

Emerson Elementary School

700 Black Hills Ave.

Alliance, NE 69301

Office: 308 762-4093 Fax: 308 762-4195

U.S. Postal mailing address: 1604 Sweetwater Ave. Alliance, NE 69301

apschools.schoolfusion.us

Grandview Elementary School

615 Grand Ave. Alliance, NE 69301

Office: 308 762-4519 Fax: 308 762-4521

U.S. Postal mailing address: 1604 Sweetwater Ave. Alliance, NE 69301

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2013-2014

EMERSON ELEMENTARY/GRANDVIEW ELEMENTARY SCHOOLS

ELEMENTARY SCHOOL FACULTY AND STAFF

| | |
|----------------|---------------------------------|
| Adam, N | 2nd Grade/Grandview |
| Alcorn, J | Counselor/Emerson |
| Allard, S | Title One/Emerson |
| Alvarado, C | Housekeeper/Emerson |
| Backous, C | Para Professional/ EM |
| Baker, V | Sped/Emerson |
| Balman, S | Para Professional/GV |
| Bass, T | 3rd Grade/Grandview |
| Bauer, A | Para Professional/ EM |
| Bedient, S | Para Professional/ EM |
| Benzel, L | 4th Grade/Grandview |
| Blankenship, S | Art/Grandview/EM |
| Bloyd, K | 1 st Grade/Emerson |
| Brittan, C | Para Professional/ EM |
| Brown, P | Cook/GV |
| Castle, J | Para Professional/ EM |
| Cerv, M | 3 rd Grade/Grandview |
| Corum, D | Para Professional/GV |
| Cullan, M | Media/Emerson |
| Dean, April | Para Professional/GV |
| DeCoste, D | SPED/Grandview |
| Desjardin, J | Para Professional/EM/GV |
| Fair, A | Kindergarten/Emerson |
| Fletcher, T | Para Professional/EM |
| Foster, A | Para Professional/ EM |
| Foster, L | 1st Grade/Emerson |
| Garrett, M | Para Professional/GV |
| Gerth, J | SPED/Emerson |
| Gibson, C | Kindergarten/Emerson |
| Gillaspy, H | PE/Emerson |
| Hancock, A | Para Professional/ GV |
| Hemminger, T | Para Professional/EM |
| Hiatt, T | Para Professional/EM |

| | |
|-----------------|---------------------------------|
| Horn, A | Para Professional/ GV |
| Ireland,M | Para Professional/EM |
| Jackson,T | Para Professional/EM |
| James, A | P.E./Grandview |
| Johnson, G | 4th Grade/Grandview |
| Johnson, J | Kindergarten/Emerson |
| Johnson, J | Para Professional/GV |
| Johnson, L | 4th Grade/Grandview |
| Johnston, B | 1 st Grade/Emerson |
| Kampster,L | Para Professional/EM |
| Kloch, C | Music/Emerson |
| Kraft,S | 2nd Grade/Emerson |
| Lacy, Julie | SPED/Grandview |
| Lauder, J | 2 nd Grade/Grandview |
| Lawrence, S | Secretary/Emerson |
| Lyster, A | 1st Grade/Emerson |
| Maddox, J | Para Professional/EM |
| Mai, L | Para Professional/ EM |
| Martinez | 2 nd Grade/Emerson |
| McAbee, S | 4 th Grade/Grandview |
| Miller, P | Para Professional/Grandview |
| Mills, B | Instructional Coach/EM&GV |
| Miranda, C | 3rd Grade/Grandview |
| Mracek, C | 2nd Grade/Grandview |
| Myers, A | Custodian/Emerson |
| Nelson, S | Para Professional/GV |
| Nordeen,S | 1stGrade/Emerson |
| Nunes,B | Custodian/GV |
| Osborn-Smith, D | 3rd Grade/Grandview |
| Parks, J | Counselor/GV |
| Payne, K | Housekeeper/GV |
| Peak, T | P.E./Grandview |
| Penkava, E | Para Professional/GV |
| Petersen,S | 1 st Grade/Emerson |
| Pfeiffer, A | Para Professional/GV |
| Riley, K | ELL/Emerson/Grandview |
| Rolstad, S | Para Professional/EM |
| Rowe, L | Para Professional/EM |

| | |
|--------------|---------------------------------|
| Sabala, C | Housekeeper/Emerson |
| Sanders, E | Cook/GV |
| Schnare, D | 4th Grade/Grandview |
| Sheets, M | 2 nd Grade/Emerson |
| Sherlock, A | Para Professional/GV |
| Smith, E | Para Professional/EM |
| Steggall, D | Secretary/Grandview |
| Swedeen, L | Para Professional/EM |
| Taylor, H | Para Professional/GV |
| Thiems, D | Para Professional/EM |
| Trittle, C | Kindergarten/Emerson |
| Trussell, K | 4 th Grade/Grandview |
| Underwood, S | Kindergarten/Emerson |
| VanWesten, A | Library/Media/GV |
| Wade, C | SPED/Grandview |
| Wallace, K | Para Professional/EM |
| Wickham, P | 3 rd Grade/Grandview |
| Winter, C | Para Professional/EM |
| Yetter, S | Music/GV |
| Zilmer, K | Para Professional/EM |

ADMINISTRATION

| | |
|-------------|----------------------|
| Cummings, S | Principal, Emerson |
| Folchert, S | Principal, Grandview |

PHILOSOPHY

WE BELIEVE...

- A. That each child should be respected as an individual.
- B. That physical, social, mental and emotional growth are interrelated and inseparable.
- C. That children should work and play together in a democratic way.
- D. That children need many concrete and firsthand experiences.
- E. That children do not mature at the same rate.
- F. That each child should be asked to reach only the goals he seems capable of reaching, yet be challenged to do his best at all times.

- G. That children should learn to work and study independently.
- H. That children should learn to accept responsibility as well as to accept privileges.
- I. That teachers, parents, and children should be honest with each other.
- J. That we should have a flexible school program to meet the needs of a changing community.
- K. That teachers, children and parents need to plan together for the common good of the school.

THEREFORE, We seek to provide opportunities for our children:

- A. To be happy and make others happy.
- B. To appreciate the value of diligent work.
- C. To develop attitudes of helpful understanding toward others.
- D. To develop sincere attitudes of courtesy.
- E. To develop creative abilities.
- F. To develop worthwhile interests.
- G. To develop a rich background through diverse groups.
- H. To empower students to use the tools of learning arithmetic, and the language arts, including reading, writing, spelling, speaking and listening in real situations.
- I. To learn to think for themselves.
- J. To learn to be responsible to their group and to themselves.
- K. To move forward at their own rates.
- L. To learn to judge the success of their own efforts.
- M. To profit from constructive criticism.
- N. To have a share in the planning of school experiences.

PROCEDURE FOR ADMISSIONS (Policy #502)

- A. Parents who wish to enroll children new to the system register in the office of the principal.
- B. All resident children of the school district of Alliance are entitled to attend schools within the district.
- C. No child will be permitted to enter kindergarten if not five years of age on or before July 31st, of the current school year.

- D. All contract and tuition students are admitted to the Alliance Public Schools upon the discretion of the Board of Education.
- E. Student grade placement will be determined by past records, chronological age, physical and/or mental handicaps, and consultation of school personnel involved,
- F. When a transfer is anticipated, the school would appreciate the earliest possible notification.

STUDENT-STAFF COURTESY

Alliance Public School staff is responsible for the supervision of students anywhere on school property during school time and school-sponsored activities. The school staff is committed to teaching children how to consistently make appropriate behavior choices. During the school year, we will be teaching children to serve as positive role models in the classrooms and on our playgrounds. It is imperative that the teacher by in charge of the class and anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. We expect every staff member to be treated with respect and dignity just as the students should be treated with the same respect and dignity from their peers and the staff.

TITLE ONE (Policy #1005)

Title One is a federally funded program that is available to all school districts throughout the United States. The goal of Title One is a high quality education for every child. The program provides extra help to students who need it most. Title One services complement your child's regular school program through a pattern of successful instructional techniques. The program is evaluated and revised annually by administrators, teachers, and parents. All Alliance Elementary children are eligible to participate in the Title One program. However, our emphasis is on those students who need additional instruction in reading or math. If you desire more information about the Title One program in our schools, you can call either a Title One teacher or a building administrator. No Child Left Behind requires that schools participating in School wide Title One programs have a Teacher/Student/Parent Compact. You will be given a copy of our

compact at the onset of school each fall. It would be appreciated if you would discuss this information and expectations on this compact with your student(s). You will need to sign it, and return the signed form to your student(s) classroom teacher. It will then be filed in the Principal's offices. Under No Child Left Behind requirements, the district must notify the parents of each student attending any school receiving Title 1 funds. Parents may request information regarding the professional qualifications of the student's teacher(s) and paraprofessionals. If parents would like to request this information, please contact the Principal's office.

TITLE ONE PARENT INVOLVEMENT POLICY

It is the policy of the Alliance Public Schools that the parents/guardians of all children being served by a Title 1 targeted assistance or school wide programs have the opportunity to be involved in the development of the District Title 1 plan and the District's school improvement review process.

The District shall provide technical assistance, coordination, and other necessary support in the planning and implementation of parent/guardian involvement activities. The District encourages parent/guardian involvement and supports the home/school/community partnership by providing understandable information about standards and assessment; supporting family nights at each grade level that involve parents/guardians and the value of parents/guardians' contribution to the education of our children. The superintendent shall be responsible for developing regulations to support the implementation of this policy, The principal of each attendance center providing Title 1 services shall assure that:

1. The Title 1 Parent Involvement Policy is distributed to all parents/guardians by including it in the Student/Parent handbook.
2. An annual meeting is held for all parents/guardians. Notification of the meeting is to be given in the monthly newsletter and a note will be sent home with the students.
3. Parents/guardians receive an explanation of the District's performance profile, expected proficiency levels for students, and their student's assessment results.
4. Individual reports will be given to parents at parent/teacher conferences.

5. Parents/guardians receive timely response to all parent/guardian recommendations; information is sent to parents in the language used in the home; full opportunity is provided for all parents/guardians to participate in Title 1 activities.
6. Responses to parent/guardian recommendations can be either verbal or in writing. An interpreter or translator may be used when appropriate.
7. Parents/guardians are provided the opportunity to become partners with the school in promoting the education of their children at school and at home.
 - a. Parents/guardians are given assistance with monitoring their child's progress.
 - b. The school provides assistance to parents on how they can participate in decisions related to their child's education.
 - c. The school provides reasonable support for parents/guardian involvement activities as requested by parents/guardians.
 - d. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate. Such other programs may involve Hospice, Headstart, and other community-based organizations.

There is an annual evaluation of the effectiveness of the Title 1 Parent Involvement Policy and to identify any barriers presented by this policy to increasing parent involvement. The evaluation findings shall be used in designing strategies for school improvement and revising policies related to parent involvement. Results of the annual evaluation will be provided to parent.

SCHOOL DAY (Policy #602)

The instructional day for all Alliance elementary schools is six hours and 10 minutes. The school day at Emerson and Grandview is 8:00 a.m. to, at Emerson 3:10 and Grandview 3:15 with an approximate 40 minute lunch period for all children. Children are encouraged to arrive no earlier than 7:50 a.m. unless they are coming for breakfast. Breakfast is served in both buildings prior to the start of the school day. The supervising teacher will admit students for breakfast.

During fair weather conditions, the first bell will ring at 8:00 a.m. Students are to line up to enter the building and proceed to their classrooms when the 8:00 a.m. bell rings. During bad weather, "enter" signs will be posted at 7:50 a.m. for students to enter the building. Students are to report directly to their designated area and not go to any other part of the building without permission.

During the school day, students are to remain at school unless excused in accordance with school policies. If parents desire that their student be released from school during the day, they must send a note or make a phone call to the school office requesting that their child be allowed to leave the school premises at a designated time. Upon returning to school during the day, students are to report to the school office before returning to their classroom.

The regular school day ends at 3:10 p.m. at Emerson and 3:15 at Grandview. Make-up work, special help with assignments, after school meetings, and other school activities begin at 3:15 p.m. It is important students who are involved in any of these activities report to the designated area on time. All other students must clear the building and grounds as soon as possible.

SHORTENED AND EARLY DISMISSAL DAY (Policy #602)

When school is scheduled for a shortened day or early dismissal day, the elementary schools will begin the school day at the regular time, but will dismiss at 1:00 p.m. No lunches are served on shortened days.

BUS TRANSPORTATION SERVICES AND RULES

BUS SCHEDULE

| | |
|------------------|-----------|
| Leave Emerson | 7:45 a.m. |
| Arrive Grandview | 7:50 a.m. |
| Leave Grandview | 7:55 a.m. |
| Arrive Emerson | 8:00 a.m. |
| Leave Emerson | 3:10 p.m. |
| Arrive Grandview | 3:15 p.m. |
| Leave Grandview | 3:20 p.m. |
| Arrive Emerson | 3:25 p.m. |

BUS PROCEDURES (POLICY #504)

While riding school buses, students are expected to follow the student conduct rules, which apply when on school property or attending school activities, functions or events. There are special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

1. Students **MUST** be on time at the designated pick-up and drop-off sites. The bus cannot wait for those who are tardy.
2. Ordinary conversation is permitted on the bus and appropriate classroom conduct is to be observed by students. Any student who is guilty of unbecoming conduct (ex. Fighting, harassment, bullying, intimidation, horseplay), using inappropriate language, causing distractions to the bus driver or failure to follow bus driver, para educator, or adult directives, may lose the privilege of riding on the bus or an indefinite period of time.
3. Students must not throw wastepaper or rubbish on the floor of the bus.
4. Students must wait at the bus stop sites until the bus has stopped moving before entering or exiting the bus.
5. Students must **NOT** move from their seats once the bus is in motion and must sit facing forward.
6. Students will **NOT** at any time, extend body parts out of the bus windows.
7. If necessary, the bus driver or monitor may assign students to a seat and the student will be required to remain in the assigned seat.
8. The driver has direct responsibility of the bus and the students. Students are expected to comply with the designated rules.
9. Students are responsible for any personal belongings carried on the bus, including backpacks, lunch containers, school supplies, coats, etc.
10. Do not damage the school bus.
11. Problems arising from students during bus transportation will be reported to the building principals. The principals will discuss the concerns with the student and parents. Additional problems may result in the loss of bus privileges for a period of time to be discussed between the parents and building principal.

CONSEQUENCES FOR PROCEDURE VIOLATIONS

Consequences for school bus misconduct may include restrictions or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

CRISIS SITUATIONS (Policy # 1004)

In the event of a school crisis, each elementary building has a plan to maintain the safety of the children. Parents are asked NOT to call or come to the school until the crisis has passed.

CELL PHONES AND ELECTRONIC DEVICES (Policy # 504)

In alignment with the school district's mission statement, "to develop in all students the individual skills, the desire for knowledge, and the personal commitment essential for a successful future," the primary goal and expectations for our students and staff is to maintain a quality-learning environment in our school buildings. Any use of a personal cellular telephone or other types of electronic communication devices is not allowed in the school buildings or on school grounds during the hours that school is in session, further identified as 7:30 until 3:45 p.m. Violation of this rule will result in school personnel taking the offending electronic device from student's possession and then delivering it to the building principal's office to be held until such time as the student's parent or guardian can meet with the building administration to receive the offending device. It shall be the responsibility of the offending student to inform their parent or guardian of the violation and the need to meet with the building administration. The above rule governing use of cellular phones and other electronic communication devices is with district policy as expressed as 79-258 and 79-265 of this handbook.

MILK PROGRAM

There will be a milk program for students in the primary grades. Parents will receive a letter on the first day of school with full explanation of the milk program and its cost.

VISITORS (Policy #1005)

All visitors must report to the office to sign in and receive a visitor's pass to wear at all times during their stay in the building. Please sign in/out at the office upon entering/exiting the school. No child is permitted to visit school unless accompanied by an adult.

THE CAFETERIA (Policy #802)

A hot lunch program is available for those students who desire a hot meal at noon. Sack lunch students may eat in the school lunchroom and may purchase a half pint of milk at the lunch counter. Once a student has designated his desire to eat at school, he cannot leave the lunch area or playground until school is dismissed for the day. Students are not allowed to bring a sack lunch and then go to a friend's house to eat. Guests are welcome to come and eat with the students; however, the school office must be called before 8:30 a.m. to make a reservation and order a meal. The lunchroom management and fellow students will appreciate cooperation when:

1. Depositing all lunch litter in wastebaskets
2. Returning utensils to the dishwashing area
3. Leaving the table and floor around your place in a clean condition for others
4. No food may be taken from the cafeteria without permission.

In accordance with Federal law and the U. S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington D. C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

STUDENT DRESS (Policy #504)

We take pride in the appearance of our students. Dress reflects the quality and conduct of the school. Students are expected to dress and groom themselves neatly in clothes that are suitable for school. School personnel reserve the right to determine if an individual students' clothing is appropriate for school. To ensure the safety of your student, no flip-flops are allowed.

PROFANITY (Policy #504)

Profanity is not an acceptable manner of expressing oneself. Use of profanity will result in disciplinary action by the teacher or administration.

INSUBORDIATION (Policy #504)

A student's failure to respond appropriately to any reasonable request by a staff member will result in disciplinary action from the principal's office ranging from verbal reprimand to suspension or expulsion.

FIGHTING (Policy #504)

Fighting, either physical or verbal is prohibited on school property or at school sponsored events. A student shall not threaten, cause or attempt to cause physical injury to any student or to a school employee. The school insists that students seek the assistance of teachers, counselors, and administration to resolve conflicts. Students who engage in fighting will be suspended from school and a parent/guardian/administrator conference held prior to the student's return to school. The school resource officer will be directly involved in all incidents of fighting and charges may be filed.

GENERAL INFORMATION

1. Children are expected to know and to follow the policies, rules, and regulations established by the district written in the Rights and Responsibilities of Students section of this handbook.

2. Children need to follow the rules set by the teacher in the classroom in which they are working.
3. Children are expected to take part in physical education classes unless a signed doctor's permit for non-participation is given to the teacher.
4. It is recommended that each article of your child's clothing (especially coats, caps, gloves, boots, etc.) be plainly marked with his/her name. Please mark lunch boots, lunch bags, and lunch sacks by name and grade level.
5. There are specific locations and activities designated for every student at all times during the school day.
6. If a student is to be dismissed early, the parent must send a signed note or call the office prior to the time the child is to be dismissed. Parents/guardians must pick up and sign their child out in the office.
7. Gum is not allowed at school.
8. Children should not bring toys, radios, dolls, trading cards, baseballs, etc., to school. The school provides playground equipment and supplies.
9. For safety reasons, students in grade kindergarten and first grade are NOT encouraged to ride bikes to school unless an adult accompanies the both coming and returning from school. Students in grades 2-4 who rides bikes to school are subject to specific building rules and regulations. Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. Bikes are not to be ridden on the playground. The school is not responsible for damage or theft to parts while bicycles are on school property.
10. Skateboards, roller blades, hee-lies, and scooters are not allowed on school property for safety reasons.
11. Children are expected to leave snow on the ground and refrain from climbing and sliding on snow piles created by snow removal.
12. Students should not bring large amounts of money or valuables to school.
13. Room parties are scheduled for Halloween, Christmas, and Valentine's Day.
14. Please do not send personal invitations for parties to school. This has caused many students to feel uneasy and hurt when they do not receive an invitation.
15. Flowers, balloons, and other gifts for students, which are delivered to school, will be kept in the school office until the end of the school

day. The student or another adult may pick up these items at that time.

16. Pets are allowed at school only with the approval of the classroom teacher and the building principal. A time must be scheduled with the classroom teacher before bringing the pet to school.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or fines to replace the item. Criminal charges may be filed.

Fines are determined on books according to the following criteria:

- Lost Book: Replacement cost
- Missing one or both covers: Replacement cost
- Loose Cover: \$1.00
- Missing Page: \$.50 per page
- Torn Page: \$.20 per page
- Ink Marks: \$.20 per mark

GUIDELINES FOR STUDENT BEHAVIOR (Policy #504)

A well-managed classroom makes school a more exciting place for students to learn. Consistency and positive reinforcement are the keys to an effective program. Our goals are to cultivate in students an understanding of the lasting value of self-discipline.

Students are expected to:

- Use quiet voices
- Listen and follow directions (first time)
- Be in the right place doing the right activity
- Have permission to leave a classroom
- Keep hands, feet, and objects to self
- Walk quietly in all areas of the building
- Have respect for others and self

Use socially acceptable language and gestures

GUIDELINES FOR PLAYGROUND (Policy #504)

1. There is no playground supervision in the mornings before 7:50 a.m. Children are, therefore, instructed not to utilize the playground equipment or initiate playground activities before 7:50 a.m.
2. Children are asked not to use the playground immediately after school. The school does not provide playground supervision after school. Children should go directly to their homes at dismissal unless other arrangements have been made.
3. All playground rules are reviewed with the students at the beginning of each year, and randomly throughout the school year as needed. Parents who would like a copy of the playground rules may request one from the office.
4. Playground rules are designed for the safety and welfare of the children. Children choosing not to obey the playground rules may lose their playground privileges.
5. All students are expected to go out on the playground at designated times unless they have brought a note from the doctor asking that they remain inside.
6. Certified staff and/or Para educators supervise all recesses throughout the day including lunch periods. It is every student's responsibility to give complete cooperation to the adults supervising the playground and to observe the playground rules.

EXPECTED BEHAVIOR AT DISMISSAL TIME

1. Any student remaining after regular dismissal time is expected to telephone a parent immediately at the close of school unless a prior arrangement has been made with parent/guardian.
2. Students may be asked to stay after school for special help with schoolwork or to complete assignments.

ATTENDANCE (Policy #503)

It is important to a student's success in school that the habit of regular and punctual attendance be formed.

Absences: If your child is unable to attend school, a telephone call to the school office (762-4093/Emerson * 762-4519/Grandview) on the day of the absence as soon as possible is requested. Unless the school is notified, a call will be made to your home to verify an absence.

An absence which neither the parent nor the school condones will be considered truancy and may be subject to action at the discretion of the principal.

Tardiness: The tardy bell rings promptly at 8:05 a.m. Students are considered tardy if they are not in their assigned classrooms when class begins. Parents will be notified by U.S. mail when their child(ren) are tardy in excess of five times.

GRADING SYSTEM (Policy #611)

Report cards are issued each nine weeks to show student progress. Kindergarten has a specially designed report card. Grades K -3 use non-graded report cards. Grade 4 receives letter grades. Non-graded cards:

+ Commendable
O Normal Progress
/ Needs Improvement
N Not Present

Graded report cards:

A 93-100 Excellent
B 85-92 Good
C 76-84 Satisfactory
D 68-75 Needs Improvement
N/C Below 68 No Credit

Music, art, and physical education have a composite report form for all grades.

HOMEWORK AND PRACTICE (Policy #607)

Homework and practice are ways of extending the school day and providing students with opportunities to refine and extend their knowledge. Teachers can use both of these practices as powerful instructional tools. The following should be considered when designing homework:

- Homework is started during class time (independent practice)
- Homework is closely aligned with identified objectives (focus on essential learning)
- Homework provides an opportunity for students to demonstrate knowledge and/or skills at varied levels of Bloom's Taxonomy Homework assignments should clearly articulate one of the following purposes:

- Practice
- Preparation
- Elaboration

Important:

- If homework is assigned it should be commented on
- Homework is of appropriate length (See guideline below)

Total minutes of homework per Day

Grades K-2 Possible Homework: You may assign them a "job" to do.
Grades 3-4 approximately 30 - 40 minutes per day

* No homework, outside of special projects, assigned on weekends.

PERMANENT RECORDS (Policy #507)

A file folder of each student's permanent records is kept in the principal's office. These folders contain grades, personal information, enrollment information, health records, and test results. Parents may look at these folders upon request. School personnel may utilize the data contained in the permanent records for diagnostic purposes. Access to records: Only the following staff has access to records:

1. Officials of the school district
2. Teachers and counselors to serve the best educational interest of the student.
3. Secretaries to maintain, record and file information
4. Other elementary and secondary schools may see records upon notification to parents or guardians.
5. Bona fide government and educational agencies and officials may have access to information as long as the identity of the individual is withheld and protected.
6. Officials of the judicial system, upon issued subpoena or court order, provided that the parent or guardian is notified of such order.
7. A student and his/her parents may have access to his/her records according to current law.
8. The parent/guardian must sign a release of records from before records may be sent to anyone.

GUIDANCE SERVICES (Policy #608)

Emerson Elementary and Grandview Elementary employ a full-time guidance counselor. The school counselor is available to address concerns to students, teachers, or parents. The counselor also works with the administration and teachers to plan and implement the standardized testing program. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment, or telephone the school office.

GUIDELINES FOR CHRONIC HEALTH CONDITIONS (Policy #508)

In an effort to provide the best educational experience for your child, chronic health conditions need to be communicated to the school nurse. An individualized care plan will be developed for that child and put into place at the school. Parent/guardian communication and input is a critical component of this process.

STUDENT RIGHTS, RULES, AND REGULATIONS (Policy# 504)

The school is a community made up of students, as citizens, who have rights and responsibilities. A community must have rules, which govern the citizen to insure that all citizens can enjoy their rights. As citizens, we have a responsibility to respect and protect the fundamental citizenship rights of others.

School policies also delegate to the administration and staff the responsibility to make additional necessary rules to operate school programs in an orderly fashion. These rules, which govern school programs, are found in the policies of the Alliance Board of Education. Enjoy your rights in a democratic society and protect these rights for all.

CLASSROOM, HALL, AND GROUNDS CONDUCT (Policy #504)

The Board of Education delegates the responsibility for controlling student conduct to the professional staff. Each instructor or staff member shall have the responsibility for maintaining discipline in his or her classroom and in other areas of the campus. Staff members shall take reasonable action, requesting that students change their conduct or leave unauthorized areas, when they find student conduct in violation of administrative regulations. Incidents that cannot be immediately controlled shall be reported to the principal.

OFFICE REFERRALS (Policy # 505)

Students are referred to the office after the classroom teacher has implemented strategies and communicated with a parent/guardian in order to help the student change his or her behavior. Certain situations may arise that a teacher may refer a student to the office for immediate attention. It is important to understand that rule violations are unique in nature and appropriate steps must be taken. The Student Discipline Act developed by the Nebraska Legislature and adopted by the Alliance Public Schools will be used as the guideline in making decisions, which we believe, will be in the best interest of our elementary students.