes a disruption to the process of learning. Listed below are items of dress that are deemed unsuitable or unsafe for a school environment and are thus **not permitted**:

- Short Shorts (a student should be able to hold their arms straight down by their side and touch the bottoms of their shorts)
- Tank Tops or Spaghetti String Tops
- Head Gear (this includes hats)
- Midriff shirts (skin in the midriff area should not show)
- Sport Tank Jerseys / Mesh Tops (unless a solid shirt is worn underneath them)
- Backless Shoes, Backless Sandals, Flip Flops
- Anything else deemed inappropriate or disruptive by school officials

Electronic Devices

Following school policy 6025, students are not allowed to have cell phones or other electronic devices, such as cameras, DMS, Gameboys, CD players, mp-3 players, etc., while at school. These items will be confiscated by school personnel and returned to the parent or guardian of the offending student. The contents of these items are subject to a search and students can be held accountable for its content. Inappropriate material, such as sexting, will lead to out-of-school suspension and non-school ramifications. The district is not responsible for theft, loss or damage of any electronic device or any calls made on a cell phone.

Extra-Curricular Activities

A program of extra curricular activities will be offered to students in the upper elementary grades. These activities will be strictly intramural and will be conducted by teachers and coaches of West Point Public Schools. Information regarding these activities will be sent home during the school year. School rules and guidelines apply

during these activities. School attendance is required for a student to participate in that day's extra-curricular activities.

Field Trips

Parents are asked to sign a blanket permission form for field trips at the beginning of each school year since there will be some trips scheduled for each class during the year. Parents will be informed of the specifics of the field trips as they are scheduled.

Fines and Fees

All fines and/or fees owed to the school must be paid to the office. This includes lunch and milk bills, library fines, lost or damaged school property, etc. If fines are not paid the parent will need to come to the office before the report card is released.

West Point Public Schools has a student fee policy (Policy 5138). A copy may be obtained by contacting the elementary office or district office. The purpose of this policy is to ensure that all students have the essential supplies/materials for school and school activities.

Guidance Counselor / Drug and Alcohol Education

Beemer Elementary will have a guidance counselor available. Developing a positive self-concept, acquiring sound decision-making skills, and developing proper communication skills are essential to success in school and life. The counselor assists students in all these areas through weekly lessons with each of the classes and is also available for individual conferences. If you feel the need to visit with the counselor regarding your child or wish to make arrangements for your child to visit with him, please contact the counselor at 402-372-5507.

A developmentally-based drug and alcohol education and prevention program may be provided to the students. Outside resource personnel are sometimes utilized such as law enforcement officers, medical personnel and experts on the subject so that its consequences may be made known to the students.

Language Arts Classes

Best practices for instruction recommends that students be taught reading at their instructional level. Therefore, students are placed in Language Arts groups based on their instructional reading level. To form these groups, students may walk to a different classroom with a different homeroom teacher in order to receive language arts instruction.

Library/Media

The library is available for student use as scheduled through our media specialist. Students participate in library media skills classes on a weekly basis. All books taken from the library must be checked out. The teacher in charge may revoke privileges from those who abuse them. Please make sure that library books and all school property is

cared for by students and family members at home. Parents and students are responsible to pay for fines and damaged or lost books.

Lockers and Desks

Students may be assigned a locker and a desk. These items are school property and subject to search by school personnel. No locks are allowed on lockers without consent of the principal. A key or the combination for the lock, if allowed, needs to be kept in the office.

Lost and Found

Items that have been left in an improper place may be turned into the office. Items that remain there for more than two months are donated to charity. It is an excellent idea for students to clearly mark their name on all of their school items, clothing, etc., that get brought to school.

Lunch/Breakfast Program

The hot lunch and breakfast program is available to all students. Free and reduced-price lunches and breakfasts are served to children who meet the income eligibility requirements. Parents and guardians are encouraged to apply for free and reduced-price meals. All information regarding free and reduced price meals is kept strictly confidential.

A lunch account with a positive balance is required in order for your child to eat school lunches. When the student's account balance gets low, a notice is given to the student to take home. No one will be denied lunch due to insufficient funds, however, the lunch will consist of a peanut butter and jelly sandwich and a container of milk for a \$0.60 charge to the account. Prices: Breakfast = \$ 1.50 Lunch = \$1.95

Students wishing to bring a lunch from home may purchase milk at school. Pop is not allowed unless part of a special incentive sponsored by the school. Students are not permitted to leave the school grounds during lunch without written permission from their parent or guardian.

Milk is available to students during the day. The cost to participate in the program is \$25.00 per semester.

Parents and special guests are welcome to eat lunch with us; please contact the office prior to a visit so we can make the correct number of meals.

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.

Medical and Health Issues

Immunizations and Physical Examinations

Nebraska Education Laws 79-214, 79-217, LB 114 require:

1. Evidence of a physical examination by a qualified physician, physician assistant, or nurse practitioner within 6 months prior to the entrance of the child into the beginner grade and/or in the case of a transfer from out-of-state to any other grade.
2. Evidence of a visual evaluation by a physician, physician assistant, advanced practice nurse or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of a transfer from out-of-state to any other grade.
3. All students are to be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus prior to entrance/admission into Nebraska Schools. The month and year each immunization was administered is required. Minimum requirements are: Three (3) poliomyelitis; Three (3) diphtheria, pertussis, and tetanus; Two(2) measles, mumps and rebella after 12 months of age (MMR); and three (3) doses of Hepatitis B vaccine.
4. Effective for the 2004-2005 school year, all students entering Kindergarten, 7th grade or new students from out-of-state are required to have the chickenpox vaccination or verification from the parent that the student has had chickenpox. The verification shall include the month and year the child had chickenpox.
5. Any student who does not comply with the immunization requirements SHALL NOT be permitted to attend school. If a non-immunized child begins the immunization process, the law provides for a provisional admission when the immunizations have been given appropriately and the student is in the waiting period for the next dosage.
6. The cost of the physical examination and immunizations shall be the responsibility of the parents.
7. A parent or guardian who objects to a physical examination may submit a physical waiver form. Immunization may be waived by a physician or parent for religious reasons. However, religious waivers must be notarized and kept in the student's files.

Each year the school will provide a heath check by a health professional for sight, hearing, height and weight.

Medication

No medication of any kind, including over the counter medication, will be given to a student without proper medical forms authorizing this medication. Medicine must not to be stored in student lockers, backpacks, etc. All medications, prescription and non-prescription, are to be brought to the office in original containers which include the prescribed dosage amounts. Medications are dispensed by properly-trained staff. Special considerations may apply for student who have asthma or diabetes, as per state law.

Illness and Injuries

Keep your child at home and consider calling a doctor if your child has: nausea, sore throat, diarrhea, skin rash, enlarged glands, earache, inflamed eyes, or discharge from the ear. In case of illness or injury at school, school personnel will determine if a call to the parent, guardian or emergency contact will be made. The contact will then be expected to pick up the child to insure proper attention to the health of the student. First aid will be administered to students by a school designee if necessary. The emergency information form filled out at the beginning of the school year will assist in the location of the parent or designee in the event we cannot locate the parent/ guardian. In the event of an emergency, the rescue unit will take the child to the hospital if a parent can not be reached.

All students need to report accidents and injuries to the school as soon as possible and parents are expected to report health related information about the child to the school.

If there are changes in the emergency contact information pertaining to emergency contacts, changes in phone numbers, etc., please notify the school office immediately.

Head Lice

Because children spend time together in school, head lice can invade and spread. Therefore, head lice checks are periodically performed. Any student with nits (eggs) and/or head lice will be temporarily excluded from school until properly treated and inspection of the hair and scalp by a designated staff member show elimination of the lice. The box or label of the treatment used will need to be sent to school with the student to verify that the student has been treated.

Asthma or Systemic Allergic Reactions

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education. This consists of the administration of an epipen or albuterol per nebulizer for emergency purposes only.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. For more information, or to request a waiver form, contact the school.

Student Insurance

A group accident insurance policy is made available to students of West Point Public Schools. Information specifically describing the insurance is made available to families soon after school starts in the fall. Parents and students should understand that the school does not provide insurance. This policy is sold as a supplement to any family insurance and is not intended to take the place of family medical/accident insurance.

Money and Valuables at School

When students bring money to school, it is highly recommended that it be placed in an envelope with the child's name, grade and purpose of the money written on the envelope. This is for the safety of the students' money. Students should pay for lunches and/or milk before school starts in the morning. We strongly discourage students from bringing

large amounts of money and other valuables unrelated to normal school functions. The school is not responsible for lost/stolen/damaged items.

Parent Advisory Committee

Beemer Elementary will have an active parent organization. This Parent Advisory Committee is made up of parents selected by the elementary principal. Their function is to provide input to the elementary principal regarding programs, practices, and discuss current issues and trends.

Parent-Teacher Conferences

Regular parent-teacher conferences are held twice a year as a valuable tool to encourage communication between school and home. Additional conferences are encouraged and may be arranged by contacting the school. Parents that have a complaint or concern about a class or teacher need to approach the teacher first.

Parties

Teachers, students, and parents may plan the classroom parties for a winter celebration and Valentine's Day. Further information will be sent home prior to each classroom party.

Children are not allowed to hand out personal party invitations at school unless the entire class is included. This cuts down on hurt feelings, etc.

Birthday treats are permitted. Treats may be handed out at the teacher's discretion and must be prepackaged. Homemade treats will no longer be accepted. WPPS cannot guarantee the safety of homemade items.

Pets

Pets are not permitted in school except for use in special classroom activities. Safety precautions and the allergies of some children make this rule necessary. It works well to have the parent bring the pet in at a designated time or at the end of the day.

Records and Transcripts

Please notify the school immediately of any changes of address of home or work or telephone numbers. This will help the school get in contact with parents when the need arises.

Please notify the school office in advance if you plan to move so we can gather the appropriate school records to forward on to the next school. Written parental permission is required before any student's records can be transferred or requested by other schools.

Report Cards, Progress Reports and Grading

Report cards are sent home following the end of each quarter. Progress reports are sent mid-quarter. Because some classes are taught to mastery, Beemer Elementary does not offer Honor Roll recognition. Parents may access student grades via the school website (Campus). They may obtain a password from the elementary office. Beemer Elementary also offers a student citizen report because developing organizational skills, a strong work ethic, and an appreciation for learning are all as valuable as letter grades. If you have any questions or concerns, please feel free to call the teacher.

The following grading key is used.

A	94-100	A	Advanced
B	87-93	PF	Proficient
C	77-86	PG	Progressing
D	70-76	BG	Beginning
F	Below 70		

Retention

Retention of a student will be determined by a multi-disciplinary team consisting of: an administrator, a student assistance team member, appropriate classroom instructors, and parent or guardian. Retention will be determined based on information provided to the team, by members of the team, and by parents/guardians. The final decision will be made by the school. If parents/guardians object to retention they must complete a written waiver stating reasons why they do not want the child retained. This will be placed in the child's cumulative records.

Schedule

Our current schedule is as follows:

7:30 Bus for West Point leaves - Grades 5-12
8:00 First Bell
8:10 School Begins
11:20 Lunch Schedule Begins
12:00 – 12:25 Noon Recess Period
12:30 Classes Resume
3:35 School Dismissal Bell
4:20 Bus returns from West Point-Beemer High School – Grades 7-12

There are some days when the schedule is shortened for early dismissals. On days when school is dismissed at noon, lunch is typically not served.

School Safety, Fire Drills, and Tornado Drills

Through Rule 10 Regulations, as outlined by the Nebraska Department of Education, Beemer Elementary has periodic fire drills and a tornado drill in the spring.

We have also developed a district crisis committee and an external “Safe Schools Committee” made up of parents, administrators and local law enforcement and crisis response personnel to work on school safety issues. We have a lock-down procedure and evacuation plan to put into place if needed.

In most emergencies students will remain and be cared for at the school until they can be safely released or transported home. In the event of an emergency that prohibits re-entry to the school building, students will be escorted to a safe alternative location and you will be notified on release/transportation procedures.

We ask that you follow this procedure when you learn of a school emergency:

1. **Turn on your radio.** We will try to convey information to parents via KWPN (West Point) at 107.9 FM and KTCH (Wayne) at 104.9 FM.
2. **Please do not try to telephone the school.** We have only two phone lines, and these must be used to respond to the emergency.
3. **Please do not come to the school unless you are requested** to pick up your child. Any emergency involving the school may mean that emergency vehicles and workers must be able to get to the building. Traffic control at the school site is crucial. We will inform you as soon as possible via radio and other means as to when and where to pick up your student.

Special Programs

Student Assistance Team

To ensure all students are successful in school, students may be referred to the Student Assistance Team. The referral can come from a teacher, parent, or counselor. The Student Assistance Team will identify strategies to try to help the student be more successful. Parents will be included in the meeting and students may be asked to attend the meeting.

Special Education

Services for special needs are available to students after proper evaluations have been administered. Special needs might include: learning disabilities, speech, occupational therapy, etc. The evaluation results are explained to the parents and program guides established at the Individual Education Program (IEP) meeting.

West Point Public Schools requests your help in locating handicapped children. The District implements the Federal Handicapped Children's Act (PL-94-142) which guarantees a free appropriate educational program for all children between the ages of 0 and 21 years of age. If you have a student or know of any young person with special needs between 0-21 years of age that is not enrolled in an appropriate education program, please contact the school at 528-3232.

Title I

Beemer Elementary School has implemented school-wide Title I services. Our services are being provided within regular education classrooms. Students are served in the areas of reading and math. All students are eligible for Title 1 services. Please see the notices in the addendum pertaining to the Notification of School Wide Title I, Teacher Qualifications, and the School-Parent Compact. They are written in English and Spanish.

Solicitation, Selling, Bulletins and Announcements

School policy #4137 states, “Organizations outside school jurisdiction shall not be permitted to advertise events through the use of school or use pupils to sell services, tickets, etc. except those jointly sponsored with the school or approved by the school.” Soliciting and selling must therefore take place outside the regular school day.

Posting of bulletins and announcements are permitted only in the school office upon approval by the school.

Spanish Lessons

We have Spanish lessons for all preschool through sixth grade classes. These lessons focus on vocabulary, cultural awareness, and basic dialoguing skills. Research on language development shows that the earlier a student is subjected to a foreign language the better they are able to comprehend it.

Student Planners

Students in the upper grades will use a planner as an organization, responsibility, and communication tool. These planners should be brought to school each day and home again each night. Students are to write down their daily assignments. These planners can help in long range planning and time management skills. Parents should make a habit of checking these each day to see what was accomplished, what needs to be done, etc.

Telephone Use

The school phone is available for emergencies. Permission from school personnel is required before use.

Testing

All students will take classroom assessments that accompany regular instruction. In addition students may be given an early literacy test (DIBELS) or placement tests (GORT-4) to help determine reading placement and identify areas of strengths and weaknesses.

All students will participate in a nationally standardized test. Students take these tests in the fall. The results will be used more efficiently to help students, teachers, and parents recognize areas of strength and areas in need of improvement. The results will enable the district to compare individual and school achievement and individuals and schools

around the county. Results of these tests will be reported and explained through a narrative report. Any questions or concerns may be directed to the office.

All 4th graders participate in statewide standards testing as outlined by the state of Nebraska. Assessments are given in Reading/Speaking/Listening, Mathematics, Writing, Science and Social Studies.

Textbooks

Textbooks are provided to the students free of charge. Students are requested to care for those books and be responsible for their well-being. All books that are loaned to students are then entrusted to their care. Fines will be assessed to damaged or lost books.

Parents are welcome to review textbooks, tests, and other curriculum materials used at Beemer Elementary. Due to the confidential nature of some materials, they may not be checked out, but other materials may be checked out with prior administrative approval. Since textbooks, tests, and other curriculum materials constantly change and may be discarded when no longer needed by the school district, parents wishing to review such items must govern their requests accordingly.

ACKNOWLEDGMENT FOR THE ELEMENTARY STUDENT HANDBOOK

PLEASE RETURN THIS FORM TO THE SCHOOL PRIOR TO SEPTEMBER 1

In accordance with Nebraska State Law, Section 79-4, 176 paragraph 3 which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment." Parents or guardians and student(s) are requested to sign and return the receipt form below.

I have received and read a copy of the Beemer Elementary School Student-Parent Handbook and I am aware that the school district has anti-harassment and discrimination policies and drug-free school provisions.

Date: _____

Parent/Guardian Signature: _____

Student: _____

FIELD TRIP FORM

I, a parent or guardian of _____

give my permission for my child(ren) to attend the field trips provided by Beemer Elementary for this school year. I understand that some of these trips may require bus or other vehicle rides to locations outside of Beemer. I understand that the students are expected to follow all school rules during these field trips.

Parent/Guardian Signature

Date