

# Elementary Student Handbook 2021-2022



West Holt Public Schools  
“Home of the Huskies”

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Mr. Paul Pistulka  
Superintendent

Mr. Cody Havranek  
7-12 Principal

Mrs. Tracy Larson  
Pre-K - 6<sup>th</sup> Grade Principal

# The Husky Way

1. Stop, Look and Listen to the person speaking.
2. During discussions, respect all comments, opinions and ideas. When possible, make statements such as “I agree with John because...” or “I disagree with Sally because...”
3. Show good sportsmanship at all times. “If you win, do not brag. If you lose, do not show anger.”
4. Remember to say Please and Thank you.
5. Homework will be turned in on time.
6. Greet staff members in the school.
7. “Do not save seats in the lunchroom. If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.”
8. We will clean up after ourselves.
9. “Whenever you are offered food, whether it be on a buffet or treats in the class, never take more than your fair share. You never want to be greedy and try to get more than you should, not only because it is wasteful, but also because it is disrespectful to others when you do not leave enough for them.”
10. “If someone drops something, pick it up and hand it back to them.”
11. “If you approach a door and someone is following you, hold the door.”
12. “If someone bumps into you, say excuse me, even if it was not your fault.”
13. Follow proper hallway etiquette.
14. If any student in this school is bothering you, let a staff member know. We are here to look after and protect you. We are not going to let anyone in this school bully you or make you feel uncomfortable.
15. No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it because we respect honesty.
16. “Be the best person you can be.”

*Adapted from The Essential 55 by Ron Clark, pages 2-158.*

Dear Students and Parents,

This student handbook contains basic information you will find helpful in completing a successful year. Although the information found in this handbook is detailed and to the point, it is not intended to be all encompassing to cover every situation that may arise during the school day or year. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on school law, public law, board policies, and the common good of the students and staff of West Holt Public Schools. Parents and students, if you have questions or concerns, please come in to visit me or call 925-2848 to talk or arrange a conference. I look forward to a great school year at West Holt! Go Huskies!

Mrs. Tracy Larson, Elementary Principal

## West Holt Public Schools Directory

### Administration

Paul Pistulka – Superintendent	402-925-2848 (Office)
Cody Havranek – 7-12 Principal	402-925-2848 (Office)
Tracy Larson – Pre-K-6 Principal	402-925-2848 (Office)

### Office

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REGULAR DAY  
START – 8:03AM  
DISMISS – 3:23PM

LATE START DAY  
START – 10:00AM  
DISMISS – 3:23PM

LUNCH TIMES  
10:50 – 11:20  
11:10 – 11:40  
12:00 – 12:30



## **ARRIVAL AND DEPARTURE TIMES**

The school day for the Elementary is 8:03 a.m. to 3:23 p.m. For safety reasons, all students and visitors need to use the front doors (Entrance B) of the school upon entering. The other outside doors will be locked during the school day. All visitors must report to the office. **Students should not generally plan to arrive at school before 7:40 a.m.**, as supervision is not provided prior to this time. Breakfast is served from 7:40 to 8:00. If your child(ren) are participating in breakfast, they are to be in the school, where supervision is provided.

No students will be allowed in a classroom until 8:00 a.m. unless given permission by the administrator or a teacher. When cold (temperature is below 32 degrees) or other inclement weather exists, the students will go directly to their designated areas.

Unless retained by a teacher for academic or disciplinary reasons or involved in a school-sponsored activity, all students are to leave the building promptly after dismissal using the elementary doors and leave the school's grounds by no later than 3:30 p.m. Please make arrangements to pick up your child(ren) immediately after school. Students walking or riding bikes to school must leave the school grounds after dismissal and will be escorted to cross the highway. Pupils participating in post-school activities must report immediately to the assigned teacher sponsor.

## **AFTER SCHOOL PICK-UP GUIDELINES:**

- 1. Keep the flow of traffic moving forward.**
- 2. Parents please park in the visitor area to talk to a teacher OR other parent.**
- 3. Elementary students are encouraged to wait on the west sidewalks. We do not want them to wait at the JH/HS entrance unless they are with an older sibling.**
- 4. Make sure students clearly understand what the plan is for them afterschool as to avoid any unnecessary phone calls.**
- 5. Students on the bench must wait on the bench until their JH/HS sibling picks them up. They are not allowed to wait outside.**
- 6. If students are still waiting for a ride at 3:35 p.m. then they may use the phone.**

## **ABSENCE PROCEDURE**

Students who are absent from school for any reason must bring a note from their parents indicating the reason they were absent from school and the dates they were absent. The parents must sign the note. If a student is going to be absent from school, a parent/guardian/student must call the school by 8:15 AM the day of the absence (this is only if the student has not picked up an advanced makeup slip or the student has not given the office prior notice of the absence). If the student or parents do not inform the school of the absence, school staff will attempt to contact the parent/guardian to verify the student's safety. School officials reserve the right to determine whether or not an absence is excused or unexcused. Students who become ill during school will not be sent home until the school has determined that there will be someone there. It is your responsibility, if both parents work, to let the school know where you can be reached on these occasions.

## **UNEXCUSED ABSENCE**

This will be given when the parent and the school did not know the whereabouts of the student or when the principal will not accept the reason given for the absence from school. In the case of an unexcused absence, the student will receive zeros for any grades missed and will be required to make up the time. The second offense will be reason for suspension from school. Students accumulating more than five unexcused absences per quarter or twenty per school year will be subject to existing board policy on Excessive Absenteeism.

## **EXCUSED ABSENCE**

This will be given when the parents and the school are aware of the whereabouts of the student and the principal accepts the reason given for the student's absence from school. In the case of an excused absence, the student will have at least one day for each day absent in which to make up work and receive full credit for doing so. Some of the generally accepted reasons for absence are as follows: doctor and dental appointments; weather; illness; funerals; parent approved. However, when a student brings a doctor's note for his or her absence, it will not count towards the ten excused absences per semester.

## **TARDY**

Students are to be in the school building at the first bell ringing at 8:00 a.m. If students are not in the classroom at the final bell (8:03 a.m.) they will be considered tardy. After three tardies, time will be made up after school. Starting on the fourth tardy and each one after that will result in a 30-minute detention after school. The tardy policy will start over at the beginning of each quarter.

## **NOTES REQUIRED FROM PARENTS**

- Requests for a child's early dismissal:  
When a child needs to be excused for a doctor, eye, or dental appointment or for some family emergency, either a

note brought to the school office that day or a call to the school office would be honored. However, except for emergencies, all pre-scheduled appointments should be made after school hours. Appointments should not be made at the expense of your child's schoolwork.

- Requests to stay indoors at recess:  
Recess is an important part of the child's development. If a child is well enough to come to school, usually the child is well enough to participate in the daily school program. Special arrangements may be made for children with health problems. We also take into consideration weather and chill factors in planning outdoor activities.
- Requests to be excused from P.E. classes:  
If a child cannot participate in Physical Education classes because of health or injury, a note from parents/guardian must be sent with the child indicating the reasons for the dismissal. For extended periods, more than two consecutive times, a note from a doctor needs to be sent to the office.

### **EMERGENCY SCHOOL CLOSINGS**

Any time the school will have a late start or is to be dismissed either for the day or during the day due to excessive heat, storms, or snow, the decision will be announced on KBRX (1350 AM, 102.9 FM) radio station. School families will be contacted via "School Reach" (West Holt Public Schools automated phone system) regarding school cancellations and other important information. Please keep the school office informed of your current and correct numbers.

### **CHECKING OUT OF SCHOOL**

Students who leave school for any reason during regular school hours must have approval from the principal's office. Leaving school without approval from the principal's office will be considered an unexcused absence from the classes missed regardless of the reason for leaving school.

### **CHILD ABUSE**

As per law, when any school staff member has a reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or neglect, or observes such persons being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he/she is required by Nebraska State Law to report such abuse and/or neglect to the Nebraska Social Services and/or the proper law enforcement agency. Abuse or neglect shall mean knowingly, intentionally, or negligently causing a child to be placed in a situation that may endanger his/her life, physical health, or mental health.

### **CHILD FIND**

All children with disabilities residing in West Holt Public Schools, including children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated, and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. For infants and toddlers, West Holt Public Schools shall demonstrate targeted efforts to meet the needs of children from historically under-served populations. West Holt Public Schools will accept referrals for evaluation directly from parents, other agencies, or school personnel for children below age five who may benefit from the provision of special education services. Contact the Superintendent of Schools, Paul Pistulka, at 925-2848 for further information.

### **NOTICE OF NON-DISCRIMINATION**

"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 Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

### **CONDUCT AT SCHOOL ACTIVITIES**

Students are expected to follow all school rules during school activities during the school day, and to conduct themselves appropriately during activities outside the school day. Parents are requested to supervise their children at all extracurricular activities.

### **DISCIPLINE CODE/RULES AND REGULATIONS**

Rules and standards of expected student conduct have been established for the purpose of maintaining order inside and outside the school building, to provide for student safety, and to provide for appropriate organization and educational opportunities for all students. A more concise and organized rules explanation with consequences follows. Each teacher is encouraged to stress certain rules as well as establish their own classroom rules. Students involved in disciplinary actions will be afforded their rights of due process. New students enter with their behavior status applicable to the school they were previously enrolled in (i.e., a suspension at the previous school may apply at West Holt Public Schools until the satisfactory completion of the suspension).

### **UNACCEPTABLE BEHAVIORS:**

1. Fighting, teasing, bullying, verbal or sexual harassment.
2. Use of profanity; inappropriate talk.
3. Disrespectful talk or actions toward students or any school personnel.
4. Throwing of dangerous objects.
5. Running in the school building.
6. Excessive talking or noise while changing classes or in the lunchroom.
7. Abuse or destruction of school property.
8. Not following directions while being transported by bus or on field trips.
9. Use of or possession on school grounds of alcohol & tobacco, or simulated alcohol or tobacco products (look-a-likes included).
10. Wearing of clothing depicting drug, alcohol, or tobacco use is not allowed.
11. Clothing promoting and/or advertising satanic, gender demeaning, or violence is not allowed.
12. Students are also expected to observe classroom rules as established by the teacher and turn work in on time.

#### Examples:

- a. Follow directions.
- b. Keep hands and feet to yourself.
- c. Raise your hand to talk.
- d. Staying on task.

### **RULES FOR THE GYM:**

1. P.E. shoes are required to stay at school, although new shoes are NOT required. Old tennis shoes with the soles cleaned so as not to mar the gym floor will work just fine.
2. Children should stay off any equipment set up in the gym.
3. Children must ask permission to leave the gym for any reason.
4. Do not kick balls in the gym unless during a planned activity.

### **RULES FOR THE LUNCHROOM:**

1. Follow directions of lunchroom teacher.
2. Talk softly/stay seated on your bottom.
3. Walk and sit in the lunchroom without disturbing others.
4. Finish food and drink inside/NO FOOD ALLOWED OUTSIDE.
5. Raise your hand and wait for the duty to dismiss you, or to throw away trash.
6. Clean your area before being dismissed.
7. Raise your hand to use the restroom, condiments, open milk, or to speak to an adult.

### **RULES FOR THE PLAYGROUND (TO INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING):**

1. There will be no throwing of dangerous objects.
2. Students will not stand on the slide, or go down more than one at a time.
3. There will be no twisting, running under, standing in, or pushing from the front of more than one student at a time on the swings.
4. No lying on the merry-go-round with the head over the edge or standing on the bars.
5. Children will not jump off a moving merry-go-round.
6. Students will stay off the road near the playground.
7. Guns or knives of ANY kind, slingshots, bows/arrows, and sticks are not allowed.
8. There will be no jumping out of the swings.
9. There will be no piggyback rides.
10. Tackle football or other games involving tackling is not to be permitted.
11. Visit the restroom and get balls, boots, etc., before going out at noon. Students need to ask permission from the adult on duty before entering the building.

## **K-6 Student Discipline**

### **Group One**

#### Offenses

- 1.1 Littering on school grounds or building.
- 1.2 Consumption of food/pop in school without permission.
- 1.3 Inappropriate language.
- 1.4 Disturbance of class, study area, cafeteria, school function, or while traveling in a school vehicle.
- 1.5 Inappropriate display of affection (PDA).
- 1.6 Inappropriate behavior.
- 1.7 Disrespect to other students (teasing, bullying, minor harassment, name calling).

### Consequences

- 1.1 First Offense –Teacher/student conference, discipline report mailed and filed, or detention issued and filed..
- 1.2 Second Offense – Long term detention, notification of parents.
- 1.3 Third Offense – Office referral. In-school suspension short term (1-2 days). Parent/student/teacher/principal conference.
- 1.4 Fourth Offense – Office referral. In-school suspension short term (2-4 days). Parent/principal conference. School counselor/student counseling sessions and parent contact.
- 1.5 Fifth Offense – Short-term out-of-school suspension. Parent/principal conference. A parent may choose to accompany the student to in-school suspension for half the suspension time.
- 1.6 If more offenses occur, consequence 1.5 will be repeated.

For Group One offenses the first two offenses will be handled by the classroom teacher or by whoever sees the offense. After a student reaches the 1.3 status they will progress to 1.4 regardless of what class or by whom they are referred. On Group One offenses, students will be able to move back one step (i.e., move from 1.4 to 1.3) if the student can go 25 school days without an office referral.

### **Group Two**

#### Offenses

- 2.1 Truancy (skipping class, or part of class).
- 2.2 Smoking, chewing tobacco, and/or possession of tobacco on school grounds or within the school building or during school sponsored activities.
- 2.3 Insubordination (disobedience to authority).
- 2.4 Cheating or lying.
- 2.5 Use of profanity.
- 2.6 Possession of a pocket knife (a single edge blade no longer than two and a half inches).
- 2.7 Hitting, shoving, or with intent to hurt.

### Consequences

- 2.1 First Offense – Office referral. Long-term detention, notification of parents.
- 2.2 Second Offense – Office referral. Short term (1-5 days) in-school suspension. Parent/student/teacher/principal conference.
- 2.3 Third Offense – Office referral. Short term (1-3 days) out-of-school suspension. Parent/principal conference. School counselor/student counseling sessions and parent contact.
- 2.4 Fourth Offense – Short term (3-5 days) out-of-school suspension with Saturday assignment possible. A parent may choose to accompany the student to in-school suspension for half the suspension time.
- 2.5 Fifth Offense – Long-term out-of-school suspension. Parent/principal conference.
- 2.6 If more offenses occur, consequence 2.5 will be repeated.

On Group Two and Three offenses, students will be able to move back one step (i.e., move from 2.4 to 2.3) if the student can go 25 school days without an office referral.

### **Group Three**

#### Offenses

- 3.1 Damages to property. (Financial restitution will be required of the student in all cases of damage, defacing, or destruction.) Damages over \$100.00 will be turned over to the appropriate law enforcement agency.
- 3.2 Fighting or provoking a fight in school, on school property, or during a school sponsored activity. A student would not be considered to have violated the policy if the student participated in the fight but does so only in self defense (not retaliation or reaction, but an attempt must be made to avoid a fight to be self defense).
- 3.3 Trespassing and minor acts of vandalism.
- 3.4 Verbal abuse, harassment (to include sexual harassment), profanity towards other students or school personnel (may include threats to hit, beat up, or to physically injure other adults and/or other students to include hazing, bullying, continued teasing).
- 3.5 Stealing. (Depending on the intent and value, the consequences may be more severe). Thefts of substantial values will be turned over to the proper law enforcement agency (\$100.00 or more).
- 3.6 Disrespect for teachers or other staff.
- 3.7 Intentionally pulling or setting off fire alarms.

### Consequences

- 3.1 First Offense – Office referral. Short term (1-5 days) in-school suspension. Parent/student/teacher/principal conference.
- 3.2 Second Offense – Office referral. Short term (1-2 days) out-of-school-day in-school suspension. Parent/student/teacher/principal conference. School counselor/student counseling sessions with parent



contact.

- 3.3 Third Offense – Short term (3-5 days) out-of-school suspension. Parent/principal conference. A parent may choose to accompany the student to in-school suspension for half the suspension time.
- 3.4 Fourth Offense – Long-term out-of-school suspension. Parent/principal conference. Non-school counseling at parent expense.
- 3.5 Fifth Offense – Recommendation to Superintendent for expulsion.

On Group Two and Three offenses, students will be able to move back one step (i.e., move from 3.4 to 3.3) if the student can go 25 school days without an office referral.

#### **Group Four**

##### Offenses

- 4.1 Assault and/or battery on an employee or student of West Holt Public Schools.
- 4.2 Threatening or causing bodily harm to school personnel or students (may include weapons threats).
- 4.3 Making bomb threat.
- 4.4 Possession of fireworks.
- 4.5 Engaging in any activity forbidden by law which interferes with school purposes.

##### Consequences

- 4.1 First Offense – Long term out-of-school suspension. Parent/principal conference and non-school counseling at parent expense.
- 4.2 Second Offense – Recommendation to Superintendent for expulsion.

#### **Group Five**

##### Offenses

- 5.1 Possession of a firearm as defined by section 921 of title 18, United States Code. Firearms may be possessed by a person receiving instruction and who is under the immediate supervision of an adult instructor. [Ref. 28-1204.04(1)(a)]

##### Consequences

- 5.1 First Offense – Expulsion for a period of not less than one year.

#### **Group Six**

##### Offenses

- 6.1 Unlawfully possessing, consuming, or being under the influence of any drug, narcotic, or alcohol; unlawfully possessing or consuming any “look-a-like” drug, or drug paraphernalia; or the abuse of over-the-counter drugs at school, at school sponsored events, or prior to attending school or school events.

##### Consequences

- 6.1 First Offense – Out-of-school suspension up to 19 days, notification of parents, notification of law enforcement personnel, recommendation drug/alcohol assessment at the expense of the student or his/her parents, or possible recommendation to Superintendent for expulsion.

#### **Sniffer Dogs**

1. Lockers may be sniffed by sniffer dogs at any time
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

#### **COMPLAINTS AND CONCERNS**

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program or to equip the school to perform its task more effectively. Therefore, the administration is directed to establish procedures for receiving and reviewing concerns and complaints of patrons regarding school personnel, programs, or facilities. If you have a concern please follow our chain of command.

1. Contact the person of whom you have a concern.
2. If unresolved, contact the principal and share the concern with him or her.
3. If unresolved, contact the superintendent. Information will be provided as to how to file a written report.

## **DETENTION**

Teachers will supervise detentions in their classrooms when they are given. Detentions will NOT be served in the office. Detention will be similar to the misbehavior. If it is for missing or incomplete homework the student will be working on class assignments. If a student is serving detention for behavior they will be doing activities to improve their social skills or completing tasks as assigned.

## **IN-SCHOOL SUSPENSION**

The following guidelines will be enforced during in-school suspension.

1. Student will report to the Principal or Superintendent's office as directed at 8:00 a.m. Student will be under the direct supervision of the Principal or an individual appointed by the Principal.
2. All assignments are to be obtained from the student's teachers for the upcoming day and/or work must be made up by the student.
3. Student may be detained after school as late as 3:40 p.m.
4. While in assigned working area the following regulations will be adhered to:
  - a. Student will need to complete 75% of their work to be dismissed.
  - b. Student will work and behave appropriately to be dismissed.
  - c. Student may be assigned additional time/days for inappropriate behavior.
5. Student will eat lunch in the assigned area.

## **GRADING**

The purpose for grades is to communicate progress to students and parents. If we have high expectations for our students, we need to establish the expectations early and demand that students meet the expectations. One way we can make demands on our students is to motivate them to achieve by working together with parents to establish the relevance and importance of what we are doing in school.

## **GRADING SCALE FOR WEST HOLT PUBLIC SCHOOL**

99-100	A+	83-85	C+
96-98	A	80-82	C
94-95	A-	78-79	C-
92-93	B+	75-77	D+
88-91	B	72-74	D
86-87	B-	70-71	D-
69 & below	= Failing		

## **TELEPHONE/CELL PHONE**

Teachers or pupils are not to be called from class except when an emergency arises. Telephone numbers to call back will be given to the teacher and handed to the students during a break. We ask that students wait for their ride at least 10 minutes after the bell before they get permission from the teacher on duty to use the phone. Parents please communicate with your children what the plan is for afterschool each day. We ask that students arrange play dates outside of school. We discourage them to use the school phone for that purpose.

Cell Phones are not permitted in the classroom. Students are to keep them in their lockers at all times throughout the day. Students with a medical condition may use their cell phone for health related purposes (i.e. diabetes) to text/call a parent as needed with information regarding the health maintenance at school. They are not to abuse this privilege by using the phone for "other than health related concerns" during times that are not usually granted to all students.

## **ELECTRONIC DEVICES**

Electronic devices that allow for gaming and communication are prohibited during the school day. Electronic devices are allowed before and after school. Laser pointers are prohibited on school grounds.

## **BICYCLES, SCOOTERS, AND SKATEBOARDS**

If bicycles are ridden to school, students must get off of them at the intersection and walk them across the crosswalk to the bicycle rack located on school grounds. All students must stay away from bicycles during school hours. The school is not responsible for lost or stolen bicycles. Bicycles should be maintained in a safe operating condition at all times. Please obey all traffic rules when riding bicycles to and from school. Anyone guilty of damaging another student's bicycle or any other personal property faces suspension from school.

## **NO SKATEBOARDS OR SCOOTERS ALLOWED AT SCHOOL AT ANYTIME!**

## **HEALTH**

A pre-school physical and eye exam is required by Nebraska State Law before entering the Kindergarten program. State Law requires that each student be protected from measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus,

Hepatitis B, and varicella (chicken pox) by immunization prior to enrollment. Continued attendance will not be permitted until these requirements are met. The following statements are intended for the well being of all students. If your child:

- ...has a fever, don't send him/her to school. A child with a fever will be sent home.
- ...is sent home with a suspected communicable illness, a doctor must be seen for diagnosis and treatment.
- ...is absent with a communicable disease, he/she may return to school only with a doctor's written permission.
- ...is sent home with an eye infection, we urge prompt medical care.
- ...has a disease or condition such as epilepsy, diabetes (or hypoglycemia), allergies, etc., please report these conditions to the school. You must report ASTHMA and provide the recommended medicine/inhaler & fill out the required medication/administration forms to be kept on file in the office to administer inhalers and/or medications to your child.
- ...must be sent home due to illness and both parents work outside the home, please make arrangements for a place to send your child.
- ...is sent home with pediculus (head lice), your doctor may prescribe either a shampoo or crème rinse. Children may return to school when examination of their hair and scalp reveals no nits (eggs).

### **MEDICATION**

1. Medication permit forms must be completed and signed by the parent/guardian prior to the administration of any medication (including non-prescription) at school. Permit forms are also available in the office.
2. Prescription medication must be in the original pharmacy labeled container bearing the student's name. Non-prescription medication must be in its original container with the student's name written on the container. Pills and medicine brought in small containers or plastic bags will not be given.
3. All medication must be kept in the office.

### **HOMEWORK**

Students frequently have homework. Homework is often daily assignments that did not get finished at school. Homework should be meaningful to the child's educational program and is not used as a punishment. We realize that parents are busy persons, but parental support and participation are essential if homework is going to be successful. We are asking the parents to help by setting aside a definite time each evening for homework and to provide a study area where the student can complete homework assignments. Late papers are considered a disciplinary infraction.

### **INCOMPLETE OR MISSING HOMEWORK**

All homework is due at the beginning of the school day. The teacher will check all subject areas at 8:15 a.m. Any student that has not completed their homework from the night before will be issued a "silent lunch." After three missing or incomplete homework days the student will spend "one hour after school" in addition to the "silent lunch" for all additional homework infractions. The incomplete or missing homework guidelines will start over at the beginning of each quarter.

### **PARENT-TEACHER CONFERENCES**

Conferences are held in once in the fall and once in the spring. Sign up will be conducted online and a note with links and information are sent out prior to conferences. Conferences are designed to inform you of your child's progress, and to give you an opportunity to ask any questions about your child's work or the school programs. We urge you to conscientiously attend these conferences. However, parents should feel free to call their child's teacher or the Principal for additional information at any time during the school year.

### **PARTIES, CELEBRATIONS, AND TREATS**

Each class will have parties throughout the year, mainly on Halloween, Christmas, and Valentine's Day. Some parents might be asked to assist as room mothers for class parties. Please check with your child's classroom teacher for further information and scheduling. It is discouraged for outside deliveries to be sent to the Elementary School (i.e., Valentine's Day).

Students will be allowed to bring treats only under the conditions that the entire room is included and with prior approval from the classroom teacher. PLEASE MAKE ARRANGEMENTS AWAY FROM SCHOOL WHEN SENDING OUT ANY PARTY INVITATIONS.

### **SCHOOL MEALS**

Breakfast served from 7:40 – 8:00am.

Lunch served from 10:50am – 1:00pm.

Lunchtime Solutions does our breakfast/lunch meals. The menus are available on the school website.

Under special federal programs, hot lunch and milk is served to students who wish to participate. Parents who wish to be included under the free and reduced guidelines must complete and sign the forms and return them to school before participation is effective. West Holt Public Schools encourages ALL families to complete the free and reduced lunch forms. This program is available to all families with students enrolled at West Holt Public Schools. Through the free and reduced lunch program, each

family is benefitted with discount or free meals, schools receive Title 1 and special education benefits, as well as the community daycares are granted funding depending on percentages of filling out the application.

Parents may pay any amount at any time to be applied on their family's account. Account balances may be checked at the office (402-925-2848) or by logging into your family account through your Infinite Campus Parent Portal.

Students on regular or reduced meal prices will be subject to not being served meals if account balances reach a balance of -\$25.00. Students on free meals are not permitted any seconds or ala cart items without a positive account balance.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [intake@usda.gov](mailto:intake@usda.gov). This institution is an equal opportunity provider.

### **SCHOOL SUPPLIES**

Your child's teacher will provide you with a list of special school supplies that your child will need during the school year. These are also available on the school website.

### **SAFEKEEPING OF VALUABLES**

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for other items, which have been assigned to their care.

### **SEXUAL HARASSMENT**

The Board of Education has adopted a policy prohibiting sexual harassment at West Holt Public Schools. If it is felt that there is a valid complaint, the proper forms may be obtained from the principals of West Holt Public Schools.

### **STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualification of their child's classroom teachers. Upon request, West Holt Public Schools will give parents the following information about their child's classroom teacher.

1. Whether the teacher teaching has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and whether your child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to the administrator in your child's school building. The information will be provided to you in a timely manner. Finally, West Holt Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

### **STUDENT ATTIRE AND GROOMING PROCEDURE**

When in the opinion of the building administrator, a student is dressed or groomed in such a manner as to violate the Board of Education's policy or the administrative regulation, the school administration will advise the student of the violation and take appropriate action. When possible and appropriate, the administrator should contact the parents, present the problem, and seek their cooperation. Should such action include disciplinary action, state statutes Board of Education policies will be followed.

### **STUDENT ATTIRE AND GROOMING REGULATION**

The school administration and teachers will continue to encourage all students to behave and dress in a fashion that reflects good taste and a style appropriate for a school day. An individual's dress, personal appearance, and cleanliness,



## **SCHOOL WEBPAGE**

In an effort to improve student learning and to help students realize they are part of a bigger world, we would like to demonstrate their projects on our school's website ([www.westholtps.org](http://www.westholtps.org)). We are using our digital camera to take pictures of classes, groups, as well as students working on projects. We will not be mentioning any full names or addresses, just displaying students immersed in learning!

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER/INTERNET NETWORK OF THE WEST HOLT PUBLIC SCHOOL DISTRICT**

The West Holt Public School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the building Principal. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn, and he or she may be subject to additional disciplinary action.

### **I. PERSONAL RESPONSIBILITY**

By signing the acknowledgement form in the student handbook, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

A student who submits to the School, as directed, a properly signed handbook acknowledgment form and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy acknowledgement form each year during which they are students in the West Holt Public School District before they are given an access account.

### **III. ACCEPTABLE USES**

#### **A. Educational Purposes Only.**

The West Holt Public School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Principal to help you decide if a use is appropriate.

#### **B. Unacceptable Uses of Network.**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a work, virus, "Trojan horse", "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about yourself or others, including full name, home address, phone number, credit card numbers and social security numbers.

**C. Netiquette.**

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to other users. Don't use access privileges to make, distribute, or redistribute jokes, stories, or other materials, which are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

**IV. INTERNET SAFETY**

**A. General Warning: Individual Responsibility of Parents and Users.**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials, inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

**B. Personal Safety.**

Users are always cautioned to be safe. In using the computer network and Internet, users should not reveal personal information such as a home address or telephone number. Users should not divulge real last names or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Students should not, under any circumstances, arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without their parent's permission (if students are under 18). Regardless of a student's age, he/she should never agree to meet a person with whom he/she has only communicated on the Internet, and particularly not in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.**

It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**D. Confidentiality of Student Information.**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly home addresses, telephone number, credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by state law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.**

The School, either by itself or in combination with the Educational Service Unit providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other education projects being conducted by students, age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and/or, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **V. PRIVACY**

Network and Internet access is provided as a tool for the education of every student. The School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District, and no user shall have any exception of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The use of the School District’s computer network and Internet access is a privilege, not a right. A user who violates this Policy shall, at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access of and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claim, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy.

By signing the acknowledgment form in the student handbook, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parents (s) or guardian (s) are agreeing to indemnify and hold the School, the School District, the Educational Service Unit that provides the Internet access opportunity to the School District, and all of their administration, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the School in the event of the School’s initiating an investigation of a user’s activities during his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District’s network.

## **VIII. UPDATES**

Users, and if appropriate, the user’s parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user, (or his/her parent(s) or guardian(s)), or such new Policy, must be signed if the user wishes to continue to receive service.

If changes occur in some or all of the information a user provides to obtain an account, the user must notify the person designated by the School to receive such information within 72 hours of the change.