

**Randolph Public Schools  
ELEMENTARY  
STUDENT-PARENT HANDBOOK  
2016-2017**



**Randolph Public Schools**  
207 North Pierce Street  
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**“Where Tomorrow is Built Today”**

RANDOLPH PUBLIC SCHOOLS  
ELEMENTARY STUDENT HANDBOOK

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**Randolph Public Schools Student-Parent Handbook  
2016-2017 School Year**

**Foreword**

**Section 1      Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Randolph Public Schools. 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 assure the well-being of all students and the educational program. 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. The school district must follow board policy which is the most powerful set of regulations within the school district’s structure.

**Section 2      Members of the Board of Education**

| Name                     | Contact Information |
|--------------------------|---------------------|
| Paul Schmit, President   | 402-337-1447        |
| Tim Kint, Vice President | 402-337-0764        |
| Sandy Owens, Secretary   | 402-337-0128        |
| Michael Strathman        | 402-337-1021        |
| Loren Haselhorst         | 402-337-1439        |
| Jim Scott                | 402-337-1668        |

**Section 3      Administrative Staff**

| Name          | Position                      |
|---------------|-------------------------------|
| Jeff Hoelsing | Superintendent                |
| Dennis Bazata | Jr./Sr. High School Principal |
| Mary Miller   | Elementary School Principal   |

**Section 4 Teaching Staff**

| Name                 | Department             | Grades            |
|----------------------|------------------------|-------------------|
| Mark Anderson        | PE                     | K-12              |
| Joan Albers          |                        | Kindergarten      |
| Karen Boehmer        | Music/Media Specialist | K-6               |
| Karen Dominisse      | Title                  | K-12              |
| Brittany Flaming     |                        | Grade 6           |
| Mary Hahne           | Band                   | 5-12              |
| Stephanie Harder     |                        | Preschool/Grade 4 |
| Jennifer Isom-Backer |                        | Grade 4           |
| Jesse Kollars        | Sped                   | K-6               |
| Lindsey Miller       | Art                    | K-12              |
| Latricia Olson       |                        | Grade 3           |
| Amanda Reimers       | Guidance               | K-12              |
| Theresa Schnoor      |                        | Grade 2           |
| Kathy Wilke          |                        | Grade 5           |
| Catrina Winkelbauer  |                        | Grade 1           |

**Section 5 Support Staff**

| Name            | Building               | Position                      |
|-----------------|------------------------|-------------------------------|
| Susan Lenhoff   |                        | Business Manager              |
| Jackie Loberg   | Elementary             | Elementary Secretary          |
| Tina Nordhues   | Jr./Sr. High           | Jr./Sr. High Secretary        |
| Brooke Anderson | Elementary             | Paraprofessional              |
| Joyce Fink      | Elementary             | Paraprofessional              |
| Julie Loberg    | Elementary             | Paraprofessional/School Nurse |
| Barb Rohde      | Elementary/High School | Paraprofessional              |
| Tina Thelen     | Elementary/High School | Paraprofessional              |
| Pam Thies       | Elementary             | Paraprofessional              |

|                 |            |                 |
|-----------------|------------|-----------------|
| Jeff Bermel     |            | Head Custodian  |
| Tracy Backhaus  | Elementary | Custodian       |
| Jerry Synovec   |            | Bus Cordinator  |
| Linda Dorschner |            | Bus Driver      |
| Randy Gubbels   |            | Bus Driver      |
| Randy Korth     |            | Bus Driver      |
| Andy Thelen     |            | Bus Driver      |
| Heather Reimers |            | Kitchen Manager |
| Rosanne Backer  |            | Cook            |
| Mary Kruse      |            | Cook            |

## Section 6 School Calendar

**RANDOLPH PUBLIC SCHOOLS**  
**2016-2017 CALENDAR**  
2-16-16: Final

**AUGUST**

| S           | M  | T  | W  | T  | F  | S  |
|-------------|----|----|----|----|----|----|
|             | 1  | 2  | 3  | 4  | 5  | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |
| 15 T / 12 S |    |    |    |    |    |    |

**SEPTEMBER**

| S           | M  | T  | W  | T  | F  | S  |
|-------------|----|----|----|----|----|----|
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 |    |
| 21 T / 19 S |    |    |    |    |    |    |

**OCTOBER**

| S               | M  | T  | W  | T  | F  | S  |
|-----------------|----|----|----|----|----|----|
|                 |    |    |    |    |    | 1  |
| 2               | 3  | 4  | 5  | 6  | 7  | 8  |
| 9               | 10 | 11 | 12 | 13 | 14 | 15 |
| 16              | 17 | 18 | 19 | 20 | 21 | 22 |
| 23              | 24 | 25 | 26 | 27 | 28 | 29 |
| 30              | 31 |    |    |    |    |    |
| 18 T / 18 S     |    |    |    |    |    |    |
| 40 days 1st qtr |    |    |    |    |    |    |

**NOVEMBER**

| S           | M  | T  | W  | T  | F  | S  |
|-------------|----|----|----|----|----|----|
|             |    | 1  | 2  | 3  | 4  | 5  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 |    |    |    |
| 18 T / 17 S |    |    |    |    |    |    |

**DECEMBER**

| S               | M  | T  | W  | T  | F  | S  |
|-----------------|----|----|----|----|----|----|
|                 |    |    |    | 1  | 2  | 3  |
| 4               | 5  | 6  | 7  | 8  | 9  | 10 |
| 11              | 12 | 13 | 14 | 15 | 16 | 17 |
| 18              | 19 | 20 | 21 | 22 | 23 | 24 |
| 25              | 26 | 27 | 28 | 29 | 30 | 31 |
| 14 T / 14 S     |    |    |    |    |    |    |
| 40 days 2nd qtr |    |    |    |    |    |    |

**1st Semester**

|  |
|--|
| August 11-12 & 15, Teacher Workdays                          |
| Tuesday August 16th, First Full Day School K-12              |
| Monday September 5th, Labor Day, No School                   |
| Friday September 16th, No School, Teacher Inservice          |
| Monday, Sept. 26th, No School                                |
| Parent/Teacher Conference 12:00-8:00 pm                      |
| Monday October 3rd, No School                                |
| Monday October 10th, No School                               |
| Monday October 17th, End of 1st Qtr.                         |
| Friday October 28th, No School                               |
| Friday November 4th, No School, Teacher Inservice            |
| Friday November 11th, No School (State VB)                   |
| Wednesday-Friday November 23-25, Thanksgiving Break          |
| Monday December 5th, No School                               |
| Monday December 12th, No School                              |
| Thursday, December 22nd, End of 1st Semester, 1:00 Dismissal |
| December 23rd to January 2nd, Holiday Break                  |

**2nd Semester**

|  |
|--|
| Tuesday January 3rd, Start of 2nd Semester                   |
| Monday January 9th, No School                                |
| Monday January 16th, No School                               |
| Monday January 23rd, No School                               |
| Monday January 30th, No School, Teacher Inservice            |
| Thursday, Feb 9th, School in Session, P/T Conf. 4:00-8:00 PM |
| Friday Feb. 10th, No School, P/T Conf. 8:00 - 12:00 AM       |
| Friday February 17th, No School (State WR)                   |
| Friday February 24th, No School, Teacher Inservice           |
| Friday March 3rd, No School (State GBB)                      |
| Thursday March 9th, End of 3rd Qtr.                          |
| Friday March 10th, No School (State BBB)                     |
| Friday March 24th, No School, Teacher Inservice              |
| Friday March 31st, No School                                 |
| Friday April 7th, No School, Teacher Inservice               |
| Thursday, April 13th, 1:00 Dismissal                         |
| Friday, April 14th, Easter Break                             |
| Monday April 17th, Easter Break                              |
| Friday April 28th, No School                                 |
| Friday May 5th, No School                                    |
| Saturday, May 6th, Graduation                                |
| Tuesday May 16th, End of 2nd Semester                        |
| Wed. - Thurs. May 17th - 18th Teacher Workdays               |

**JANUARY**

| S           | M  | T  | W  | T  | F  | S  |
|-------------|----|----|----|----|----|----|
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |
| 18 T / 17 S |    |    |    |    |    |    |

**FEBRUARY**

| S           | M  | T  | W  | T  | F  | S  |
|-------------|----|----|----|----|----|----|
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 |    |    |    |
| 19 T / 17 S |    |    |    |    |    |    |

**MARCH**

| S               | M  | T  | W  | T  | F  | S  |
|-----------------|----|----|----|----|----|----|
|                 |    |    |    | 1  | 2  | 3  |
| 4               | 5  | 6  | 7  | 8  | 9  | 10 |
| 11              | 12 | 13 | 14 | 15 | 16 | 17 |
| 18              | 19 | 20 | 21 | 22 | 23 | 24 |
| 25              | 26 | 27 | 28 | 29 | 30 | 31 |
| 20 T / 19 S     |    |    |    |    |    |    |
| 40 days 3rd qtr |    |    |    |    |    |    |

**APRIL**

| S           | M  | T  | W  | T  | F  | S  |
|-------------|----|----|----|----|----|----|
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          |    |    |    |    |    |    |
| 17 T / 16 S |    |    |    |    |    |    |

**MAY**

| S               | M  | T  | W  | T  | F  | S  |
|-----------------|----|----|----|----|----|----|
|                 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7               | 8  | 9  | 10 | 11 | 12 | 13 |
| 14              | 15 | 16 | 17 | 18 | 19 | 20 |
| 21              | 22 | 23 | 24 | 25 | 26 | 27 |
| 28              | 29 | 30 | 31 |    |    |    |
| 13 T / 11 S     |    |    |    |    |    |    |
| 40 days 4th qtr |    |    |    |    |    |    |

86 T / 80 S Sum

173 T / 160 S days for Year

87 T / 80 S Sum

Teacher In-service  
No School  
Parent-Teacher Conferences  
End Qtr./Semester

Please check website calendar for updates:  
[www.randolphpublic.org](http://www.randolphpublic.org)

Important Days  
Holiday Days  
Early Dismissal

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

Randolph Public School will provide a safe, flexible, and stimulating environment for learning. Students will acquire a standards-based core of knowledge, demonstrate problem solving and communication skills, and be technologically capable and resourceful.

### **Section 2 School Vision Statement**

The vision of the Randolph Public School is to be the cornerstone in our community to develop productive and responsible citizens in collaboration with our stakeholders.

### **Section 3 School Motto**

“Where Tomorrow is Built Today”

### **Section 4 Mutual Respect**

The Randolph Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 5 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

#### **1. Complaint procedure**

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

#### **2. Conditions Applicable to All Levels of Complaint Procedure**

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## **Article 2 - School Day**

### **Section 1 Entrance and Registration**

Students new to the district may be enrolled upon arrival. Please contact the elementary school office (337-0385) to make arrangements for registration and enrollment. If school is already in session, students will be enrolled the next school day following registration to allow teachers adequate time to secure the necessary books, desks, etc.

Please bring the following information with you when enrolling your child:

- A. A State Certified Birth Certificate
- B. Social Security Number
- C. Immunization record
- D. A telephone number where you can be reached
- E. Evidence of a physical examination within six months of the start of the new school term is necessary if the child is entering kindergarten or is entering from a school in another state.

### **Section 2 Kindergarten**

All students entering Kindergarten in Nebraska Schools must have reached their fifth birthday on or before July 31<sup>st</sup> for the current school year. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (1) the child attended kindergarten in another jurisdiction in the current school year; (2) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (3) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board. A birth certificate, immunization records, eye exam, and evidence of a physical examination are required for entrance into kindergarten. Pre-registration takes place in the spring.

### **Section 3 Withdrawals and Transfers**

Students who are withdrawing from school are to report to their teacher and principal the anticipated date. At this time they will check in to their teacher all books and materials that the school has loaned them. A request for records form needs to be signed upon arrival at the new school, the new school will send a request to Randolph Public Schools and we will forward your child's record as soon as we receive this form.

### **Section 4 Daily Schedule**

7:50 – 8:00 Daily Opening  
8:00 – 11:50 Class time  
11:50 – 1:00 Lunch  
1:00 – 3:50 Class time  
3:50 – Bus Children Excused  
3:55 – Non-bus Children Excused

### **Section 5 Arrival**

Students are admitted to their classrooms at 7:50 a.m. Buses are scheduled to arrive at school between 7:40 and 8:00 a.m. Students who walk, ride bicycles or are dropped-off are encouraged to arrive at school between 7:40 and 7:50. Morning meeting begins at 7:50 and classes begin at 8:00 a.m. and students arriving in their classrooms after 8:00 a.m. are marked tardy.

### **Section 6 –Breakfast**

Breakfast is offered daily. Serving will begin at 7:15 a.m. and conclude at 7:40 a.m, so that students can get to class on time. A bus will transport students to the elementary from the high school around 7:45 a.m.

### **Section 7 – Lunch**

A hot lunch program is available to students at Randolph Elementary School. Lunch money for students needs to be turned in to their classroom teacher or the office.

Students who bring their own lunches will need to eat in the lunchroom with their class. Milk or juice can be purchased or debited from the family lunch account. Visitors are welcome and we would appreciate advance notice so that there is an adequate amount of food for everyone.

Students are required to take at least three of the offered items.

Grades 4-6 can receive 2nds at a cost to the parents, as long as the parents have signed the correct documentation.

### **Section 8 Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. . School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made using the alert now system and through the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be sent over the alert now system and broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Emergency Closing Procedures. Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

## **Section 9 Recess**

All students will be expected to go outdoors for recess except under extreme circumstances – rainy or very cold weather. When the wind chill is below zero degrees Fahrenheit, children will stay inside during recess. We realize that there are circumstances that arise that make it necessary for students to remain inside. In case of injury or illness, the child will be excused from going out upon the family's written statement saying that the child should not be outdoors. If a student needs to stay indoors for more than three consecutive days, a doctor's note should be provided.

During periods of wet or muddy conditions or when snow or ice is on the playground, we do require that children wear boots while out for recess. In the event that a child does not have the appropriate footwear during these periods, they will still be allowed to go outside but they will be confined to the cement. This rule is necessary for the benefit of the student and parents by avoiding wet feet and not ruining the child's shoes, as well as the school's benefit by not tracking debris into the halls and classrooms.

## **Section 10 Supervision Responsibility Before/After School**

Arrival at School/Dismissal From School. Students are expected to arrive at school no earlier than 7:30 a.m. **prior to that time; the school is not responsible for supervision of the students.** -Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the day. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### Supervision at Dismissal.

Students who ride the bus will be dismissed at 3:50 p.m. Students who walk, ride bicycles or are picked up will be dismissed at 3:55 p.m. Students are expected to follow their regular plan unless the school is notified otherwise.

Signing a Child In and Out of School. Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

## **Section 11 Notes and Letters Home**

During the school year, notes and letters concerning school activities, rules, and other necessary information will be sent home for your information. The majority of information will be included in the district monthly newsletter. Please read those notes and letters. The school website [www.randolphpublic.org](http://www.randolphpublic.org) is an additional source of information.

## **Section 12 Treats/Parties**

Students will be allowed to bring birthday treats only under the conditions that the entire room is included. To ensure the happiness of all students, party invitations may be sent to school to pass out to students ONLY if every child in the classroom is to receive one. If only a few students are to be invited to a party, arrangements must be made at home. In an effort to stay within the

perimeters of the Wellness Program we encourage families to send or bring treats or snacks of nutritional value.

### **Section 13 Physical Education**

Physical Education is offered to all elementary students in grades K-6. Regular school clothing is satisfactory for PE activities, in grades K-6. However, soft soled shoes or tennis shoes will make it easier for the child to participate. Students in grades 4-6 may bring deodorant. Please, no spray deodorant.

### **Section 14 Lost and Found**

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are placed on the school's lost and found table in the school entryway. Please check the lost and found box if your child is missing something. Unlabeled or unclaimed items are turned over to a goodwill agency throughout the school year.

### **Section 15 Labeling Clothing/ Personal Items**

It would be very helpful if you could label your child's personal items/ clothing. This helps in determining the owner of lost and found items. Also, many times several children can have coats, overshoes, gloves, calculators, notebooks, etc. Alike and it is difficult for them to identify their own things when others have like ones. This would save time and simplify trying to find items that turn up missing. Please do not send personal items unless specified by a teacher.

## **Article 3 - Use of Building and Grounds**

### **Section 1 – Smoke – Free Environment**

See District Student and Parent Policy Handbook

### **Section 2 - Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Students wishing to bring pets for Show-and-Tell must clear this first with their teacher and principal ahead of time. The pet will be brought to the school by a parent or guardian. The parent will check in at the office and the pet will be kept outside the entry. The students will come to observe the pet. The pet will then be returned home by the parent or guardian.

### **Section 3 – Care of School Property**

Students are responsible for the proper care of all books, equipment, 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 replace the item.

Fines are determined on books according to the following criteria:

| Lost Book:                   | Replacement cost                           |
|------------------------------|--|
| Missing one or both covers:  | Same as lost book                          |
| Loose Cover:                 | \$1.00                                     |
| Missing Page:                | 50 cents per page (up to replacement cost) |
| Torn Page:                   | 20 cents per page (up to replacement cost) |
| Marks that cannot be erased: | 20 cents per mark (up to replacement cost) |

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

#### **Section 4 – Lockers**

Each student (Grades 2-6) will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

#### **Section 5 – Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. 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 is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other 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 will be confiscated and delivered to law

enforcement officials as soon as practicable.

3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

### **Section 6 - 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. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. 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.

### **Section 7 - Use of Telephone**

In an effort to improve students personal responsibility, students will not regularly be allowed to use the telephone to have items brought to school. They will be encouraged to problem solve the situation.

The office will always gladly cooperate with parents or guardians to get messages to students during school hours. Messages will be written down and delivered to the student or the student's teacher. Because of their disruptive potential, cell phones are banned from the school building during normal academic hours. Phones will be confiscated if brought into the school during the hours that classes are in session.

### **Section 8 – Cell Phones and Electronic Devices**

Cell phones are an increasingly complex issue for schools. Student cell phones or electronic devices are not to be used (phone calls, texting, games, pictures, Internet, etc.) during

### **Section 9 - Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10 - Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 11 - Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 12 – Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 13 - Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 14 - Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Article 4 – Attendance**

### **Section One – Attendance Policy**

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Should it be necessary for your child to be absent, please call the school (337-0385) before 8:15 a.m. This will enable us to effectively check on the safety and whereabouts of students.

### **Section Two - Excessive Absenteeism**

If a student exceeds five (5) days absence during any quarter, ten (10) days absence during any semester or twenty (20) days absence during any school year the student's absences will be considered excessive. All absences shall be included. When a student's absences become excessive, the parent shall be notified of such in writing. This letter shall notify the parent or guardian that the school is compelling attendance and shall outline the definition of such for the parent. This letter shall also inform the parent or guardian that if the compulsory attendance guidelines are not followed, the county attorney shall be notified of the habitual truancy.

### **Section 3 - Tardy to School**

Students arriving at their classroom after 8:00 a.m. and before 9:45 a.m. will be marked as tardy. For students leaving after 2:00 p.m., the absence will be treated the same as a tardy.

### **Section 4 - Leaving School or Class**

Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

### **Section 5 – Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

### **Section 6 – Appointments**

Parents are encouraged to make appropriate appointments when the least amount of school time is lost – outside of school hours if possible. In either case, students will be excused for these special appointments. Parents are required to notify the school office or teacher of these

appointments. When picking up your child (children) please check in at the office and the office will let the student(s) know you have arrived.

## **Article 5 - Scholastic Achievement**

### **Section 1 – Grading System**

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

Grade Scale for 3<sup>rd</sup> – 6<sup>th</sup> Grade

|    |   |             |
|----|---|-------------|
| A+ | = | 98% - 100%  |
| A  | = | 95% - 97%   |
| A- | = | 93% - 94%   |
| B+ | = | 90% - 92%   |
| B  | = | 87% - 89%   |
| B- | = | 85% - 86%   |
| C+ | = | 82% - 84%   |
| C  | = | 79% - 81%   |
| C- | = | 77% - 78%   |
| D+ | = | 75% - 76%   |
| D  | = | 72% - 74%   |
| D- | = | 70% - 72%   |
| F  | = | 69% & Below |
| I  | = | Incomplete  |

K-2<sup>nd</sup> Grade Grading Scale:

|           |                    |
|-----------|--------------------|
| <b>C</b>  | <b>Commendable</b> |
| <b>S+</b> | High Satisfactory  |
| <b>S</b>  | Satisfactory       |
| <b>S-</b> | Low Satisfactory   |
| <b>NI</b> | Needs Improvement  |

Each teacher will define the grading procedures to be used in their classes.

### **Section 2 – Promotion, Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program 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.

### **Section 3 - Report Cards**

Report cards will be sent home with students at the end of each quarter of the school year. Please examine them carefully and contact the teacher or principal if there is a question. Report card envelopes should be signed and returned to school promptly. You are also able to check

your children's grades on Power School. You can enter this site through the school web site ([www.randolphpublic.org](http://www.randolphpublic.org)) Check with the office for your personal password.

#### **Section 4 Parent-Teacher Conferences**

Parent-teacher conferences will be held at the end of the 1st quarter and mid-3rd quarter. These conferences are useful for evaluating a child's school performance and are planned to allow for an exchange of information between home and school. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

#### **Section 5 Homework**

Homework is an extension of class work and the learning process in that it contributes to the development of good study habits, self-discipline, organizational skills, responsibility, and reinforcing basic subject skills.

In addition, homework reinforces classroom activities, allows students to complete daily tasks including requirements due to absenteeism, provides supplemental or enrichment activities and reinforces communication to parents concerning school.

The amount and type of homework varies with the age level of the child. Parents can help by assisting students when appropriate, and by setting a time and place for homework, free from distraction and interruption.

#### **Section 6 Make-up Work**

When a student's absence is known in advance, the student and parent are expected to check with the teacher in advance to make arrangements for making up for the work to be missed.

For absences due to illness, emergencies, etc., the student will be allowed 2 days for the first day of absence and one additional day for each additional day of absence to make up work.

#### **Section 7 After School Study Hall**

After school study hall is available from 3:50 to 4:20. Students are encouraged to make use of this opportunity to gain extra help in academic skills and the completion of class work. The faculty reserves the right to keep students after school for work completion.

#### **Section 8 Detentions**

The faculty has the right to keep students after school for work completion as well as for disciplinary measures. Teachers keeping students after school will telephone the parents and advise them of the situation. Bus students who may have to stay will be given a 24-hour notice so that the parents may make plans to pick up the student the following night.

We realize this could be an inconvenience for parents, however, the after school time is important and usually makes a lasting impression on the student. We ask your full cooperation for this to be an effective intervention for our students.

#### **Section 9 Field Trips**

Classes may take field trips during the school year. Such trips will be made in school buses with a teacher in charge. Your child will bring home a permission slip giving the destination and date. The permission slip should be signed by a parent and returned to school.

#### **Section 10 – Visiting School**

Parents are always welcome to visit classes, however we would ask that you plan ahead one day

and limit your visit to an hour or so. In the event that you wish to become more familiar with the classroom routine, we feel it would be advisable to make several short visits rather than one all day visit. Any visit should be for observation only and should not include a conference time with the teacher unless pre-arranged. Teachers and students work on a planned schedule and are busy most of the day.

Students wishing to bring visitors (relatives, friends) for a day or part of a day must clear this with their teacher and principal ahead of time. These visitors are expected to abide by the rules that their host must observe.

Students wishing to bring pets for Show-and-Tell must clear this first with their teacher and principal ahead of time. The pet will be brought to the school by a parent or guardian. The parent will check in at the office and the pet will be kept outside the entry. The students will come to observe the pet. The pet will then be returned home by the parent or guardian.

### **Section 11 – Academic Integrity**

Can be found in the District Student and Parent Policy Handbook.

### **Section 12 – Student Performance Goals**

Students are taught all skills needed to comply with the Randolph School District Performance Goals. These goals are as follows:

- Arrive to Class Prepared and On-Time
- Use Work Time Appropriately
- Complete Assigned Tasks On-Time
- Demonstrate Respect for People and Property
- Respond Appropriately to Staff Directives

## **Article 6 - Support Services**

### **Section One Special Education Services**

See District Student and Parent Policy Handbook

### **Section Two Students with Disabilities: Section 504**

See District Student and Parent Policy Handbook

### **Section Three Title Services**

#### **TITLE 1**

Title 1 is a program funded by the federal government to give students extra help in the basic skills. The school district determines its specific programs based on student needs. At Randolph Elementary, the focus of the Title 1 program is to provide support in reading and math for students in grades 1-6. Classroom performance, teacher recommendations, parent recommendations and consultation of test scores are used to select children who show potential and need extra help in a smaller setting. Students who show the greatest need must be served before others can be considered. A student may remain in the program until recommendations and/or performance show special help is no longer needed. If a child who has been selected for Title 1 transfers to another Title 1 school, that child may continue to receive services if room is available.

Title 1 teachers provide extra help with instruction using two models. The students will traditionally work with the Title 1 teacher in the student's classroom. At times the student/s may go to the Title 1 classroom to receive additional assistance. Most Title 1 students receive instruction for 20-30 minutes each day. The Title 1 teacher and the class room teacher work closely to meet the instructional needs of the students.

#### Title I Parent Involvement Policy

It is the obligation of the local education agency to involve the parents of the Title I participants in all aspects of the Title I program.

Parents of the participants in the Randolph Title I program will be invited to a meeting in May of each school year to review and discuss the local Title I plan. All recommendations made by the parents will be discussed and implemented if the group feels they are necessary and pertinent to improving the program. Any recommendations that cannot be acted upon at one of these meetings will be responded to (in writing) within 10 working days. Changes in the Title I program can be discussed at our fall Open House. We will also include any changes in the Elementary Handbook.

Parent-teacher conferences will be held twice a year with all parents including those of Title I students.

Parents of Title I students are, as all parents, invited to visit school and the classes at any time they wish as well as parent-teachers conferences, open house, or other meetings involving parents. Parents wishing to visit classes during the day must inform the school in advance of their visit. Visitations should not cause disruptions to the classroom.

Randolph Elementary will provide a report card concerning Title Reading and Math. This report card will reflect how the student is performing on standards.

Parents of the Title I students upon request will be provided the qualifications of teachers in the Title I program. Parents will also be notified if a child has a temporary or unqualified teacher for four weeks or more. These points will be covered each year with the participants and placed in the student handbook.

The parents of the participants may review copies of the meeting minutes, the plan and budget at any time during school hours at the office of the superintendent.

#### EVALUATION OF STUDENT PERFORMANCE:

Each student is considered an individual and is evaluated in accordance with achievement and progress in terms of his/her own ability.

The following evaluations are given to our elementary students:

AIMSWEB – an assessment given three times a year to students in Kindergarten -6 th grade to assess reading fluency, comprehension, and mathematical skills. These results help teachers to identify students that may need additional support for a specific concept. Progress monitoring may be administered on a weekly basis 7 to monitor individual progress. Results of this testing will be discussed with the parent during parent teacher conferences.

MAPS – a series of assessments given to students in grades 3-6. These tests are given in the areas of reading, language arts, mathematics and science. Our students are tested twice a year and the results are used to determining a student's growth in these core areas. A parent's report is sent home after testing in the fall and spring.

NeSA (State Assessments) – state mandated testing for students in grades 3-6 are given in reading, mathematics, science and writing. An annual report will be sent home to parents in the fall of the next year, as testing results are not released until the summer after students test.

**Section 4 Guidance Services**

See District Student and Parent Policy Handbook

**Section 5 Health Services**

See District Student and Parent Policy Handbook

**Section 6 Library Services**

See District Student and Parent Policy Handbook

**Section 7 Transportation Services**

See District Student and Parent Policy Handbook

**ARTICLE 7 – DRUGS, ALCOHOL, AND TOBACCO**

See District Student and Parent Policy Handbook

**ARTICLE 8 – STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS****Section 1 – Student Discipline Policy**

See District Student and Parent Policy Handbook

**Section 2 - Sexual Harassment**

See District Student and Parent Policy Handbook

**Section 3 – Harassment and Bullying Policy**

See District Student and Parent Policy Handbook

**Section 4 – Dating Violence**

See District Student and Parent Policy Handbook

**Section 5 – Computer and Technology Usage**

See District Student and Parent Policy Handbook

**Section 6 – Bullying**

Bullying is a form of harassment. It is defined as, "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuses, or through attacks on the property of another. It may include, but is not limited to, actions such as verbal taunts, name-calling, put downs, including ethically based or gender based verbal putdowns, extortion of money or obsessions and exclusion from peer groups within school or its functions." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior, will not be tolerated, is prohibited and is subject to disciplinary action up to and including suspension, expulsion, and report to law enforcement if circumstances warrant.

## **Section 7 – Behavior at Athletic Events/Programs**

Students who attend games or programs are expected to sit and watch the event. They are to show appropriate respect during the National Anthem. Students are to walk to and from the restroom and/or concession stand. For events in the gym, please leave or enter during a break in the action. These guidelines are to encourage safety as well as for audience (fan) enjoyment of these events. Parents – thank you for your cooperation in helping make these events safe and enjoyable for all by having your child follow the above guidelines.

## **Section 8 – Dress & Grooming**

Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. Students who practice good personal hygiene and are appropriately groomed and dressed feel better about themselves and consequently achieve better in school. Generally, students should wear clothes which are safe, do not disturb or distract others, and are appropriate for learning. Apparel determined by the administration or staff to be offensive and/or impede the learning environment will be addressed, and students may be asked to change their clothing.

During cold weather children are expected to wear warm coats, mittens or gloves, hoods, caps or hats as needed. Please see that your children are appropriately dressed for the expected weather conditions.

## **Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations**

See Jr. High/ High School Handbook for the schools Extra-Curricular Policy.

## **Article 10 – State and Federal Programs**

See District Student and Parent Policy Handbook.

