

ADMINISTRATION

Darrell Peterson, Superintendent
Sarah Williams, Principal

BOARD OF EDUCATION

Mark Johnson, President
Lisa Chohon, Vice President
Carolyn Johnson, Secretary/Treasurer
Jan O’Hare, Member
Angie Davis, Member
Dan Dailey, Member

FACULTY AND STAFF-MCANDREW

Caren Fernau Kindergarten-----Rm 14
Sue Wragge Kindergarten-----Rm 13
Deb Walker Grade One----- Rm 10
Robyn Wright Grade One----- Rm 11
Kelli Gibson Grade Two-----Rm 12
Pam Peterson Grade Two-----Rm 15
Jolene Freeman Grade Three-----Rm 19
Lois Steuter Grade Three-----Rm 18
Stacey Bickham Grade Four-----Rm 16
Susan Scholtes Grade Four-----Rm 17
Judy Hensley Reading Coach/Title I--Rm 20
Amanda Ganser Computers-----Rm 9
Tami Jacobsen Guidance Counselor----Rm 20
Scott Steinhauser SPED Coordinator-----Rm 130
School Psychologist
Sarah Hotchkiss Vocal Music-----Rm 21
Kayleen Hookstra Resource/Special Ed----Rm 5
Sue Haskell Speech Therapy-----Rm 6
Roudy Clapper Physical Education-----Gym
Kara Welch Library/Media-----Rm 9
Linda Hapner Title I Reading & Math-Rm 20
Denise Adcock Art Consultant
Deb Runyan Administrative Assistant
Dianne Daniels Paraprofessional
Jessica Pozehl Paraprofessional
Cathie Pankowski Paraprofessional
Wendy Smith Paraprofessional
Linda Trail Paraprofessional
Brad Witte Maintenance
Ron Rennich Maintenance
Nick Krause Custodial
Rick Finley Custodial

FACULTY AND STAFF-EDUCATIONAL ACHIEVEMENT CENTER

Norma Gleason Teacher
Amanda Ganser Teacher
Tami Jacobsen Guidance Counselor

2009 - 2010

**AINSWORTH COMMUNITY SCHOOLS
AINSWORTH, NEBRASKA**

McANDREW ELEMENTARY STUDENTS' AND PARENTS' HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about McAndrew Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to ensure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

SCHOOL MISSION

The mission of the Ainsworth Community Schools is to help students acquire the knowledge, skills, and attitudes necessary to be successful individuals.

SCHOOL GOAL

Ainsworth Community Schools has set forth the following student-centered goal:

1. Improved reading skills across the curriculum, particularly vocabulary skills

McANDREW DAILY SCHEDULE

7:30	Breakfast Served, Cafeteria
7:45	Teachers on duty
7:50	Students enter classrooms
8:00	Classes begin, K-4
11:49-12:35	Kindergarten-4 th lunch and recess
3:15	School dismissed, K- 4

Personnel are required to be on duty, generally from 7:45 am – 3:45 pm.

BREAKFAST/LUNCH PRICES

2009-2010 Prices:	Full Pay Students	Reduced Price Students	Free Priced Students
K-12 Breakfast	\$1.20	\$.30	\$0.00
K-4 Lunch	\$2.10	\$.40	\$0.00
5-12 Lunch	\$2.25	\$.40	\$0.00
Extra Lunch Entrée	\$1.50	\$1.50	\$1.50
Extra Pizza Hut Pizza	\$1.75	\$1.75	\$1.75
Extra Milk	\$.45	\$.45	\$.45
Extra Fruit & Veggie Bar	FREE	FREE	FREE

ALL CHECKS SHOULD BE MADE OUT TO: *Ainsworth Community Schools*

Grades Kindergarten – 1st

Snack Milk: 1st semester: \$38.70 2nd semester: \$40.95 All Year: \$79.65

ALTERNATE DAILY SCHEDULES -- Kindergarten - 4th Grades

10:00 Late Starts -- No breakfast served. Buses run accordingly.

2:00 Dismissals -- Buses run accordingly.

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IMPORTANT DATES FOR 2009 – 2010

August, 2009

Monday, Aug. 17	First Day of School
Monday, Aug. 24	6:30 pm-7:30 pm, Parent Night/Open House for McAndrew students 1 st -4 th grades; Attendance of one or more parents is important.
Monday, Aug. 31	2:00 Dismiss, Teacher Inservice

September, 2009

Monday, Sept. 7	NO SCHOOL, Labor Day
Tuesday, Sept. 15	Elem. Health Checks, 8:30 am
Wednesday, Sept. 16	Progress Reports Sent Home (Grades 3-12)
Thursday, Sept. 17	DI Parents Night, 7:00 pm, Learning Center
Friday, Sept. 18	Homecoming
Monday, Sept. 21	2:00 Dismissal, Teacher Inservice
Tuesday, Sept. 22	Elementary Picture Day, 8:00 am, Gym

October, 2009

Monday, Oct. 5	2:00 Dismissal, Teacher Inservice
Friday, Oct. 16	End of 1 st Quarter
Monday, Oct. 19	No School, Parent/Teacher Conf. 12:30 – 8:30 pm
Wednesday, Oct. 21	Picture Retakes (K-12)
Friday, Oct. 23	No School, State CC at Kearney
Monday, Oct. 26	2:00 Dismissal, Teacher Inservice
Saturday, Oct. 31	FBLA Elementary Halloween Carnival, 2-3:30 (café/gym)

November, 2009

Monday, Nov. 9	2:00 Dismissal, Teacher Inservice
Monday-Friday, Nov. 16-20	Scholastic Book Fair, Elem. Library
Wednesday, Nov. 18	Progress Reports Sent (Grades 3-12)
Wednesday, Nov. 25	12:00 Dismissal, Teacher Inservice
Thurs-Fri., Nov. 26-27	NO SCHOOL, Thanksgiving Break

December, 2009

Wednesday, Dec. 9	No School
Thursday, Dec. 10	McAndrew Elementary Concert, 7:00 pm (Gym)
Monday, Dec. 21	2:00 pm Dismissal, Semester Tests
Tuesday, Dec. 22	2:00 pm Dismissal, Semester Tests, End of 2 nd Q./1 st Sem.
Wed. Dec. 23 - Fri. Jan. 1	NO SCHOOL, Christmas Break

January, 2010

Monday, Jan. 4 School Resumes, Start of 2nd Semester
Tuesday, Jan. 12 DI Fun Night, 7:00 pm
Monday, Jan. 18 2:00 Dismissal – Teacher Inservice

February, 2010

Monday, Feb. 1 2:00 Dismissal, Teacher Inservice
Wednesday, Feb. 3 Progress Reports Sent Home (Grades 3-12)
Wednesday, Feb. 3 Written Spelling Bee Contest, 9:00 am
Friday, Feb. 5 Oral Spelling Bee, 12:15-3:00 pm, Learning Center
Monday, Feb. 15 2:00 Dismissal, Teacher Inservice
Tuesday, Feb. 16 Parent/Teacher Conferences, 5:00 – 8:30pm
Thursday, Feb. 18 2:00 Dismissal
Friday, Feb. 19 NO SCHOOL – Winter Break

March, 2010

Monday, Mar. 1 2:00 Dismissal, Teacher Inservice
Wednesday, Mar. 10 End of 3rd Quarter
Thurs-Fri, Mar. 11-12 NO SCHOOL – Spring Break
Friday, Mar. 19 NO SCHOOL, SWC Fine Arts @ Ainsworth
Monday, Mar. 22 2:00 Dismissal – Teacher Inservice
Friday, Mar. 26 1:15 Dismissal, HS Track Invitational

April, 2010

Thursday, Apr. 1 1:15 Dismissal – Teacher Inservice
Fri, April 1 NO SCHOOL - Easter Break
Monday, Apr. 5 NO SCHOOL – Easter Break
Wednesday, Apr. 14 Progress Reports Sent (Grades 3-12)
Monday, Apr. 19 2:00 Dismissal, Teacher Inservice
Thursday, Apr. 29 McAndrew Elementary Spring Concert, 7:00 pm (Gym)

May, 2010

Friday, May 7 2:00 Dismissal, Teacher Inservice
Monday, May 10 2:00 Dismissal, MS Track Inv. 3:00 pm
Wednesday, May 19 Elementary Fun Day
Elem. Video & Awards
2:00 Dismissal, Semester Tests
Elementary Students' LAST DAY (tentatively)
Thursday, May 20 Elementary Staff Meetings, 8:00 am – 2:00 pm
(tentative) 2:00 pm, 1st – 6th Grade Track Meet, East City Park
End of 4th Q./2nd Sem.
Friday, May 21 Teacher Work Day

ABSENCES, TARDIES AND SICKNESS

Except for those students exempted by law, this school district expects all children living within the boundaries of the school district and who are between the ages of seven and sixteen to be in attendance every day that school is in session unless they have been excused by school authorities. Regular attendance is necessary to provide the student with the best possible education.

1. A written excuse, personal contact, or telephone call from the parents, stating the reason for the student's absence, will be **REQUIRED** for all student absences prior to the absence. In the case of an unplanned absence, please notify the school immediately the morning of the absence. School officials reserve the right to request a statement from the attending physician in the case of an extended absence due to the health of a student.
2. All students must have office permission and must sign out to leave the school grounds. When a student returns, they must report to the school office and sign in.
3. Students who have been absent due to a communicable disease must have written permission from a doctor before they will be allowed to return to school.
4. Tardiness is rarely excusable. A student will be marked tardy when he or she arrives after 8:00 am and must report to the school office to sign in.
5. Students who become ill during school will not be sent home until the school has determined that there will be someone there. If both parents work, please let the school know where you can be reached. Ill students must sign out before they leave.

Procedures for excessive absences:

1. As per Ainsworth Community School Policy 5130 (a copy is included at the end of this handbook), all questions of absences will be referred to the respective principal.
2. The principal will review the attendance records of any student missing five days per quarter. When the principal determines that a child is unlawfully absent from school, the principal will arrange a conference with the parent or guardian, the child, and any other school personnel in an attempt to solve the truancy problem.
3. If the child continues to be or becomes habitually truant, then the principal will serve written notice to the person violating the compulsory attendance laws, warning him or her to comply with its provisions.
4. If in one week after the time such notice is given, such person is still violating such laws, then a report will be filed with the Brown County Attorney and the Social Services Director.

ARRIVAL TO SCHOOL

School begins promptly at 8:00 am. Students will be counted tardy after 8:00 am. Children are not to arrive early. Arrangements must be made for child care/supervision in the morning before school. No students will be admitted to the building prior to 7:55 am, unless they are eating breakfast. On cold, windy, and otherwise inclement days, students will be permitted to come into the building entryways and remain there until they are given permission to go to their classrooms.

ATHLETIC AND EXTRACURRICULAR EVENTS

Elementary students enjoy the athletics and extracurricular events that are provided here by the Ainsworth Community School. Students are expected to attend activities with supervision. We expect them to sit with or near their parents or supervisors. They should remain in their seat and leave only at quarter and half breaks. At wrestling matches, students may leave the bleachers only between matches. Students who are disruptive at activities will be sent home and may lose the privilege of attending activities. During activities held in the gym, the students will be required to sit in the designated area or with their parents or supervisors. A student must be in school one-half day in order to participate in an activity or attend an activity that evening. This refers to a practice, also.

BICYCLES AND SCOOTERS

Children who ride bikes or scooters to school must walk their bikes and scooters across the intersection and then walk their bikes or scooters on school property. There will be no riding during the school day (recesses) as this will interfere with the safety of others. We encourage students to use bike locks. Children may also fold scooters and store them under their coat rack during the school day. Scooters that do not fold should not be stored under the coat racks. The school is not responsible for lost, stolen, or damaged scooters or bicycles.

BULLYING AND HARASSMENT

McAndrew Elementary is committed to offering educational opportunity to its students in a climate free of discrimination, bullying and harassment. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited.

For purposes of this handbook, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably create an intimidating instructional or educational environment.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the classroom or educational environment.

Sexual harassment may exist when the conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

BUS REGULATIONS

Regular Routes: Students shall be on time at the approved bus stop. Do not cross the road until the bus has stopped completely and the driver has extended the stop arm. Students are to board the bus one step at a time. Rigid standards of discipline must be maintained at all times in order to insure the safety of riders and the driver.

While Riding the Bus: The riding of the bus is a privilege and may be revoked for violation of the rules or for conduct, which is detrimental to the safe operation of the bus. The driver is in full charge of the bus and the students. Students are to comply promptly with all requests of the driver. The driver may assign seats. Students shall go directly to their seats and remain seated there until they arrive at their destination. Students shall not leave the bus from the emergency door unless an emergency exists. Students shall not run or push while leaving or entering the bus. Students that live on the opposite side of the road are to go approximately twelve (12) feet in front of the bus before crossing.

The school bus driver has the authority and the responsibility to discipline students on the bus.

Route Bus Discipline Procedure:

For any conduct deemed inappropriate by the bus driver the following procedure will be used.

- A. The first incident of inappropriate behavior will result in a verbal warning from the bus driver. The driver will submit a written Bus Incident Report to the appropriate principal. The Principal will have a conference with the student.
- B. The second incident involving the same student will result in a second report submitted to the principal. The Principal will arrange a parent conference or contact to discuss the incident and inform parents of possible consequences.
- C. Upon the third incident by the same student, a third report will be submitted. The third incident will result in a short-term suspension from riding the school bus.
- D. Upon receiving a fourth incident on the same student the consequence will be suspension from riding the school bus for the remainder of the school year.

COMPUTER USAGE

The use of computers/internet is a privilege, not a right. Inappropriate behavior may lead to penalties including revoking permission to use the computers (long term or short term), disciplinary action, and/or legal action. Ainsworth Community School's Administrative Regulation 6410 (included at the end of the handbook) explains the terms and conditions for use of computers.

CONCERNS AND QUESTIONS

When a problem arises over a school situation, parents should first attempt to resolve the issue or complaint by holding a conference with the teacher or employee.

If the problem is not resolved after meeting with the teacher or employee, a meeting should be arranged with the principal. The principal has a form available for written complaints.

DETENTION AND STAYING IN FOR RECESS

On occasion it may be necessary to keep a student after school. If a child is staying more than 15 minutes after school, the teacher will require that she/he make an attempt to call home to inform the parents.

STAYING IN: Students who are to stay inside during recess or noon hour, due to illness should bring a note signed by the parents. Students who must stay in during recess or noon hour longer than one week must bring a note from the doctor stating the reason.

DISMISSAL

Students must leave school premises immediately after school unless under the direct supervision of a teacher or an adult. Students may return to the playground after 4:00 pm.

DRESS CODE

The home and school need to cooperate in the matter of student dress for school. Students at McAndrew Elementary are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process.

Following is a list of examples of attire that is not appropriate for school. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting. (Ainsworth Community Schools' Dress Code Policy 5505.1 is included at the end of this handbook.)

1. No apparel containing references to drugs, tobacco, or alcohol.
2. No apparel containing vulgarity, obscenity, or profanity.
3. No undergarments are to be visible at any time.
4. No mesh shirts will be allowed, unless a full shirt is worn underneath.
5. No apparel that exposes the midriff area will be allowed.
6. Shoes must be worn at all times.
7. No hats or caps may be worn inside the school building
8. The wearing of clothing that is intended to be worn outside will not be allowed.

9. Shorts and skirts should be mid-thigh in length.
10. Any apparel, jewelry, accessory, notebook, chains, or manner of grooming that is disruptive to the learning environment or identified as a potential safety risk will not be allowed.
11. Halter tops and low-cut necklines will not be allowed. Sleeveless shirts and tank tops are allowed, however, there must be straps over both shoulders of at least 1” in width.

The administration reserves the right to require a student, who is not in proper school dress, to change clothing or to ask the parent to bring an appropriate change of clothing for the student.

During the late fall, winter and early spring our weather can be quite unpredictable and quite harsh. We do expect the students to be dressed for the weather. Depending upon all weather factors, it is generally expected that the student will have proper winter clothes, such as a winter coat, snow boots or overshoes, stocking caps, gloves or mittens, etc. The students *will* go outside for recess unless it is dangerously cold.

EQUAL RIGHTS POLICY STATEMENT

It is the policy of the Ainsworth Community School System not to discriminate on the basis of sex, age, marital status, religion, disability, race, color or national origin. Discrimination claims must be filed with Darrell Peterson, Superintendent, Ainsworth Community Schools, Phone: 387-2333.

FIRE DRILLS AND TORNADO DRILLS

Fire drills will be conducted monthly and tornado safety drills will be reviewed and practiced during the second semester of the school year.

GRADING SCALE AND CODE

A+		99-100		
A	Excellent	95-98		
A-		93-94		
B+		91-92		
B	Above Average-Very Good	88-90	S+	Above Satisfactory
B-		86-87	S	Satisfactory
C+		84-85	S-	Below Satisfactory
C	Average-Good	80-83	U	Unsatisfactory
C-		78-79		
D+		76-77		
D	Below Average-Needs Imp.	72-75		
D-		70-71		
F	Failing-Not Acceptable	69 or below		

GUIDANCE SERVICES

A school counselor is assigned to the Elementary Schools as well as the Middle School and High School. The goal of the elementary guidance and counseling program is to facilitate the personal development and academic success of every student. The elementary counseling program provides individual and group counseling, developmental guidance activities, and support guidance based upon individual and school need. Referrals to the school counselor may be made directly by parents or through the child's classroom teacher or building principal. The student may also request to speak with the counselor.

HEALTH SERVICES

Student illnesses:

If a student becomes ill during the school day, the parent or guardian will be contacted. Please make sure the office knows how to reach a parent or guardian during the day. Also, please provide emergency information in the case that the parent or guardian cannot be reached.

Health related information:

Please notify the school nurse concerning any special health needs of a student.

Attack on Asthma Emergency Protocol:

This protocol is the result of a state-mandated regulation, which requires our schools be prepared to implement an emergency treatment plan, called a protocol, anytime any student or staff member experiences a life-threatening asthma attack or systemic allergic reaction.

The protocol requires that 911 be called first. Then an EpiPen injection will be given by the school nurse or another trained school staff member. Then, Albuterol is provided through a nebulizer machine. If you know your student has asthma or a severe allergy, it is critically important that you communicate this information to our school staff. If you have questions or concerns about the protocol or your student's health issues, please contact the school nurse.

Medications:

All medications, with few exceptions, must be stored in the office and given by trained personnel or the school nurse. Written permission from a parent is required. Medicines must be in the original container, regardless if the drug is a prescription drug or an over-the-counter drug. Medicines, such as inhalers, can be kept with the student but the parent is required to fill out a self-administration permit form. Permission forms are in the office.

School health screenings:

The Educational Service Unit (ESU) provides health screenings to all students in the fall. If the ESU health screen reveals any concerns, parents will be notified soon following the screening. All ESU health screening results will be sent home near the end of 1st quarter.

Immunization requirements:

State law requires that children entering day care or school be immunized.

Students entering school for the first time must have:

- 3 doses of DTP vaccine
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella or proof of having disease

A medical exemption from a physician or an affidavit of refusal for religious reasons may be substituted for the immunization requirements.

Physical Exam and Vision Exam requirements:

All out-of-state transfers and all students entering kindergarten must have both a physical and a thorough vision exam within 6 months prior to admission, unless the parent signs a waiver.

Head lice procedures:

All children are checked for head lice during the first few days of school. In addition, periodic head checks are made throughout the school year. If signs of head lice exist, the student must be removed from and not return until proper treatment has been given and all nits removed. The child must be checked by the principal or the school nurse in order to be readmitted to school.

HOMEWORK

Homework is necessary at times due to requirements in a particular subject, the need to enhance student achievement, or a student absence from school.

LIBRARY

The elementary library is available for student use during school hours. In order to reduce expenses due to loss of books or vandalism, we adhere to these basic rules:

1. Each student should have only two books checked out. They may be kept for up to two weeks. Reference materials may require other visits during the day.
2. Students should visit the library only once during the day unless accompanied by a teacher, an aide, or on special assignment by the teacher.
3. New encyclopedias may not be checked out or taken home from the elementary library.

LUNCH, BREAKFAST, AND SNACK MILK PROGRAMS

Under special federal programs, hot lunch and milk is served to students who wish to participate. Forms will be sent home to apply for free or reduced participation in these programs. Parents who wish to be included under these guidelines must sign the forms and return them to school **before participation is effective.**

Breakfast will be offered to students Kindergarten through High School. If your student wishes to eat breakfast, he or she should be at the school lunchroom at 7:35 am. The menu will be published in the newsletter and the newspaper. Price for elementary students is \$1.20.

The price of hot lunch is \$2.10 for K-4th grade students and \$2.75 for adults. This includes milk. Additional milk costs \$.45 each.

Students in Kindergarten and 1st grades have the opportunity to drink snack milk during the school day. The cost of milk will be \$.45 per carton. This must be paid for by semester or for the entire year. The cost is \$38.70 for 1st semester and \$40.95 for 2nd semester. Students will not be allowed to drink snack milk until payment has been received.

*Students going home for lunch must not return to school until time for classes to begin and they must not be on the playground before going to lunch.

*Students may not bring pop, juice or other beverages to drink with their hot lunch, unless they have a medical reason not to drink milk.

PARENT INVOLVEMENT

McAndrew Elementary welcomes parental involvement in the education of their children. We hope to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
3. Textbooks and other curriculum materials used in the district are available for review by parents upon request.
4. Parents are provided access to records of students according to law and school policy.
5. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
6. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

7. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys.

Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Ainsworth Community Schools has a parental involvement policy applicable to parents of all children, including parents participating in Title I programs.

PARENTS' RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Ainsworth Community Schools will comply with the requirements of FERPA.

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, grade in school, name of parents or guardian, and date of birth. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

PARTY INVITATIONS

The school will allow party invitations to be distributed only if the entire class is invited. If only a few members of the class are to be invited, please use some other method of distribution.

PERFECT ATTENDANCE AWARD

McAndrew elementary school will be recognizing students for perfect attendance at the end of each quarter, semester, and at the end of the year. To earn perfect attendance, a student must have no tardies and must be present for a full day. He or she will be counted present if he or she misses 1 hour and 15 minutes (or less) of a day for illness, doctor's or dentist's appointment, or for a wedding or funeral.

PETS

Pets will not be allowed at school without prior permission from the classroom teacher and the school principal. If permission is given to bring a pet, the parent or guardian must bring the pet, show it for a short period of time, and then take it home.

PHYSICAL EDUCATION

Students will need a pair of tennis shoes especially for PE. These shoes are to be worn in the gym in order to protect the gym floor. These shoes should not be worn outside.

PROMOTION AND RETENTION

The professional staff at McAndrew Elementary will place students at the grade level best suited to them academically, socially and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. Parents will be consulted and included in discussions concerning retention.

REPORT TO PARENTS

Report cards are sent home every quarter. In addition, during first quarter, parents will be scheduled for a Parent-Teacher Conference. At this conference, the progress and recommendations from parents and teachers will be exchanged. Parents may call and make special conference arrangements outside of these arranged dates if they need to. We will also offer Parent-Teacher Conferences in February.

Shortly after the middle of each quarter of school, progress reports will be distributed to students in 3rd and 4th grades. This will keep parents informed of their child's progress during the first four or five weeks of each quarter. Also, parents may obtain a password to their child's PowerSchool account, which is the electronic database used by the school. To obtain the password to your child's account, contact the elementary school office at 387-2083. Please note that 3rd and 4th grades have lunch account, attendance, *and* grades posted on PowerSchool. Kindergarten, 1st, and 2nd grades only have lunch accounts and attendance posted.

SCHOOL CLOSING NOTIFICATION

Should it become necessary, in the judgment of school officials, to close school because of bad weather, an announcement will be given through the School Reach notification program, the local radio station KBRB (FM 92 or AM 1400) and Channels 10/11 TV. If the elementary school is closed, it will be closed to all grades. If it becomes advisable because of an impending storm or other reason to close school during the school day, this information will be given out over the above listed methods, giving the time school will be dismissed. **PLEASE DO NOT CALL THE SCHOOL unnecessarily under these circumstances as it ties up the line.**

SCHOOL WEB PAGE

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. 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!**

The school's website is found at <http://www.ainsworthschools.org>

We encourage you to sign up for the News Update feature to stay up-to-date with the happenings at Ainsworth Community Schools. Forms are available in the office if you wish to NOT have your child's/children's picture displayed on the school's webpage.

SMOKE-FREE ENVIRONMENT

McAndrew Elementary is a smoke-free environment. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events please remember that our grounds are smoke-free and tobacco-free.

SPECIAL EDUCATION

Special education services are available to all students who meet qualifying criteria established by the Nebraska Department of Education. Handicapping conditions may include hearing impaired, visually handicapped, mentally handicapped (mild, moderate, and severe/profound), behaviorally disordered, specific learning disabled, orthopedically impaired, other health impaired, and speech/language impaired. Identified children are served from birth to age 21 at no cost to resident parents. Referrals for special education services or diagnostic testing may be made by parents to the building principal or by discussing with the classroom teacher. Classroom teachers also may refer students. A Student Assistance Team (SAT) and a Multidisciplinary Team (MDT) will process student referrals.

The Ainsworth Community Schools requests help in locating handicapped children. The schools implement the Federal Handicapped Children's Act (PL 94-142) which guarantees a free appropriate public educational program for all children between the ages of 0 and 21 years of age. If you have a student or know of any young person with special needs between 0-21 years of age that is not enrolled in an appropriate public education program, please call 402-387- 2333 or write to:

Scott Steinhauser, Special Ed. Director
Ainsworth Community School
P.O. Box 65
Ainsworth, NE 69210

STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Ainsworth Community Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher 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 the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Ainsworth Community 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.

STUDENTS' PRIVACY

It is the intent of McAndrew Elementary to protect the privacy of students in accordance with applicable laws.

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials".

STUDENTS' PROPERTY

Students may bring personal items to show or demonstrate during class time. However, personal items such as toys, trading cards, balls, Frisbees, bats, radios, tape players, hand-held video games, walkie-talkies, cell phones, etc. should not be brought to school. Toy guns or related war toys should not be brought to school. Personal items should be left in the classroom or on the coat rack during recesses. **According to School Policy 3525, backpacks brought to school by any student should contain a nametag or other information, which identifies the owner with his or her address.** Also, it is a good idea to label your child's coat. The school is not responsible for lost, stolen, or damaged personal items. Children should not bring money to school. Except for special projects, lunch, or when students are required to bring money to school, parents should follow this guideline. The school will not assume the responsibility of the loss.

Student desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances. Items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable. "Nuisance items" may be removed from student possession.

TELEPHONE

Please do not call your child at school unless it is absolutely necessary. Messages will be relayed to your child or she or he may return the call during free time if necessary. In cases of family crisis or emergency, more immediacy will be shown. The telephone is for emergency use only. Students may not use it to arrange after school play dates. These arrangements must be made at home before school.

TESTING

Students in grades Two through Four will take a nationally normed, standardized test each spring. Parents will be notified of exact dates of testing prior to administering the exams. In addition, all students, including Kindergarten, may be assessed against the Nebraska Curriculum Standards in Reading, Writing, Speaking, Listening, Math, Science, and Social Studies. These assessments will take place throughout the school year.

TITLE I

McAndrew Elementary school operates a school wide Title I program, which means we have the flexibility to use our Title I funds to help all students in the building. All Title I activities help us reach school wide goals.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

VISITS TO SCHOOL

All visitors must check in with the elementary office, upon entering the building. Parents and guardians are invited and encouraged to visit their child's classes. Please contact your child's teacher ahead of time before making a visit. Visits before September 15 or after May 15 will require extraordinary reasons or permission from the principal. Children will not be allowed to visit school unless they are accompanied by an adult or by special permission from the principal. Visits should usually be for an hour or less.

WITHDRAWAL PROCEDURE FROM AINSWORTH ELEMENTARY

Pupils moving away from the school district are expected to check out at the office. Parents should notify the teacher and office at least two days in advance if planning to move. A copy of the child's permanent record will be sent to the school if requested by the receiving school.

GENERAL SCHOOL RULES

THE STUDENT SHALL BE EXPECTED TO FOLLOW THE "ROSE":

Respect the rights and property of Others, Self, and the Environment at all times

Following the "ROSE" includes, but is not limited to:

- Using drinking fountains, play equipment, and lavatories with safety and cleanliness in mind
- Keeping objects, hands and feet to oneself so as not to injure others
- Following directions the first time
- Accepting the authority of teachers, the principal, and other staff members
- Cooperating with teachers and other students
- Practicing and developing good citizenship, character, and safety for themselves and others.
- Completing assigned work
- Doing work consistent with ability
- Being regular and punctual in attendance
- Walking in hallways and on the sidewalks

THE PARENTS SHALL BE EXPECTED TO:

- See that the pupil arrives at school at the appropriate time in a proper state of health and cleanliness
- Encourage the proper attitudes toward learning and respect for school authority
- Make available to the school system any information essential to developing a program beneficial for the student
- Confer with officials regarding the pupils progress in school
- Cooperate with school personnel in efforts to improve the student's attitude and behavior
- Assume full responsibility for willful misbehavior or damage to school property by the child