

## GIBBON ELEMENTARY SCHOOL

Mr. Larry Witt, Superintendent

Mrs. Debra Turner, Elementary Principal

### INTRODUCTION

The material in this handbook has been prepared to help parents understand the policies and procedures that are necessary to run a successful school. Please take a few minutes and read through the material. Keep the handbook for reference throughout the school year. If you have any questions or concerns, please feel free to contact the school for clarification. We are ready to interpret this material for you and encourage you to visit school. The last page of this handbook is a parent acknowledgement statement for you to sign verifying you have read and understand the rules and regulations for Gibbon Elementary School. Please return this form to school as quickly as possible.

The success of any school is not only determined by dedication and loyalty of the school staff, but also by the support and encouragement of the school patrons. I encourage you to stay in close communication with the school since we both share in the task of guiding your child through his or her elementary school experience.

Please feel free to contact the school at any time you have questions or a concern:

Gibbon Elementary School  
Box 790  
Gibbon, NE 68840  
Phone: 468-6546

## MISSION STATEMENT

### **“Working Together for Success”**

## BELIEF STATEMENTS

- We believe Gibbon Public School provides a positive environment in which all students can be successful learners.
- We believe Gibbon Public School provides a safe environment that contributes to the success of all students.
- We believe our educators inspire students to set and achieve high goals.
- We believe family and community involvement is essential to student success.
- We believe our curriculum and instructional programs encourage all students to develop the skills necessary to become effective citizens.

## SCHOOL BOARD MISSION STATEMENT

The Gibbon School Board of Education is dedicated to providing quality education above and beyond minimum standards. We strive to provide a positive learning environment with an exceptional staff, with both proven and innovative teaching techniques, and within improved and efficient facilities. We believe our curriculum should equip our students with a more than adequate knowledge of the basics to enable them to succeed in other areas of study. We support diverse extracurricular activities that are designed to reinforce superior character development and people skills.

It is our intent to serve our patrons by implementing and maintaining fair and equitable policies reflecting community standards. Finally, we emphasize cost effectiveness in every endeavor, but we do not want our cost effectiveness to be at the expense of a quality education.

## ADMISSIONS

In compliance with State Law, pupils that enter the Gibbon Public Schools must be five years of age on or before October 15th to be enrolled in kindergarten, similarly seven years of age on or before October 15th of the year in question to be enrolled in first grade. New students entering the Gibbon Elementary School for the first time must present a certified copy of the child's birth certificate (an embossed State seal must appear) as evidence of date of birth. After the necessary information has been recorded or copied, the document will be returned. Student grade placement will be determined by past records, chronological age, physical or other handicaps, and consultation of school personnel involved. Physical examination for pupils entering kindergarten and seventh grade are mandated by State Law. Updated vaccinations are also required by the State of Nebraska for kindergarten and seventh graders. Dental and eye examination are encouraged.

## SCHOOL BOARD MEMBERS

Mrs. Deb Van Matre President  
Mr. Darren Cudaback Vice-President  
Mr. Bob Godberson Secretary  
Mr. Roger Schuster Treasurer  
Greg Smyth Member  
Mrs. Kim Watkins Member

## GIBBON ELEMENTARY SCHOOLS 2006-2007 STAFF

Phone number: 468-6546

SUPERINTENDENT- Mr. Larry Witt

ELEMENTARY PRINCIPAL- Mrs. Debra Turner

ELEMENTARY SECRETARY- Cindy Nickel

ELEMENTARY TEACHERS POSITION

Amber Suminski	Director Preschool
Vicki Clevenger	Kindergarten
Amy Danielson	Kindergarten
Myra Rahmann	First Grade
Mark McLaughlin	First Grade
Cassey Schaefer	Second Grade
Sheila Rasmussen	Second Grade
Robyn Weismann	Third Grade
Ashlee Laraga	Third Grade
Amber Garner	Fourth Grade
Angie Brown	Fourth Grade
Brett Kluever	Fifth/Sixth Grade
Chris Carr	Fifth/Sixth Grade
Mary Anderson	Fifth/Sixth Grade
Laurie Hendrickson	Fifth/Sixth Grade
Joan Warner	Title I
Jennifer Beleski	Director Before/After Care Program
Cheryl Escritt	Learning Center
Jean Barry	Speech Pathology
Jo Ellen Lewis	Speech Pathology
Brandi Tacha	Learning Center
Lynette Bogus	Learning Center
Steve Wendell	Physical Education
Marlene Ronnfeldt	Guidance
Peg Sinnard	Vocal Music
Brian Erickson	Instrumental Music

TRANSPORTATION DIRECTOR

Randy Holl                      Bus Barn Telephone # 468-6550

BUS DRIVERS

Kindra Shiers  
Randy Holl  
Jolene Holl

CUSTODIANS

Kindra Shiers  
Carla Smallcomb  
Nery Flores

GROUNDSKEEPER- Doug Cook

SCHOOL NURSE - Kay Bockstadter

COOKS

Karen Zimmer  
Linda Gillming  
Myra Rivas Perez  
Bertilla Gradados  
Lena Lopez

PARA-EDUCATORS

Jean Engel	Library
Pat Rayburn	Library
Sharon Kroll	Schoolwide Title I
Lavonne Jones	Schoolwide Title I
Jesenia Zuniga	Little Smiles Pre-School
Janee Montgomery	Little Smiles Pre-School
Patty Solomon	Kindergarten
Anna Zimmerman	Kindergarten
Carol Nissen	Grade 1 / 21 <sup>st</sup> Century Learning Program
Lois Thurber	Grade 1
Connie Kenton	Grade 2
Marsha Skrdlant	Grade 3
Vicki Farrel	Grade 3
Anna Trivino	Grade 4
John Bush	Grade 5 & 6
Kelsey Ostrander	Learning Center
Joy Livingston	Learning Center
Melody Rockefeller	Learning Center
Chelsie Luft	Learning Center
Shana Hickok	Learning Center

## SCHOOL DAY

The elementary school building opens at 7:30 for breakfast. At the completion of breakfast students are to report to the elementary gymnasium to participate in the daily walking activity. If students are **not** eating breakfast they may not enter the building prior to 7:50 (unless they are enrolled in the “Before School Care Program” ) and are to immediately report to the elementary gymnasium to participate in the daily walking activity.

Students will not be allowed on the playground prior to the beginning of the school day. \*There will be no supervision in those areas.

**Students who do not ride the bus and/or do not arrive early to participate in the breakfast program, walking activity or “Before School Care Program” should not arrive at school before 8:00 A.M.** The school asks parents cooperation in this matter for the student's safety. The end of the school day is 3:19.

## 21<sup>st</sup> Century Before/After School Enrichment Program

Beginning September 1<sup>st</sup> Gibbon Elementary will offer a “Before/After School Enrichment Program”. Information will be sent to parents at the beginning of the year regarding this program and who will be eligible to participate in the program. This is NOT a babysitting service but an enriching extension to the regular school day program. The program is supported by grant funding received through the State Department of Education and federal resources.

## IMMUNIZATION

A Nebraska Law (LB173-Legislative Session 1979) requires that every child be fully immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella and hepatitis B before entering school. This is for your child's protection as well as your community's. Students not complying with the law by **November 1** will be restricted from school until immunization requirements are met, or a waiver statement has been signed by the parent or legal guardian.

## Medical Physicals

New students coming from out-of-state must receive a full health physical and show proof of required immunizations prior to enrollment.

## CONCERNING YOUR CHILD'S HEALTH

If your child:

1. Has an elevated temperature, **DO NOT** send the child to school.
2. Has thrown up at home before school, DO NOT send the child to school.
3. Is sent home with scabies, ringworm, or pinkeye, he/she must submit to the school nurse a signed permission from the doctor to return to school
4. Has or develops any unusual condition (such as epilepsy, diabetes, allergies, etc.) it should be reported to the school nurse and the teacher.
5. Has new glasses, dental work, booster shots, tubes in ears, etc., report it to the school nurse or the teacher.

Every 10 years a child should receive a Diphtheria/Tetanus booster. Unless they injure themselves and it becomes necessary to receive a tetanus booster at that time. Please update the school in either case. Please check your child periodically for head lice during the school year. Notify the school of any infestation to assure the correct medicated shampoo was used. The label from the bottle must be sent as proof before the child may re-enter school.

The school system recognizes that at the present time, many children are able to attend regular school because of the effective use of medication in the treatment of chronic disabilities or illness. The school system believes it is more desirable for medication to be administered at home. Any pupil who is required to take medication during the regular school day must comply with the following school regulations.

1. A note should accompany any prescription medication as to when it should be given and why, either from the Doctor or parent/guardian. The medication **MUST** be brought to school in the original container labeled with the name of the drug, pharmacy or physician dosage and time interval that the medication is to be taken, and for what length of time it will be administered.
2. Any over the counter drug to be administered during school time must come in the original container labeled with the name of the drug and dosage, accompanied with a note from parents when to administer the drug and why it is to be given. **The school no longer provides any kind of medication.**

## HEALTH CHECK

The school nurse will weigh and measure each child. The school will also check vision and hearing. The nurse will work with the individual child in all matters of health. Health appraisal includes vision, hearing and dental screening, as well as complete medical and development histories. Health counseling is carried out as needed. The nurse serves as liaison between school, home or physician, community health and welfare agencies.

## INSURANCE-STUDENTS

Students are given the opportunity to enroll in an accident benefit plan which covers accidents at school and school sponsored activities. Literature concerning this plan is sent home with the students the first day of school.

## ILLNESS OR INJURY

If a child becomes ill at school, the parents will be contacted and asked to come get him/her. No child will be sent home until the parent has been notified. If you are unavailable during the day please note this on your child's information form along with the **next available person** to contact in these instances. We will attempt to contact the parent first in all cases.

## CHILD SAFETY

Whether parents are at home or away, children encounter many problem situations. Use this checklist to ensure your child's safety. Does your child know:

- how to find his/her way home?
- how to use the phone to make local and long distance calls?
- how to reach you or a neighbor, if necessary?
- all local emergency numbers (Post these numbers by all phones)
- how to answer the door and phone when an adult isn't home?
- never to tell anyone that he or she is home alone?
  - never to go anywhere with another adult, anyone who says you have sent him or her?
- (Adopt a code word to be used by a third party picking up you child)
- how to get out of the house quickly in case of fire?
- how to contact another adult in an emergency?

## CHILD PROTECTION/SAFETY GUIDELINES

1. Teach your children their full name, address and telephone number.
2. Tell your children who the people in the community are who can help such as the police, block parents and neighbors.
3. Keep the telephone number of the police and fire departments near your phone.
4. Tell your children where it is safe to play.
5. Teach your children never to go near a car with someone in it and never get into a car without parental permission.
6. Tell your children that a stranger is ANYONE they don't know.
7. Tell your children to travel and play in groups no matter what time of day it is.
8. Teach your children never to accept gifts, candy or money from anyone they don't know.

## CONDUCT AND DISCIPLINE

Pupils are expected to conduct themselves in an appropriate manner during the school day and while attending any and all school functions. In addition, classroom and school-wide rules are to be followed as established.

## DRUG AND ALCOHOL

It shall be the policy of Buffalo County School District, 10-0002, the Gibbon Public Schools, in addition to standards of student conduct elsewhere adopted by board policy of administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to the following:

1. **Possession of any controlled substance, possession of which is prohibited by law.**
2. **Possession of any prescription drug in an unlawful fashion.**
3. **Possession of alcohol on school premises or as a part of any of the school's activities.**
4. **Use of any illicit drug.**
5. **Distribution of any illicit drug.**
6. **Use of any drug in an unlawful fashion.**
7. **Distribution of any drug or controlled substance when such distribution is unlawful.**
8. **The possession, use, or distribution of alcohol.**

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

## NONDISCRIMINATION IN EDUCATION AND ACTIVITIES

It is the policy of the Gibbon Public Schools not to discriminate on the basis of race, national origin, religion, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Education Opportunity Act.

Any person who believes he/she has been discriminated against, denied a benefit or been excluded from participation in any district education program or activity on the basis of race, national origin, religion, age, marital status, sex or disability in violation of this policy may grieve such matters

using the adopted grievance for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to Anita Ross, Box 790, Gibbon, NE 68840, (308) 468-5721 or in the case of Title IX and the Section 504 Rehabilitation Act to the Director of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026

### **“BE SAFE – BE RESPONSIBLE – BE RESPECTFUL”**

1. Listen carefully and follow the instructions of adults in the building.
2. Keep your hands and feet to yourself.
3. No running or loitering.
4. Respect other people's property and person.
5. Be on time to school and with assignments.
6. Speak only as loudly as necessary.
7. You are responsible for your own behavior. No one makes you misbehave.
8. Display respect for each other and for authority.
9. Laugh with anyone, but laugh at no one.
10. Every student is responsible for his or her own learning.
11. Do not interfere with people who are working.
12. Act in a way that helps teachers teach and students learn.
13. Treat others with dignity, worth, and respect and always cooperate with others.

### **PERSONAL PROPERTY**

Students are asked not to bring personal property to school. Items such as balls, radios of any kind, any type of playthings, toys, dolls, model cars, or items not usually found among school equipment are better off at home. The school and school personnel are not held responsible for any personal item brought from the home should any damage occur, or should that item be lost or stolen.

### **DISMISSING OF CHILDREN**

Grades K-6 dismiss at **3:19 P.M on regular days of school**. Children are to go home immediately. The school will dismiss the children on time each day. However, there are times when it is

necessary to keep students after regular school hours for completion of daily work, for behavior conferences, or for other important matters. A child's parents will be notified if he/she is to remain at school after dismissal. Arrangements will be made in advance with parents of bus students.

### EMERGENCY DISMISSAL PROCEDURES

If it becomes necessary to dismiss school because of severe storms or other civil disasters, parents will be notified by radio, television and the Buff Alert. The information will be given to NTV, Ch. 13; KHAS-TV, Ch. 5; KOLN-KGIN-TV, Ch. 10-11; Radio stations KGFW, KRNY, KRVN and KMMJ as soon as possible. We can only contact these various media. We have no control over how prompt or accurate they transmit the closing information. Telephone calls to the school should be kept to a minimum.

Parents are urged to develop plans with their children so they will know what to do and where to go when school is dismissed early. It is important that school personnel be able to contact the parents of each child or someone who knows the child in case of an emergency situation.

### PARENT RESPONSIBILITIES

1. To see that the pupil arrives at school at the appropriate time in a proper state of health, cleanliness and are dressed appropriately.
2. To encourage the proper attitudes toward learning and respect for school authority.
3. To make available to the school system any information essential to developing a program beneficial for the student.
4. To demonstrate a willingness to confer with school officials regarding the pupil's progress in school.
5. To cooperate with school personnel in efforts to improve the student's attitude and behavior.
6. To ensure that homework is completed and brought back to school, including daily reading logs.
7. To assume full responsibility for willful misbehavior or damage to school property by the child.
8. Parents making requests regarding matters of custody and/or guardianship issues related to student's, must present legal documentation to support such requests.

### STUDENT RESPONSIBILITIES

- A. To strive to achieve to their ability.
- B. To apply themselves to the learning tasks assigned.
- A. To attend school every day school is scheduled and to be on time.
- B. To act in a manner that will enhance the learning environment for all students.
- C. To use school facilities in a way that will conserve their continued usefulness.
- D. To abide by school regulations and to assist in their enforcement and development.
- E. To participate constructively in school government and other activities.
- F. To respect the rights of other students and school staff.
- G. To accept the consequences for their lack of sense of responsibility.

## TEXTBOOK AND MATERIAL FINES

It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Due to the great increase in the cost of textbooks, students will be charged the replacement cost of lost textbooks. Normal wear is expected but students will also be assessed a prorated charge for books that are damaged to the extent the damage decreases the normal life expectancy of the textbook. This prorated fee will be based on the age and cost of the textbook and the condition at the time it was given to the student. Report cards will be held for any outstanding library fines or need to replace textbooks.

## POSITIVE BEHAVIOR SUPPORTS

Gibbon Public Schools uses a philosophy of behavior support known as PBS (Positive Behavior Support). This is designed to improve the environments in which teaching and learning occurs. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. Ultimately, these supports improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth. We do this by making inappropriate behaviors less effective, efficient, and relevant, and appropriate behavior more functional and recognized.”

## **Elementary Discipline Chart**

In an attempt to make the discipline guidelines in grades K-6 more tangible for parents, students and staff, categories for offenses have been created. As always, these are guidelines for discipline and the administration reserves the right to administer these consequences as appropriate for the student and situation. As a general rule, the number of offenses dictates the extent of the consequence. Reviewed & Adopted 07-08

## Category I

Offense	1	2	3	4	5
Excessive tardiness	Discussion with Principal	Parent notified	Parent notified / loss of recess	Parent notified / detention	Parent notified / detention
Cheating					
Dress code violation*					
Public display of affection					
Use of technological devices during school time** i.e. cell phones/IPods, etc.					
Other					

\*students will be asked to change into appropriate clothing

\*\*parents will be asked to pick-up device

## Category II

Offense	1	2	3	4	5
Skipping detention	Parent notified / Kindness intervention assigned	Parent notified / Student After-school intervention	Student & Parent after-school intervention	Parent notified After-school Detention	Parent notified After-school Detention
Failure to attend class					
Physical safety hazard					
Signature forgery					
Defiance					
Disrespect/bullying					
Other					

### Category III

Offense	1	2	3	4	5
Vulgar/obscene/disruptive language (written or oral), behavior and/or gestures	Parent notified / Kindness intervention task	Student & Parent after-school intervention	1 day out-of-school suspension	3 days out-of-school suspension	5 days out-of-school suspension
Sexual & racial harassment / hate language					
Pushing, shoving/ <u>excessive</u> roughhousing					
Stealing/possession of private/school property					
Implied gang membership on personal/school property					
Other					

### Category IV

Offense	1	2	3	4	5
Use of violence, force, threat, intimidation, etc. (includes obscenity directed at staff)	1 day out-of-school suspension	3 days out-of-school suspension	5 days out-of-school suspension	Recommended expulsion	
Habitual violation of policies					
Trespassing					
Fighting (police may be called)					
Internet abuse					
Threatening use of imitation weapon					
Other					

### Category V

Offense	1	2	3	4	5
Willful damage to private/school property	1 day out-of-school suspension	3 days out-of-school suspension	5 days out-of-school suspension	7 days out-of-school suspension	Recommended expulsion
Physical injury to others / assault (police may be called)					
Public indecency of self or others (includes removal of clothing)					
Possession/Display of pornography *Sexting					
Other					

### Category VI

Offense	1	2	3	4	5
Sexual assault	5 days out-of-school suspension	Recommended expulsion			
False communication re: bomb/fire					
Weapon possession (threatening)					
Use/possession of controlled substance/alcohol (police called)					
Use/possession of tobacco (police called)					
Other					

## Category VII

Offense	1	2	3	4	5
Firearm possession (police called)	Recommended expulsion				
Physical assault of employee (police called)					
Other					

Definitions:

### “Kindness Intervention”

A task(s) assigned to student to identify and reinforce positive behavior(s).

### “After-school Intervention”

Viewing and discussion of a video topic to identify and reinforce positive behavior(s).

### “After-school Detention”

Student will report to principal’s office by 3:30. Time will be spent completing homework. Student will be dismissed at 4:00 p.m.

### “Out-of-school Suspension”

Student will be sent home for the specified number of days. Homework will be provided and student will be given credit for work completed upon their return to the classroom.

### “Expulsion”

Student enrollment is terminated permanently or for an extended period of time. Expulsion is desirable only as the very last measure which a school can take.

## Gibbon Elementary School Dress Code

Reviewed & Adopted 09

The Board of Education recognizes that a student’s grooming and the way the student dresses have not only a bearing on behavior but also influence the way other students and the professional staff react. The emphasis is that dress and grooming should be clean and neatly kept. If a style of dress code and/or grooming demonstrates that it is disruptive to the educational process, constitutes a possible threat to the safety and health of the student or others or is in violation of any statute, it will

not be permitted in the school. Within these limits the Board of Education believes that the final decision regarding attire and grooming should be a cooperative decision of the student, parent and the administrative staff. Should disagreement arise, the administrative staff shall make the final decision.

Student appearance is an important responsibility of the students, parents and school. All hairstyles, manner of dress and grooming must be consistent with safety, cleanliness and decency. Appearance that is disruptive of the educational process, or endangers the safety and health of the student will not be allowed. Regulations for student attire are:

1. Students will wear shoes at all times. **Flip Flops are not acceptable due to safety concerns.** On specific physical education days students **MUST** wear athletic/tennis shoes.
2. Clothing which contains printed wording, pictures, designs which advertise or promote tobacco, alcohol or drugs, carries any derogatory connotation, suggestive statements or endorses illegal activity are prohibited.
3. Clothing that is distracting from the learning environment is prohibited. Shirts should not show a person's midriff while the person is sitting, standing or reaching. Spaghetti straps and/or low cut tops that reveal cleavage are not acceptable.
4. Shorts may be worn during the 1<sup>st</sup> and 4<sup>th</sup> quarter. Extremely short shorts, biking shorts and cutoffs are not acceptable.
5. Chains of any type are not permitted. All belts must be tucked in the belt loops around the waist, not hanging.
6. Extremely baggy/low slung pants are not acceptable.
7. Hats and caps are not to be worn in the building.

## ATTENDANCE

All children are required by law to be in school each scheduled day during the session if they are between the ages of six and sixteen. Each day of school is very important to the education of your child. Parents are urged to see that their children enter the first day and attend regularly. Parents are requested to notify the school office by 8:30 a.m. (468-6546) on days that their child is absent. This measure is taken to insure the safety of all students. **Generally a child should not return to school after an illness until he/she is ready to participate in the regular school program. The school is not staffed to supervise students "staying in" at recess.**

**If you feel your child is too sick to go outside for recess they should remain at home.**

## STUDENT RETENTION

Gibbon Public Schools have adopted the following criteria for determining student retention:

1. Students who miss 21 or more days of school shall be considered for retention.
2. Students who have missed 21 or more days during the school year and who have received failing grades at the end of first semester in two of the basic skill areas (reading, mathematics, language arts, social studies and science) and are failing in two of these basic skill areas at the end of the year will be required to repeat the current grade level.
3. Students who have received failing grades for the first semester in reading and math, are failing in both areas at the end of the year, and who have scored substantially below grade level in mathematics and reading, as indicated on a standardized measure administered in the spring, will be retained at the current grade level. When retention of a student is being considered, parents will be contacted as soon as possible and/or no later than during the third quarter of school. Every effort will be made to remediate academic difficulties so that retention is not necessary.

## HOMEWORK

Each student is expected to spend some time in studies outside of regular school hours. The amount of time needed depends upon the student's grade level, mastery of basic skills, daily classroom effort, and parental help and support.

Parents can expect a daily “reading” assignment for every child to be completed with parental involvement. Homework is important “practice” for students and it must be taken seriously. We want our students to be successful and thus have implemented a “Zeroes Aren’t Permitted” procedure for students in grades 4-6. All assignments must be completed and turned into the teacher or students will be required to remain after school hours to complete their work.

## MAKE-UP WORK

Students who are absent from school with excused absences shall be expected to make up the work they have missed. The teacher will determine the plans for making up the work. The privilege of making up work shall be reserved for unavoidable absences such as illness.

The school shall not be responsible for work missed because of late entrance or extended vacations that do not coincide with the regular school holidays. During prolonged absence due to illness, the parent may call the school office to make arrangements for picking up make-up assignments.

## ABSENCES:

All students begin each semester with ten (10) days of leave. Some examples of reasons why students would use their leave to miss school would be illness, business of various kinds, family trips, doctor and dentist visits, court appearances, funerals, attending school activities as a spectator, etc. There is no distinction between "sick" leave and any other reason for missing school. The only requirement for the absence to be considered excused is for the parent/guardian to telephone or send a note to school authorities on or before the morning of the absence. If a note or telephone call is not received and if school authorities are unable to verify the absence with a parent/guardian, it may be considered unsanctioned.

For "pre-arranged absences" to be excused, a phone call or note verifying the upcoming absence must be received. The teacher and/or the school office must be contacted for appropriate assignments at least one and **preferably two days prior** to the absence and the teacher's signatures obtained on the "prearranged absence" form. The form is returned to the office. All absences except those which are not reasonably foreseen by parents/guardians are to be approved by the use of the prearranged absence procedure. Should a parent/guardian choose to make a last minute determination regarding any absence, they are required to notify the school office in writing or by phone, on or before the morning of the absence or the absence will be considered unsanctioned. Whether the absence is illness, prearranged or last minute, students must realize that some major class assignments may be required to be turned in before or on the day the student is absent and may not be accepted for full credit after the student returns from the absence. Students are reminded to contact their teacher if they will not be able to turn in a major assignment on the due date.

By providing a school calendar for each family, parents can plan vacations, appointments and other activities as to minimize the amount of class time students must miss. If you have not received a school calendar please contact the office immediately.

## TARDIES

It is very important for students to attend school regularly and ON TIME. The school bell rings at 8:00 a.m. Arriving after 8:10 constitutes a "tardy" slip. When 5 tardies are accumulated parents will be contacted. When 10 tardies in a school year have been reached a parent meeting will be scheduled. Further accumulation of tardies may result in notification to the county truant officer.

## ANIMALS AT SCHOOL

Children must request permission from their teachers before bringing any animal to school.

## BAND

Fifth and sixth grade students may participate in the elementary instrumental music classes.

## BICYCLES

Children should park their bikes in the areas where racks are provided, they should be filled before bicycles are parked beyond them. All bikes are to be walked at all times on the school grounds.

## SAFETY RULES

1. If your child walks to and from school, discuss the route they will use each day.
2. Direct your child to cross streets only at crosswalks.
3. Ask children to walk on sidewalks whenever possible and to walk facing traffic where there are no sidewalks.
4. Instruct children never to accept rides with strangers. Tell children not to talk to strangers or permit strangers to visit with them. Do not permit children to accept gifts from strangers.
5. Ask children to go directly home after school and not to wait around school for other children.

## BUSES

Students shall be on time at the approved bus stop. Bus schedules do not permit waiting.

Students should wait for the bus in their own driveway. Do not cross the road until the bus has completely stopped. Students will board the bus one step at a time.

Rigid standards of discipline will be maintained at all times in order to satisfy requirements. Whenever bus drivers must direct their attention away from the road, danger exists. Foremost in our minds is the safety of each passenger.

### **\*While riding the bus:**

Except for ordinary conversation, students shall observe quiet conduct on the bus.

Students shall keep their seats while the bus is in motion.

Students shall not eat or drink on the bus.

Students shall not throw waste paper on the floor of the bus.

No part of the body shall be extended through the bus window.

Students shall not leave the bus through the emergency door unless an emergency exists.

(Excerpts from "School Transportation Information" pamphlet approved by the Board of Education.)

### **\*Upon leaving the bus:**

Students shall not run or push while leaving the bus. Each step that is provided is to be used.

Students that live on the opposite side of the road from the exit door shall go approximately ten feet in front of the bus before crossing to their driveway.

## BUS DISCIPLINE AND PENALTIES

The school bus driver has the authority and the responsibility to discipline on the school bus. The riding privilege of a student may be revoked for violation of the rules and/or conduct which is

detrimental to the safe operations of the school bus. Drivers maintain the right of having students sit in an assigned seat should this be necessary.

Please make a special effort to review the "SAFETY AND YOUR CHILDREN" handout your child received. We will be continuing our extra efforts regarding the pedestrian and automobile traffic at the school.

### FIELD TRIPS

Permission slips may be sent home several days before a field trip is planned. Occasionally parents must sign these slips and return them to school, giving their children permission to go on the trip. Field trips are considered optional activities by the teaching staff and administration. The decision to have a field trip or not, will be based on the appropriate activities available as well as the class or grade's overall conduct.

### FIRE DRILL REGULATIONS

By state law, the school will conduct a fire drill each month of the school year. Fire drill regulations will be posted in each class room and teachers will make these regulations known to the students. Drills and regulations will also be conducted for tornadoes.

### RECESS POLICY

In our ongoing effort to protect the health of the children during cold and/or wet weather we have adopted the following policy:

Play on large piles of snow is prohibited. ALL snow and ice is to remain on the ground and should never be picked up in any form.

Footwear-All-weather boots should be worn when it is cold and/or wet outside (cowboy boots, hiking boots and fashion boots are not considered all-weather boots.)

Coats, Caps and Gloves-During cold weather, all students must have a warm coat, some type of head cover, and gloves.

It is our feeling that recess is very important for all students. It gives them a chance to get out of the classroom, get some exercise and it takes their minds away from school work. Recess provides the opportunity for children to learn to play and socialize with their peers.

**If you feel it is absolutely essential to your child's health that he/she remain inside during recess please keep your child at home until their health improves. During sub zero temperatures and when it rains we will have recess in the indoors.**

## GUIDANCE AND COUNSELING SERVICE

Guidance is an innovative component to the elementary curriculum as well as a process of helping all pupils to help themselves. The counselor is the key person in this service. The primary role of the counselor is to help personalize the educational experience for the pupil.

## SPEECH AND HEARING

A speech/language pathologist is retained by the school district. All elementary students will be screened and tested upon entering school and a preventative or corrective program will be provided to the students as the need arises.

## SPECIAL SERVICES

Gibbon Elementary qualifies as a "Schoolwide Title I" school. ALL students are considered "Title" students and thus extra help in reading and math is available for every student K-6 who may need extra assistance.

Special Education classes are available to students who have been referred to our resource teacher and have a definite learning disability determined through extensive testing. There are Adaptive Physical Education classes for those students who need gross and fine motor help. Parents are required to give permission for this testing.

In addition to the aforementioned services, we have access to services for audiology, physical therapy, occupational therapy and emotionally disturbed students through ESU #10.

## CURRICULUM

### Language arts (Spelling, English, Writing and Reading)

Students are provided opportunities to develop skills in listening, speaking, and writing. A good selection of materials is available for use in developing these skills through instruction in spelling, language, and handwriting classes.

ECRI reading/spelling and vocabulary instructional methods and strategies complement the reading Scott Foresman basal series.

Numerous materials are also available to teach reading skills which include Saxon phonics and comprehension pieces. Students are also encouraged to read for pleasure. Several programs are conducted each year with the goal of increasing pleasure reading time. Creative writing is an important aspect in all subject matter; therefore writing will be a part of every curricula area. Zaner-Bloser handwriting is the method of choice for penmanship instruction for elementary students.

### Mathematics

The Saxon math program begins at the kindergarten level and continues through fifth grade. Skills are broadened and deepened through the school years. Skill mastery is monitored on a continuous basis.

### Science and Health

The science and health curriculum endeavors to give all students a wide variety of activities broadening their awareness and knowledge increases from kindergarten through grade six.

### Social Studies

The basic philosophy for social studies education is the study of people as they work in society, in government, and interact with one another. It develops the democratic ideal of good citizenship, civic responsibility, and human relationship.

A new series was adopted in 2008-2009 as well as curriculum maps developed by teachers. These instructional “maps” are available for parental review.

The social studies program attempts to develop the ability to work effectively with others as a means of solving personal and social problems of ones society.

### Special Education

Special Education services are available to all qualified children between birth and 21 years of age residing in the Gibbon Public Schools.

Academic, language, physical, and intellectual evaluations, direct instruction, behavioral management, and counseling are provided by a team of professions including speech therapists, physical and occupational therapists, resource teachers, and education psychologists.

### Schoolwide Title I

Supplemental instruction in reading and math is available to all students through the district’s schoolwide Title program. Teachers and paras with specialized training in the field of reading and math intervention programs provide small group activities designed to improve basic skills.

### Technology

All grades participate at least weekly in some type of computer/technology activity/instruction.

### Library

A qualified librarian is in the elementary building each day meeting with students on a scheduled basis. Proper and efficient use of the library is emphasized.

### Vocal Music

A qualified vocal music instructor meets with students in grades K-6 at least twice a week. The program includes many vocal and rhythmic activities.

## Physical Education

The physical education program is under the direct supervision of a qualified physical education instructor that will see students in grades K-6 on at least a twice weekly basis. ALL students K-6 MUST WEAR CANVAS/TENNIS SHOES DURING P.E. TIMES. NO SANDALS or BOOTS.

Students in the 5th and 6th grades will need the following things for their P.E. classes. We would appreciate the students providing these items. If the students cannot provide these items, please contact the elementary principal's office for assistance in obtaining them for your child.

1. Gym shorts
2. T-shirt
3. Clean socks
4. Tennis shoes
- . Deodorant

## POWERSCHOOL:

The Gibbon Public Schools utilizes an internet web based student information system called PowerSchool. Through PowerSchool, parents can access lunch account balances, assignments, grades, daily schedules and announcements and email teachers regarding their child's progress. It is capable of creating a multitude of information for teacher and parent assistance. If you have Internet access at home or at work you can view the information on your student at any time from anywhere. If you do not have the internet access at home and would like to access this information, you can visit with the elementary principal about making arrangements to view the information on school computers. Each student is assigned a password and confidential identification number for the parents to use. The school's internet address is: [powerschool.gibbon.k12.ne.us/public](http://powerschool.gibbon.k12.ne.us/public).

## D.E.A.R. READING TIME

Our school schedules ten minutes every day so that children can Drop Everything And Read. All employees of the district are to Drop Everything And Read a book of their choice each **day** during this scheduled time.

### **\*Children and Reading:**

One of the best ways to create a child's interest in books is to read aloud to them. When a parent reads for twenty minutes a day followed by discussion, an art activity, interpretation, story telling, role playing or some other activity, the child has been helped to expand vocabulary and comprehension. Additionally, reading aloud will also increase language skills which are closely related to improvement in reading and writing skills.

### **\*Suggestions for parents:**

To help children "practice" reading, it is not necessary for parents to use the teacher developed instructional strategies and techniques used within classrooms through ECRI but parents can practice with their student(s) at home:

1. Reading is comprehension. This is the ultimate goal of reading.
2. Tell your child, "You can become better at reading by doing it, the more practice the better you get."
3. Help your child select a book which is at a comfortable reading level. (If a child can read a page aloud making fewer than five errors, the book is probably not too difficult.)
4. Your child should read a page silently and then answer questions to find out what was read. Read and discuss each page this way.
5. After silent reading and discussing, the child could read the page aloud to you.
6. If your child doesn't know a word, skip it and finish the sentence. Many times a student can figure it out by the other words. If he still can't read the word, tell the child the word.
7. Make positive comments about how well or how much is read or compliment your child each day on the effort given to reading.
8. Encourage or make up games which create reading, for example, reading road signs, cereal boxes, license plates, grocery labels, etc.

\*Helping your child choose library or recreational reading material:

Teachers and parents help students be good "reading consumers". Students should not choose books which are too hard and the book must be interesting to the child. The subject of the book isn't as important as having the child actively interested and involved in the process of reading.

Parents, teachers, and librarians must be careful not to insist on a book for a child but help the child make a good selection.

The level of difficulty is the first criteria to consider when selecting a book. There is little value in reading a book which is too hard. There is some value in reading a book that is easy. Children who are young may be able to read difficult books. Others who are older may choose easier books. The child should make the decision with parents and teachers guiding the selection.

Insist that students read a page or paragraph before choosing a book. If more than five words are missed or unknown to the student, the book is too hard. If no words are missed, the book is appropriate for reading. The "five finger method" says: Tell the child to put up his/her hand, one finger goes down for each word missed. A fist means the book is too hard to read and the child should look for another. Allowing the child to make the choice and encouraging him/her to be good "reading consumers".

### LOST AND FOUND

Parents should mark their child's clothing items so they don't get mixed up with other classmate's items. The items should be marked with name, or initials, items such as: coat, hat, gloves, mittens, school bag, etc. If your child loses clothing or some other article, he/she should check the lost and found in the office. At the end of any school year, all unclaimed clothing or other wearable items will be donated to Good Will Industries or other charitable organizations of need.

## BREAKFAST AND LUNCH PROGRAM

Gibbon Schools provide a Child Nutrition Program funded by district, state and federal funds which enables all students grades K-12 to obtain well-balanced meals at a minimum price. Breakfast and lunch are available to all students. Breakfast is served from 7:30 A.M. until 8:00 A.M. The school building is not open for children to wait until the serving time for breakfast, (unless enrolled in the “Before/After Program” )please do not send them until the appropriate time. Serving after 8:00 A.M. will not be permitted as it will cause students to be late for class.

Students in grades K-1 go to lunch, at 11:00, followed by recess at 11:30. Students in grades 2-3 go to lunch at 11:04 and recess at 11:35 Students in Grades 4-6 go to lunch at 12:10 and recess at 12:40.

Parents who wish to have their children participate in the breakfast and/or lunch programs may do so by depositing money in their child’s account. When a child eats, the amount of the meal will be deducted from the balance in the child’s account. **Charging will not be permitted so please be aware of the balance in your child’s account at all times.** When sending lunch money to school, please place in an envelope and write the names of the children on the outside. The Gibbon Public Schools Child Nutrition Program (school breakfast and lunch), reserves the right to refuse service to any child or adult belonging to a family whose account maintains a negative balance. Prior to any refusal of service, a reasonable effort will be made to collect the amount due the district. Should collection efforts fail, district personnel are authorized to deny food services under board policy #3110.1.

Ala Carte menu prices for the Child Nutrition Program are:

Breakfast:

Students all grades	\$ 1.30
Adults	\$ 1.90

Lunch:

Grades K-6	\$1.80
Grades 7-12	\$2.80

Extras:

Milk	\$ .25
Entrée	\$1.00

**(Free and reduced lunch accounts are subject to charges for any extra milk, extra entrée, or any Ala carte items)**

Kindergarten students have available extra milk on a daily basis for .25 per carton. These students typically take an afternoon “milk break” that includes a snack. Kindergarten milk must be paid in advance just as lunch program expenses must be paid in advance.

All parents/guardians are encouraged to anticipate lunch program expenses and pay ahead. The lunch accounting system is capable of accepting and maintaining any amount of money deposited for individual students/families.

Students who qualify, are offered free and reduced lunches. Application for this federally sponsored program is provided to each student at the beginning of the school year. **Applications for the Free and Reduced meal program are always available in the elementary office throughout the year.** These applications must be filled out and returned to the elementary office immediately in order to qualify. Students' accounts will be charged until applications are received and approved. (Free and reduced lunch accounts will be charged for any extra milk, entrée, or any a la carte items at the regular lunch prices). A fee waiver form is available for those kindergarten students participating in the afternoon snack milk who have qualified for the Free/Reduced meal program.

### LUNCH ROOM CONDUCT

1. Walk at all times in the lunch room.
2. Eat your own food; it is not to be traded.
3. Talk in a well-controlled voice; talk only to those who are close by.
4. Remain in the lunch room until dismissal time.
5. Clean up after yourself when leaving the table.
6. Become silent when a supervisor requires your attention.
7. **DO NOT BEND LUNCH CARDS.**

### MONEY

Students should never bring excessive amounts of money or valuables to school. Send only the exact amount needed.

### OVERSHOES

If the playground is wet with rain or snow, children should wear appropriate overshoes or boots, waterproofed boots, worn indoors as well as out are acceptable, but children must learn to assume responsibility for cleaning them before coming in.

### PARTY INVITATIONS/GIFT DELIVERIES

We believe that party invitations are an "out of school" activity, and should be delivered away from the classroom. When they are distributed at school and only a select few are included, it brings into the classroom a social situation with which many children cannot cope. It causes tears, fights, and unhappiness in many cases. It is our practice to hold all gift items such as balloons, flowers or any other type of items for the children in the office until the end of the day. We ask parents to inform persons making school deliveries of such items to take them to the office. Please have a name attached to all delivered items.

### PLAYGROUND

The playground space is very limited and the following rules will be observed by all students:

1. The school provides playground equipment for each grade and students are not encouraged to bring play equipment from home. Should students bring any play

equipment from home, the school will in no way be responsible for such items. If a student's personal equipment causes any problems, students will be required to return these items home.

2. No tackle football or wide-ranging chase games will be permitted.
3. Play areas and times are designated for student safety.
4. No sliding on hard surfaces when they are covered with ice.
5. No snowball throwing before, during, or after school while under school supervision.
6. All students shall stay on the school grounds during recess periods.
7. If the weather permits, the students will be expected to play outside.
8. Students must obtain permission from a playground supervisor to enter the building for any reason.
9. All students will remain in supervised areas.
10. Fighting, rough-housing and pulling at clothing will not be tolerated.
11. All playground equipment will be used in the intended manner for which it was designed.
12. No abusive or profane language or gestures will be tolerated.
13. No playing on any piles of snow at any time.

Because of the possibility of injury from a bite, dogs are not tolerated on the playground. Children should not play with them as this only encourages them to return. The school will make an effort to find out who the dog belongs and call the owner to take it home. If necessary, county officials will be called to remove bothersome dogs.

Generally, students who are able to attend school should be able to have recess and noon breaks outside.

### REPORT CARDS

Report cards will be mailed home four (4) times during the school year, at the end of each quarter. Please remember that the report card is only a quarterly report of a child's work and does not accurately represent all aspects of a child's growth. We encourage parent-teacher conferences as often as a parent feels necessary for a more comprehensive evaluation of progress and/or problems.

### SCHOOL VISITATIONS:

All parents are welcome to visit school any time. Parents are asked to contact the teacher to check when the best times are to visit school. Children wishing to visit school must be accompanied by

an adult and observe all other guidelines regarding school visitations. Parents should always check in at the main office before visiting their child's classroom. A visitor pass should be worn while in the school building.

### TELEPHONE USE / CELL PHONES

Students are discouraged from using the school telephone for such plans as play dates, day care, etc. which should be made before school. Teachers may grant the student's permission to use the classroom telephone if necessary to contact parents or in the case of an emergency.

Cell Phones: Students are strongly discouraged from bringing cell phones to school as they can become a distraction. If cell phones are brought to school they **MUST BE TURNED OFF** between the hours of 8:00-3:19. Violation of cell phone policy is a Category I on the discipline chart.

If messages need to be given to any student during the day, please call before 2:30 p.m. in order to allow time for messages to be delivered.



Gibbon Elementary – Home of the Baby Buffs !