

## **SCHOOL PHILOSOPHY**

Every student has a right to an appropriate education. The school must provide a well-planned, systematic pattern of educational experiences, which will ensure full development of the students' abilities and meet educational needs while encouraging and allowing exploration of educational interests.

It is vital for the school, community and parents to work effectively together to ensure commitment of the resources, time and effort necessary for complete educational development.

Our goal is to provide the best education possible for all students. Your cooperation in adhering to the policies will assist our staff in making this year a pleasant and profitable one for every student.

## **TARDINESS**

Tardy to School: Students will be considered tardy to school if they are not in their classroom when the bell rings unless they were eating breakfast or the bus was late.

Leaving School: Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office. Students who leave without permission will be considered truant.

Attendance is Required to Participate in Activities: Students must attend school on the day of any scheduled school activity in order to participate in the activity. This includes school programs, field trips, class parties, etc. The principal retains the right to grant participation should exceptional circumstances prevail.

Make-up Work: To receive credit for work missed due to an absence the student, upon returning to school, is responsible (a) for requesting from each teacher assignments for make-up work and (b) for completing the make-up work on the student's own initiative by the due date established by each teacher. The amount of assistance the teacher is to provide will be determined by the teacher based on the teacher's work load and on the student's positive attitude towards the make-up work. The teacher may assign the student to different work to make-up than that actually missed, in the same subject or topic area.

The date when make-up work is due will be determined by the teacher based on the content being studied and the length of the student's absence. Other than teacher discretion, the student will be allowed two days per day of absence after returning to school. Teachers may also require the student to do extra work to make up for lost time in classroom activities. When students know in advance that they are going to miss school, they must notify the classroom teacher and pre-arrange the absence. Students will be required to complete all work missed during absences.

## **CHANGE OF ADDRESS**

Parents should notify the office immediately of any change in address, phone number or family doctor. All unlisted numbers will be kept confidential. The school must have some way to contact a parent in case of any emergency.

## EXCUSES

A child who must remain indoors due to a cold or other illness should bring a note daily to that effect. If a child needs to remain out of an activity, there will need to be a note from a doctor. Otherwise, the teacher's judgment will be used.

Children will not be excused from school before dismissal time without a phoned or written request from the parent.

## SCHOOL LUNCHES

Lunches are \$2.15 full pay and \$ .40 reduced pay for grades K-6. Adult lunches cost \$3.00. Deposits to student lunch accounts may be made in any amount through the student's teacher or in the office. Notices will be sent home from the office when another deposit needs to be made. .

Milk may be purchased in the lunch line for .30 cents a carton. Extras are \$1.00 each.

Children who eat lunches at school may not leave the playground at noon without a written or phoned request from their parents. If a child who regularly eats at school has permission to eat elsewhere, the teacher must be so notified by the parents.

"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."

## ACCIDENTS

Parents are called in case of an accident. In case of an emergency and we are not able to reach either parent, the student may be taken to the clinic for medical attention. **PLEASE KEEP THE EMERGENCY NUMBER ON YOUR CHILD'S INFORMATION CARD AT SCHOOL UP TO DATE SO YOU CAN BE REACHED. IF YOU DO NOT HAVE A TELEPHONE, THE SCHOOL NEEDS ANOTHER NUMBER ON FILE WHERE YOU CAN BE REACHED**

## ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) OR OTHER COMMUNICABLE DISEASES POLICY

### INTRODUCTION

AIDS is a life threatening disease and a major public health issue. Its impact on our society is and will continue to be devastating. The forces of social change and the complexity of emerging problems have required schools to initiate policy and procedures to be prepared to deal with the problems presented by students, school employees, contract or volunteer individuals who have or could transmit such infectious diseases as Acquired Immune Deficiency Syndrome (AIDS)/AIDS Related Complex (ARC). However, AIDS is preventable

and it can be controlled by changes in personal behavior. It is the responsibility of every citizen to become informed about AIDS and to exercise the appropriate preventative measures. Education about AIDS should prepare individuals to protect themselves and others from the infection. Those of us who are parents, educators and community leaders, indeed all adults, should not disregard this responsibility to educate our young. There are also many other communicable diseases to which the above considerations apply.

The David City Public Schools recognizes that it has a responsibility to assure that the public school provides a safe environment for everyone in the school community, while safeguarding the rights of all students, including those afflicted to an appropriate free public education, and the rights for its staff to be employed in a safe, healthy environment. The first consideration for making any decision regarding a student or staff member with AIDS/ARC or another communicable disease must be the well being of others in the school as well as the person involved.

The Board of Education will continue to monitor the information made available through the Federal Center for Disease Control and the Nebraska State Department of Health, relative to the treatment and transmission of AIDS/ARC and other communicable diseases. These regulations and the procedures to implement them will be modified, if appropriate, based upon the best new medical information provided by the above sources. Procedures are to place restrictions on the individual with AIDS/ARC and other communicable diseases only to the extent necessary to prevent the transmission of the disease, offer maximum protection for the health of others, and offer maximum possible protection for the health and rights of privacy of the afflicted individual.

## STUDENTS

In order to protect the health of others, it is expected that the students' parents or student will inform the superintendent if they are diagnosed as having AIDS/ARC or other communicable diseases.

If, in the absence of such voluntary notification, there is reasonable cause to believe that a student has AIDS/ARC or another communicable disease, the superintendent may require the student to submit a physical examination to be performed by a physician selected by the school system, the results of which will be reported to the superintendent. Such examination shall be at the Board's sole expense. A choice of two or more physicians, at least one of each gender, shall be made available to the student.

The David City Public School Board of Education adopts the following policy for educating students known to have a chronic infectious disease, i.e., AIDS/ARC, CMV, Hepatitis B, Herpes Simplex or any other communicable disease, and for ensuring a safe and healthy school environment for all students. A student with a diagnosis of AIDS/ARC or other communicable disease shall be provided a program of services in accordance with state law and local policy. The decision as to the educational program and placement of the student is to be made individually on the basis of the most recent information from the Federal Center for Disease Control and the Nebraska State Department of Health along with the most recent medical diagnosis and recommendations regarding the student's educational needs as ascertained by the school system.

As a general rule, a child with a communicable disease will be allowed in school with the approval of the child's physician and a committee composed of the principal/school designee, a parent of a child without disease, and a physician chosen by the school. This committee will then be responsible to the building level administrator. The child will attend school in a classroom setting and will be considered eligible for all rights, privileges, and services provided by law and existing policy of the David City Public Schools.

The principal/school designee will function as (a) the liaison with the child's physician, (b) assist in problem resolution, answer questions, etc. and (c) coordinate health services provided by the other staff members.

The school will respect the right to privacy of the individual; therefore knowledge that a child has a communicable disease will be confined to those persons with a direct need to know. Those persons will be provided with appropriate information concerning such precautions as may be necessary and should be aware of confidentiality requirements.

Based upon individual circumstances special programming may be warranted. Special programs will be provided if determined to be necessary by the committee, with the advice of other persons deemed appropriate.

Upon certain circumstances a child with a communicable disease might pose a risk of transmission to others or a risk to himself. If any such circumstances exist the committee in consultation with the child's physician must determine whether a risk of transmission exists. If it is determined that a risk exists, the student shall be removed from the classroom and provided appropriate alternative services.

A child with a communicable disease may be temporarily removed from the classroom for the reasons stated in the preceding paragraph until an appropriate school program adjustment can be made, an appropriate alternative educational program can be established, or the physician determines that the risk has abated and the child can return to the classroom. Removal from the classroom will not be construed as the only response to reduce risk of transmission. School personnel should be flexible in developing alternatives and should attempt to use the least restrictive means to accommodate the child's needs. In any case of temporary removal of the student from the school setting, state regulations and school policy regarding homebound instruction will apply.

Each removal of a child with communicable disease from normal school attendance will be reviewed by the principal/school designee in consultation with the student's physician at least once every month to determine whether the condition precipitating the removal has changed.

A child with a communicable disease may need to be removed from the classroom for their protection when other communicable disease (i.e., chicken pox or measles, etc.) are occurring in the school population. The child's physician and the parent/guardian in consultation with the committee will make this decision.

All staff members should use the following routine and standard procedures to clean up after a child has an accident or injury at school. Blood or other body fluids emanating from any child, including ones known to have a communicable disease, should be treated cautiously. Gloves should be worn when cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming in contact with them should wash their hands afterwards. Blood soaked items should be placed in leak proof bags for washing or further disposition. Similar procedures are recommended for dealing with vomit and fecal or urinary incontinence in any child. Hand washing after contact with a school child is routinely recommended only if physical contact has been made with the child's blood or body fluids, including saliva.

In the area of prevention, the principal/school designee has the responsibility to educate the staff, address concerns of school related personnel, and provide facts to the media to assist in the reduction of hysteria in reaction to the communicable diseases

Each student will be provided with at least 2 hours classroom teaching, to address sexually transmitted diseases and the prevention thereof, before graduating from David City Public Schools. The class preparation and curriculum shall be the responsibility of the principal/school designee in conjunction with the committee referred to above, along with the school administration.

Acquired Immune Deficiency Syndrome (AIDS)  
Or Other Communicable Disease

I/We, parent(s) and natural guardian(s) of \_\_\_\_\_, a student enrolled in the David City Public Schools, District 56, David City/Butler County, Nebraska, who has been diagnosed as being infected with \_\_\_\_\_, having requested that said student be permitted to return to school, acknowledge and fully recognize that by doing so said student may be exposed to other infectious diseases which could complicate further the physical condition of said student.

In consideration of said student being permitted to return to school, we assume full responsibility for any such exposure to other infectious disease, and fully release the David City Public Schools, District 56, David City/Butler County, Nebraska, from any and all liability and damages occasioned thereby.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_, at David City, Nebraska.

STATE OF NEBRASKA, COUNTY OF BUTLER

BE IT REMEMBERED, on this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_, before me, the undersigned, a notary public in and for the County and State aforesaid, came \_\_\_\_\_, such persons(s) being personally known to me to be the same person(s) who executed the within instrument of writing and duly acknowledge the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

\_\_\_\_\_  
Notary Public

My appointment expires:  
\_\_\_\_\_

**ASBESTOS NOTIFICATION**

Federal Law requires annual notification be given to all new students that there is some material containing asbestos in the buildings of the David City Public Schools. For the past several years, efforts have been made to relieve this problem. We will continue to utilize asbestos abatement procedures to help eliminate any health hazard.

Information concerning these hazards may be found in the office of the superintendent, secondary principal and elementary principal. If you have any questions concerning asbestos, please do not hesitate to contact any of the school administrators.

### **STUDENT CONDUCT AT ACTIVITIES**

Elementary students are required to be escorted by a parent/guardian to all school programs or performances. We encourage your support in the fostering of proper conduct of students at programs and activities. Any conduct that interferes with others in attendance, such as running around, being loud, destructive, distracting, etc., could constitute a need for correction. This has been an area of concern over the past few years.

### **STUDENT RESPONSIBILITIES**

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

“Students have the right to be in school. With that right comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning.” (Barbara Coloroso)

#### **The student responsibilities are:**

1. To apply themselves to the best of their ability to the learning tasks assigned.
2. To attend school regularly and punctually
3. To act in a manner which will enhance the learning environment for all students
4. To use school facilities in a way which will conserve their continued usefulness.

Parents who feel their children should be receiving special education service are asked to contact the David City school district. Nebraska Childfind provides information also through their toll free number, 800-742-7594.

### **RIGHTS AND RESPONSIBILITIES**

The Board of Education may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, principals, within their school, may establish certain written rules and regulations not inconsistent with those established by the Board.

The rules and standards apply to all school buildings or any school grounds during, before or after school hours. They also apply to any school function or event, whether on or off school grounds. The Board of Education has the responsibility to set forth policies, rules

and regulations to help students conduct themselves in a proper manner as good citizens of the school community.

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

Any student who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of the law may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

### **GRIEVANCE PROCEDURES**

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, staff and other person grievances. A grievance hereunder is a claim by a student, faculty member, staff member, or any other person (grievant) that a violation of Title IX, Title VI, Section 504, or any other state or federal law regulations has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent, faculty member, staff member, or any other person filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 15, "days" shall refer to Mondays through Fridays, excepting legal holidays.
2. A grievance may be filed by an individual grievant, or by a parent on behalf of a student grievant, if the grievant feels that sex discrimination or discrimination on the basis of handicap has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event, which is the subject of the grievance.
4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

### **PROCEDURES**

#### Level One:

A grievant shall, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two:

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination, discrimination on the basis of handicap, or such other prohibited discrimination. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

Level Three:

In the event the grievant is not satisfied with the resolution of the grievance at Level Two or if the principal or the immediate supervisor is the cause of the grievance, the grievant may submit the written grievance within five (5) days thereafter to the superintendent. The

Superintendent of schools and Director of Title IX, Section 504, Title VI and other state or federal law, will respond in writing to the written grievance within five (5) days thereafter.

Level Four:

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Board of Education who will convene a grievance committee for the purpose of examining evidence of sex discrimination, discrimination on the basis of handicap or such other prohibited discrimination in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

**PETS**

If a child has a special pet he/she would enjoy showing to classmates, they may do so if previous arrangements have been made with their teacher and a parent accompanies the pet to the classroom for a short visit. Do not bring pets to school and leave them at any time.

**LIBRARY FACILITIES**

The elementary school has an excellent central library containing books, AV materials, and magazines.

Materials (books, magazines, reference materials) may be checked out for two weeks. Pupils are responsible for all materials checked out in their name, and they will be expected to pay for any fines assessed for damage to or loss of materials.

Students who have overdue materials will not be allowed to check out new materials or get report cards until the overdue materials are returned or paid for.

**Child Abuse**

When any school staff member has reasonable cause to believe that a child or an incompetent or disabled person has been subject to abuse or neglect, or observes such person being subjected

to conditions or circumstances which reasonably would result in abuse or neglect, he or she is required by law to report such incident to the proper law enforcement agency. (School Law 28-710) Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be:

- a. placed in a situation that may endanger the child's life or physical or mental health,
- b. tortured, cruelly confined, or cruelly punished;
- c. deprived of necessary food, clothing, shelter, or care;
- d. Left unattended in a motor vehicle, if the person is six years of age or younger, or
- e. Sexually abused.

### **ACCEPTABLE USE POLICY REGARDING STUDENT E-MAIL ACCOUNTS**

David City Public Schools will be utilizing the following guidelines concerning student E-mail.

- A) Only 'Gaggle' e-mail services will be used. Other Internet e-mail is prohibited. The Gaggle e-mail is not private and is monitored by the school district. The school district can review the students' mail at any time and will do random checks. Also, language that is deemed as inappropriate will automatically be blocked. Upon review, the message may then be sent, if suitable.
- B) Services will be for school use only. NO personal mail is allowed. Appropriate use includes:
  - 1. Research for class projects
  - 2. Communication with students and teachers
  - 3. Completing class assignments
  - 4. College/University correspondence.
- C) Inappropriate language and/or subject matter will not be allowed.
- D) Students must sign up for an account with the media specialty/librarian. They will then have their own log-in name and private password. Students must not share their account with other students and are held liable if another student uses their account inappropriately.

NOTE: The use of the Internet/e-mail is a privilege and not a right, and its use is encouraged. Misuse will result in loss of e-mail and possible Internet privileges.

## District Reading Instruction

Each classroom will have in place the following essential elements of reading instruction:

### **Grade Level Expectations:**

The Nebraska Standards provide the framework for all grade level expectations in reading.

### **Placement and Instruction at Correct Level of Difficulty:**

The correct level of difficulty will be determined by Individual Reading Inventories, Teacher Recommendation and Reading Assessments, including CRT, NRT and State Standards assessments. Individual Reading Inventories will be given twice a year, once at the beginning of school and once in late spring. Group size should not exceed 8 – 10 students unless approved by administration. Students may change classrooms for reading instruction, but are not to be placed with other students more than one grade level above or below their own. Within each classroom, students should be placed at the correct level of difficulty in instructional groups, and materials, and teachers will monitor student achievement and placement, changing placement and grouping as needed to meet the students' needs. If students are to be considered to be placed at another grade level, parents', administrators' and teachers' approval is needed.

### **Consistent Phonetic Instruction:**

Direct instruction by the teacher or paraprofessional will include teaching word recognition through the use of phonics word structure skills, and high frequency words.

### **Comprehension:**

Comprehension skills will be taught through direct instruction and small group discussion of instructional reading. Discussions will be student or teacher led.

### **Vocabulary:**

Direct instruction will be used to improve student knowledge and usage of words.

### **Instructional Times:**

Reading/Language Arts will have a minimum of 90 minutes instructional time at the elementary level and a 47 minute period of reading instruction at the middle school and some high school classes.

Additional time may be added throughout the day according to the teacher's schedule.

### **Independent Reading:**

Time will be allocated daily for students to read self-selected material made available by instructional staff.

### **Materials:**

Sufficient materials will be provided to place and instruct the students at the correct instructional level of difficulty. Materials will include, but are not limited, to the following: Scott Foresman Reading Series, novels, library media selections, ECRI materials, student and teacher production items, etc.

### **Staff Training**

All new staff entering the district at the elementary, reading teachers at the secondary level, Title I and special education teachers will be required to take ECRI methodology training.

**Teacher Read Daily:**

At the elementary level, teachers may allocate time each day to read aloud to students in order to develop vocabulary, listening and comprehension skills, and develop an enjoyment of literature by students.

**PARENTAL CUSTODY INFORMATION**

It is the responsibility of the parent with whom a student resides, to keep the principal - office staff - teachers informed with legal documentation about which parent has custody of the child and about any visitation restrictions of the non-custodial parent. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept responsibility for the child once he leaves school premises.

School reports of student progress will be given to both parents when requested.