

# Winside Elementary

203 Crawford  
Winside NE 68790  
402-286-4466



## Parent / Student Handbook

Mission Statement: Winside Public School offers educational opportunities for all students to increase their ability to function effectively with integrity in a changing world.

## Annual Calendar

August 16,17	Teacher Workdays
August 18	1 <sup>st</sup> Day of School
September 6	Labor Day – No School
September 13	10:00 Late Start (Inservice)
September 28	1:30 Dismissal Parent-Teacher Conf.
September 29	No School (P-T Conf 8:30 – 11:30)
October 15	End of 1 <sup>st</sup> Quarter
October 18	1:30 Dismissal (Inservice)
November 11	Veterans' Day
November 17	10:00 Late Start (Inservice)
November 23	Thanksgiving Vacation
November 25 & 26	Thanksgiving Vacation
December 22	End of 2 <sup>nd</sup> Quarter & 1 <sup>st</sup> Semester
December 23	Teacher Workday
Dec. 23 – Jan. 4 Beginning of Christmas Vacation	
January 4	No School Teacher (Inservice)
January 5	School Resumes
January 17	1:30 Dismissal (Inservice)
February 18	No School, Winter Break
February 23	10:00 Late Start (Inservice)
March 11	End of Third Quarter
March 14	1:30 Dismissal (Inservice)
March 28	1:30 Dismissal Parent-Teacher Conf.
March 29	No School (P-T Conf 8:30 – 11:30)
April 11	10:00 Late Start (Inservice)
April 22-25	Easter Break
May 14	Graduation
May 19	1:30 Dismissal Last Day for Students
May 20	Teacher Workday

## List of Staff

### Administration

Jeffrey Messersmith.....Superintendent  
Erik Kravig.....Principal

### Faculty

Laura Straight.....Kindergarten  
Eliene Loetscher.....First Grade  
Karol Stubbs.....Second Grade  
Tim Stubbs.....Third Grade  
Amanda Reimers.....Fourth Grade  
Susan Mohr.....Fifth Grade  
Marland Erbst.....Sixth Grade  
Tara Groene.....Physical Education  
Julie Volwiler.....Counselor  
Sarah Remm.....Resource  
Barb Kollath.....Title 1, Computer Coordinator  
Nancy Berns.....Art  
Kathy Hansen.....Instrumental Music  
LeNell Quinn.....Vocal Music  
Kristy Wittler.....Librarian, Title I

### Support Personnel

Linda Barg.....Board, Superintendent, & School Secretary  
Jeanine Longnecker.....Hot Lunch, High School Secretary  
Carolyn Backstrom.....Head Cook  
Lori Finn.....Cook  
Jill Wylie.....Cook  
Lisa Koch.....Cook  
Phyllis Prince.....Cook  
Bryan Backstrom.....Maintenance, Custodian & Bus Driver  
Margaret Thompson.....Custodian  
Kaye Wagner.....Custodian  
Kenny Frahm.....Bus Driver  
Karlene Woslager.....Bus Driver

## The School Day

For elementary students the school hours are from 8:15 until 3:35. Students will be let into the building at 8:00. They are to go directly to the multi-purpose room where they will be supervised until 8:15. At this time they will be dismissed to their classrooms. Students should not arrive at school before 8:00 am.

**\*Most late starts due to weather or staff in-service will be at 10:00 am.**

The noon lunch schedule is as follows:

11:20...K 11:23...1<sup>st</sup> 11:26...2<sup>nd</sup> 11:29...3<sup>rd</sup>  
12:20...4<sup>th</sup> 12:23...5<sup>th</sup> 12:26...6<sup>th</sup>

Noon Recess:

11:20 – 11:50 4 – 6 11:55 – 12:15 K – 3

### Lunch Prices:

Elementary - \$2.25  
High School - \$2.50  
Adult - \$3.00  
Public - \$3.25

### Breakfast Price:

\$1.25

### Milk Price:

\$.30

Breakfast is served to students from 7:55 to 8:15. Students arriving after 8:10 will not be served breakfast, unless there has been a delay in busing.

## Handling of Money

Whenever money is sent to school (lunch money, milk money, book orders, etc.) please seal the money in an envelope with the child's first and last name on the outside of the envelope. Also include what the money is for.

## Student Fees

A copy of the student fee policy will be sent home with other forms at the beginning of the school year.

## **Party Invitations/Items From Home**

We would ask that **no party invitations** be handed out on the school grounds. This can severely disrupt the school day. We **strongly discourage** students from bringing items to school, as we cannot be responsible for items that could become lost or stolen. **It is not acceptable for students to buy or trade items at school. It is not acceptable for students to bring toys for play in the classroom.** Any item that becomes a disruption may be confiscated. It is acceptable to bring items for show and tell or a class activity.

## **Tardiness and Attendance**

Students not in the building by 8:15 will be counted tardy. Up to 15 minutes missed at the beginning of the day will count as a tardy in the attendance book. More than 15 minutes missed will count as an absence. Tardiness due to late arrival of school buses will not be counted. Excessive tardiness may require a conference with the parents.

**If your child is too ill to attend school or must leave early due to illness they should not attend any school activities that evening.**

## **Notification of Absence**

We would ask that you notify the school if your child is going to be absent and no prior notification has been made. This can be a phone call or a signed note sent with a sibling to be delivered to the child's teacher.

If we do not receive any notification of the child's absence by 9:00 a.m. a staff person will call the parent to check on the child's whereabouts.

## **Make-up Work.**

If the absence is a planned absence, contact the teacher ahead of time to make arrangements concerning the work that will be missed.

For other absences call school prior to 9:00 if you wish to request homework be made available for collecting after school that day.

## Parent Notes

Please send a note to school concerning any of the following:

Child will be arriving late or leaving early because of an appointment

Child should not go outside for recess. (Although if the child is too sick to get some fresh air then they are probably too sick to be in school.)

Child cannot participate in P.E. because of an injury or illness.

The following also require a note to the bus driver:

Child will be riding the bus home when they do not ordinarily ride the bus.

Child will be riding a different bus than what they normally do.

## Classroom Visits

Please call ahead to make arrangements with the teacher for the best time to visit.

It is the policy of our school that anyone visiting the school must sign in at the office and sign out when leaving.

If you want to visit your child's classroom we ask that you do not visit either the first two weeks of school or the last two weeks. These are very busy times for the teachers.

Please keep your visit to no more than an hour. Sit in the back of the room not right beside your child. This is less distracting for the student.

Please refrain from bringing preschool age children with you when visiting.

## Weather-related Announcements

There is always a question whether school will close on stormy days. In Winside, the decision is made by the administration of the school. Arrangements have been made with radio stations WJAG (780), KNEN (94.7), KEXL (106.7), KTCH (1590), US 92 (92.7) and television stations KMEG, KCAU and KTIV to announce the closing of school.

The decision to close school will be made about 6:30 a.m. and as soon after that as phone calls can be completed an announcement will be made. Parents and students are urged to listen for the announcement on stormy days so as to avoid a trip to town and then have to return home again because school is being closed.

**Please do not phone any of the administrators or faculty members for school cancellation information.**

## **Fire and Tornado Drills**

Fire drills will be held throughout the school year whenever the weather is cooperative. Students will be instructed in the correct procedure at the beginning of the school year and these rules will be posted in each room. Tornado drills will be conducted in the spring. These rules will also be covered by teachers and will be posted in each room.

## **Bus Evacuation Drill**

A bus evacuation practice will be held each fall.

## **Health Requirements**

All kindergarten students and seventh grade students are required to provide evidence of physical exam by a qualified physician within six months prior to entrance in school. This also applies to students in any grade level if they are transferring from out-of-state.

Nebraska law requires that each student, K-12, be protected against diphtheria, pertussis, tetanus, polio-myelitis, measles, mumps and rubella (or German measles). To be in compliance with the law, the following minimum immunizations are required:

A series of three doses of diphtheria, pertussis, tetanus and oral polio vaccine.  
Two doses each of measles, mumps, and rubella.

Parents must sign a waiver if they do not wish to meet these requirements.

## **Health Services**

The school nurse is on duty one day a week. If you have questions or concerns about your child's health while at school, please feel free to contact the nurse through the school office.

The nurse should be informed of any serious injuries, surgery, allergies, illnesses, etc. that your child sustains during the summer vacation and regular school year. This information will be kept on the cumulative health record.

Please make sure that the office has current phone numbers in case we need to contact you because of illness or injury.

## **Policy on Dispensing Medicines**

Students are not permitted to have medicine in their possession while at school. If a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or principal's designee will administer the medication in compliance with the guidelines that follow:

1. Written authorization signed by a doctor and parent will be required for prescription medicines and will include:
  - a) Child's name
  - b) Name of medication
  - c) Purpose of medication
  - d) Time to be administered
  - e) Dosage
  - f) Termination
2. Written authorization designating type of non-prescription medicine (Tylenol, cough drops, etc.) signed by a parent will also be required.
3. The school nurse or designee will:
  - a) Keep a record of the administered medication
  - b) Keep medication in an area inaccessible to student
4. The parents of the child must assume responsibility for informing the school nurse or designee of any change in the child's health or change of medication.
5. The school retains the discretion to reject requests for administration of medicine.

## **Elementary Band**

Students in 5<sup>th</sup> and 6<sup>th</sup> grades may participate in band if they wish.

## **Parent-Teacher Conferences**

Parent/Teacher Conferences will be held twice during the school year. The first conference will be during around the middle of the first quarter and the second will follow the third quarter. Conferences will be scheduled for every child. Conferences are usually scheduled for 10 or 15 minutes. You may request a conference at some other time by contacting the teacher.

## Grading System:

### Grades 4-6

A = 94 – 100

B = 86 – 93

C = 77 – 85

D = 70 – 76

F = 69 and below

### Grades K-3

S = Satisfactory

U = Unsatisfactory

4 - Advanced

3 - Proficient

2 - Progressing

1 - Beginning

## Honor Roll

Students in grades 4-6 are recognized quarterly for the A and A-B Honor Roll. Students receiving the A Honor Roll award must have an A in all core subjects and have a S-Satisfactory or above grade in all other subjects. Students receiving the A-B Honor Roll award must have a B or above in all core subjects and have a Satisfactory (S) or above grade in all other subjects.

## Achievement Testing

NWEA MAP testing, is a standardized achievement test, which is administered in the spring to those grades 3-11, and NESAs testing as specified by the State Standards, which are 3,4,5,6, 8, and 11. Other classes may also be tested at that time. Test results are provided to parents when scoring has been completed, usually with the final report card. Results help identify areas of strengths and weaknesses in academic performance.

## Title I

Supplemental classes are conducted in reading and math for those students who qualify. These 20-30 minute classes are taught in addition to regular instruction in the classroom and are scheduled around other classroom activities.

Student eligibility is determined in the spring and is based on a combination of achievement test scores, , and parent or teacher recommendations. You will be notified if your child qualifies for this instruction about a week before school starts in the fall. Also, any time throughout the school year if the parent or teacher feels that Title I may be helpful for the child's success in school a recommendation for participation may be made.

In accordance with our Title I policy, Winside Public Schools will hold a yearly meeting for Title I parents, allow parents to visit school with advance notice, will

provide information concerning Title I, teacher qualifications, and planning upon request, and provide report cards on student progress in Title I.

Our Title I teachers meet the qualifications specified by the federal government in No Child Left Behind.

## **High Achievers/Gifted**

Winside Elementary School has changed our High Achievers program. We **will use a student mentoring program** for grades 3-6 using high school students. We will continue to identify students in those grades and notify parents. We will provide enrichment activities for all students in all educational settings.

## **Resource and Special Education Assistance**

Services for special needs are available to students after an evaluation by a psychologist has been administered and they meet the requirements of Rule 51. A conference is then held at which the results of the tests are explained to the parents and recommendations for an educational program are made. Children receive these services only with parental permission.

## **Counseling Services**

Winside Public School offers the service of a guidance counselor and counseling program to our students. We believe that it is important to build positive self-esteem, strong communication skills, and strong decision making skills. It is important for students to have an advocate in times of emotional trauma, learning disabilities, and crisis. If you have questions or feel it would be beneficial for you or your child to visit with the counselor please feel free to contact the guidance counselor.

## **Special Services**

Winside School utilizes the specialists of Educational Service Unit #1, a state agency established for the purpose of assisting schools with services that would be too expensive for individual schools to contract alone. Educational psychologists, speech therapists, occupational therapists, physical therapists, audiologists, special programs, and consultants are provided by the Service Unit and give assistance to the Winside School District.

## **School Web Site**

Winside Public School has a web site at: <http://winside.esu1.org> This web site provides information such as schedules, calendars, and lunch menus. It also contains student projects. Parents may reserve the right to not have their child's picture or name identified on the web site.

## **Computer Usage**

All students K – 12 are required to have a computer contract on file, which has been signed by both parent and student. This contract outlines guidelines for use of the computers and consequences for misuse.

## **Internet**

Winside Public School has adopted the following policy regarding the Internet:

Winside Public School and ESU #1 shall endeavor to make available to staff and students the Internet system and telecomputing in general. The primary purpose of the Internet system is to enhance research, education, and communications. Internet users will be able to conduct informational searches, download software, and exchange mail throughout the world.

This system and equipment is not to be used for commercial purposes, illegal activities of any nature, transmission of copyright materials or software, inaccurate or objectionable materials, child pornography, visual depictions harmful to minors, obscene, pornographic, or profane materials. Any violation of this policy will result in consequences up to, and including, loss of use privileges and/or involvement of law enforcement and judicial action.

ESU #1 will provide filtering in accordance with federal legislation, but such filtering is not a guarantee of accessibility of only acceptable material. The Superintendent of Schools may request the unblocking of specific machines for legitimate research purposes. Local staff and administrators are solely responsible for any and all activities on their computer and staff members are responsible for the appropriate use by their students.

## Dress Code

The Winside School Board has adopted a new student dress code starting with the 1996-97 school year. It is expected that an improved appearance of our students will also improve their pride in themselves and the school. The dress code will apply for those hours that school is in session. Those hours currently are 8:05 a.m. to 3:45 p.m. Several types of garments are considered inappropriate for school wear because of the messages on the garments or decency of the garments. The dress code statements are:

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
2. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
3. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horseplay" or that would damage property (e.g. cleats).
4. Head wear including hats, caps, bandannas, and scarves.
5. Clothing or jewelry which exhibits nudity makes sexual references or carries lewd, indecent, or vulgar language.
6. Jeans with holes above the knees.
7. Pajama pants.
8. Clothing or jewelry that is gang related.
9. Visible body piercing (other than ears).
10. Any manner of dress that is dangerous to any student's health or safety, or is distracting or indecent such that it interferes with the learning and teaching process is prohibited.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

Students in violation of this code will be required to change. Students may be sent home to change. Students violating this code may also be subject to disciplinary action up to and including expulsion from school. Exceptions may be granted for special situations.

## **Bus Rules**

1. Under the direction of the driver, each student may be assigned a seat and be held responsible for that seat. Students in the rear seats may be permitted to move forward to a second assigned seat for added comfort on the part of the route where the passenger load is lightened.
2. Pupils must be on time – the bus cannot wait for those who are tardy. It would be best to be at the pick-up spot two or three minutes early.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or upon other pupils forfeits the right to ride on the bus.
5. Pupils must not throw waste paper or other rubbish or containers on the floor of the bus or out of the windows.
6. NO PUPIL WILL AT ANY TIME EXTEND ANY PART OF THEIR BODY OUT OF THE WINDOWS.
7. Pupils must not get off or on, or move about within the bus while it is in motion. STUDENTS MUST REMAIN SEATED.
8. WHEN LEAVING THE BUS, PUPILS CROSSING THE ROAD MUST LOOK BOTH WAYS AND MAKE SURE THEY CAN CROSS SAFELY.

9. The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly, cheerfully and fully with his/her requests.
10. If monitors or patrols are on duty, pupils must obey and respect their orders.
11. Any damage to the bus is to be reported at once to the driver. Pupils will pay for any damage for which they are responsible. **THIS WILL BE ENFORCED!**
12. The above rules and regulations shall apply to any trip under school supervision.
13. Pupils shall respect the wishes of a competent chaperone appointed by the school.

### **Penalty**

The bus driver will be instructed to fill out discipline reports to be turned in to the office. **THE FOLLOWING PROCEDURE WILL BE FOLLOWED:** The use of profanity, fighting, throwing items out of the windows and moving about in the bus while it is moving will result in an immediate two-week suspension from riding the bus. The second such violation will result in suspension from riding the bus for the remainder of the semester/year.

### **Lunchroom rules**

1. Unless absolutely necessary, students will not move around the lunchroom during lunch.
2. Students may visit at the tables as long as they keep their voices down. Visiting is to be done only with your immediate neighbors.
3. No sharing of food. (Self-contained foods will be the only exception.)
4. There is to be no playing with food, milk, trays, or eating utensils in an inappropriate manner.
5. No throwing of items of any kind.
6. No one is to leave his/her seat without permission.
7. All students are to keep their hands to themselves. No pushing, grabbing, or fighting.
8. Students are to use manners in the lunchroom and while in the lunch line.
9. No garbage is to be left on the tables or floor.
10. No running as you leave the lunchroom or in the hallways.

### **Playground Rules**

1. Students will respect the rules and authority of the teachers on duty.
2. Students will treat each other respectfully.
3. Students will play in an area where the teachers on duty can see them.

4. Students must have permission from a teacher on duty to go into the building.
5. Running games such as "Tag" are to be played in the grassy areas only.
6. Only touch football games are allowed.
7. Sticks and rocks are to stay on the ground.
8. Skateboards, roller blades and toy weapons are not allowed.

### **Equipment Guidelines**

Slide- one person on the ladder at a time, sit down going down the slide with feet first

Swing- one person on the swing at a time, sit down on the swing, slow down and stop the swing before getting off, swing in a back and forth direction

Teeter totter- one person on each end

Glider - one person on at a time

Jump ropes - only for jumping

Playground balls - can be used on the asphalt on appropriate equipment only. All other balls are to be used in the grassy areas.

### **Winter Guidelines**

1. There will be recess everyday unless determined by the teachers on duty that the weather is too harsh.
2. Please dress your child in appropriate winter attire: winter coat, hat, gloves or mittens.
3. Students must wear snow boots, snow pants, or have extra clothes and shoes to change into in order to slide down the hill.
4. Using items brought to school for sliding down the hill is not allowed.
5. All snow stays on the ground. Building of snowmen is allowed.

### **Off Limit Areas**

Ice Area between the pods

Mud Air conditioning unit

Water puddles High school building

### **Before School Rules**

1. When allowed into the building, proceed to the multi-purpose room.
2. Sit quietly in designated areas.
3. Ask permission before leaving the room.

## **After School Rules**

1. Elementary students will be dismissed at 3:35.
2. When dismissed, students are to go immediately to their rides, their appropriate bus, or designated waiting areas.
3. To prevent the risk of accidents students are **NOT to play** on the school grounds after dismissal.

## **General School Rules**

1. Show proper respect for teachers, school staff, and other students. Treat others as you would like to be treated.
2. No use of profanity.
3. **Bullying or repeated acts which seek to intimidate or humiliate others is not allowed.**
4. **Personal threats or threatening behavior will be subject to disciplinary action.**
5. Do not damage school property, property of school staff, or property of other students.
6. Do not take property that is not yours.
7. No fighting.
8. No running in the school building.
9. Use quiet voices in the school building.
10. Keep hands, feet, and other objects to oneself.
11. We would ask that students not bring items (toys) into the school building that could be distracting in class or tempt someone else to take or steal.

## **Consequences**

1. First infraction – time out for 5 minutes.
2. Second infraction – time out for 10 minutes.
3. Third infraction – session with principal and notification sent to parents.
4. Fourth infraction – detention after school for no more than 20 minutes with notification to parents.

*Severe or habitual infractions will be handled at the discretion of the building principal.*

*This may mean bypassing the preceding steps and moving directly to more serious consequences.*

*Note: Rule 51 will apply to Special Education students in regards to suspensions and expulsions.*

## **Drug and Alcohol Prevention**

The Winside School has incorporated into its curriculum a drug and alcohol education and prevention program. The issue of illicit drugs and unlawful possession and use of alcohol is not only wrong but also unhealthy.

The minimum standard of conduct that we expect of our students and employees to follow would be:

“The unlawful possession, use, or distribution of illicit drugs and alcohol by students and/or school employees on school premises or as a part of any of its activities is prohibited.”

The following disciplinary actions may be taken if this standard is not followed:

1. Short term suspension from school or school employment
2. Expulsion from school or dismissal from school employment
3. Referral for prosecution
4. Completion of a rehabilitation program

Information will be made available concerning any drug and/or alcohol counseling and re-entry programs.

The Winside Public School buildings are designated as SMOKE FREE BUILDINGS. Smoking will not be allowed in any building at any time.

## **Student Behavior at School Events**

Elementary students who come to athletic events and school activities are expected to watch the event and cheer in an appropriate manner. Students should be seated and display appropriate sportsmanship and etiquette at such events. If students have to be reminded to be seated or to walk they may be requested to sit with parents or leave. If such behavior continues students will not be permitted to attend for the remainder of the season. For the safety of the children we strongly discourage games taking place on school grounds. Please do not bring footballs or other items to contests.

Parents are asked to display and model appropriate behavior at athletic and school events. Parents are asked to leave children at home if they are not willing to monitor their children at school events and activities or abide by this request.