

**LEIGH
ELEMENTARY
SCHOOL**

**STUDENT-PARENT
HANDBOOK
2019-2020**

Welcome to Leigh Community Schools
Learning
Empowers
Individuals to
Great
Heights

Elementary: 402-487-3301

High School: 402-487-2228

Website: <http://www.leighcommunityschools.org/>

Parents and Students:

Please read this handbook and understand that the rules and regulations outlined there in will be followed.

The Leigh Elementary School has various permission forms that must be on file for liability and informational purposes. These forms include those listed below, along with others. If you ever have any questions about the forms, or the information included in the handbook, please contact either Mrs. Petersen at 487-3301 or Mr. Holmberg at 487-2228.

- Receipt of 2019-2020 Student-Parent Handbook
- Parent Release Form for Media Usage
- Medication Release Form
- Contact Information Form

**RECEIPT OF 2019-2020 STUDENT-PARENT HANDBOOK
OF LEIGH COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2019-2020 Student-Parent Handbook of Leigh Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian Signature

Please sign and date this receipt and return to school by Monday, August 19, 2019

PARENT RELEASE FORM FOR MEDIA USAGE

I grant or deny permission to Leigh Community Schools to use pictures of my child, _____ as follows:

- o Use my child's picture in ALL media: Newspaper, Newsletter(Leigh Legend) and on School Website

- o Do NOT USE my child's picture in any media

PARENT SIGNATURE

**PLEASE COMPLETE AND RETURN TO SCHOOL BY MONDAY,
AUGUST 19, 2019**

MEDICATION RELEASE

In compliance with LB 1354, the Leigh Community School cannot administer any prescription or over the counter drugs (Tylenol, cough syrup, cough drops, etc.) without written consent from a parent/guardian.

Prescription drugs must be sent to the school in the original container from the drug store along with the appropriate label showing recipients name, amount of medication to be given and times to be given. Also requested is a copy of the information sheet from the drug store listing side effects.

Over the counter drugs like Tylenol, cough syrup, cough drops, etc., must be sent to school in their original containers with written instructions and signature of parent/guardian. Students may carry their own Tylenol or cough drops upon the written instruction and signature of a parent/guardian or physician.

Please complete the following form and return it to the office.

Student ' s Name _____ Grade _____

Name of Medication _____

Amount to be given _____

Time to be given _____

Other Instructions _____

Physician ' s name _____

I request/authorize the Leigh Community School to administer medication to my child according to the instructions above. I understand that an unlicensed staff member will be designated to provide the medication to my child. I accept full responsibility for direction of the designated staff member in providing this medication as well as for monitoring the medication effects. I also give my permission for the designated staff to contact the Physician in the event I cannot be reached regarding questions about my child ' s medication.

Signature of Parent/Guardian

Date

Home Phone Number

Work Phone

ELEMENTARY STAFF

Pre-Kindergarten	Tiffany Cash
Kindergarten	Michkayla Wietfeld
First Grade	Kim Bruhn
Second Grade	Nicole Kabes
Third Grade	Kim Loseke
Fourth Grade	Robin Urban
Fifth Grade	Briana Wietfeld
Sixth Grade	Melissa Brabec
Special Education	Jessica Wendt
Music/Title	Cindy Settje
P.E.	Seth Cash
Media/Instructional Technology	Kylie Hollatz
Principal/Superintendent	Stephanie Petersen
Secretary/Business Manager	April Brabec
Para-professionals	Sherry Hathaway, Linda Brabec, Annie Bahns, Jamie Hastreiter Angie Reeves, Deana Wemhoff
Custodian	Laure Osten
Cook	Robin Fuhr

BOARD OF EDUCATION

Kamin Held	Jill Becher
Nate Higby	Ryan Hoffman
Chris Kurpgeweit	Julie McMullin
Stuart Osten	Josh Urban
Travis Went	

SCHOOL WEBSITE:
www.leighcommunityschools.org

Leigh Elementary Student-Parent Handbook 2019-2020 School Year

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 Leigh Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Notice of Nondiscrimination

Leigh Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

This institution is an equal opportunity provider.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Independence Avenue, S.W., Washington DC 20250-9410, or call (800) 795-3272 or (202) 720-6382 (TTY) USDA is an equal opportunity provider and employer

Welcome to Leigh Community Schools. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

Mission: The mission of Leigh Community Schools is to foster a positive educational culture where: STUDENTS thrive, TEACHER'S guide, ADMINISTRATORS lead, PARENTS support, and the COMMUNITY is the foundation for all. WE ARE LEIGH!

Vision: Through the cooperation of staff, students, and community, every student will achieve at his or her maximum potential in an engaging, inspiring and challenging learning environment.

Belief Statements:

1. The responsibility for education is an active partnership among the school, students, families and all stakeholders of the community.
2. School is part of a life-long learning process leading to self understanding, personal growth and the acquisition of new knowledge.
3. Students have the greatest opportunity to learn in a safe and supportive environment based on mutual respect and equal opportunity for all.
4. Each student has a responsibility for actively participating in his/her learning and achievement.
5. All students can learn, and must be challenged to reach their individual potential through high expectations, attainable goals, and a challenging, diverse and relevant curriculum.
6. Excellence in education depends on educators who are knowledgeable of the academic, social, emotional and physical development of the student and who are committed to the use of varied instructional strategies to meet individual needs.
7. Education is an innovative, evolving process in an ever-changing society, thus we must integrate and optimize technology.
8. Education should connect students with people, programs and experiences within and beyond the classroom.
9. Extracurricular participation in academics, arts, athletics and service opportunities fosters individual growth and develops positive character.
10. Individual and school accomplishments and progress should be celebrated.

Learning Empowers Individuals to Great Heights

ELEMENTARY HANDBOOK

ANNOUNCEMENTS

Changes and information about the schedule will be made through the office, and the information will be sent home with the students in letter-form for the parents to read.

ATTENDANCE

The Leigh Community School Board of Education, administration, and staff believe that regular attendance is necessary to fully realize the benefits of the educational opportunities provided. The student that attends regularly will have a better opportunity to receive instruction that is continual and in a logical progression. Students should familiarize themselves with the regulations concerning attendance.

ARRIVAL TIME

Students will be allowed to enter the Elementary building at 8:00 a.m. Grab N Go Breakfast will be available from 8:00-8:15 a.m. Students who arrive earlier than 8:00 must wait outside the building (weather permitting) until the person on duty arrives. While waiting, students are not allowed to play on the concrete area or on the playground. Upon the arrival of the first bus, all students must report to the gym area. The east doors of the Elementary School building will be locked after the tardy bell to ensure the safety of the students/staff.

When students leave the building at the close of school, all students who ride the bus will exit by using the doors on the south-east and south end of the building. All students who are walking, or riding with their parents will exit by using the doors on the north-east side of the building.

Students are not to remain on the playground to play after dismissal. If a student needs to remain after school at a teacher's request, the student shall notify the parents.

EXCUSED ABSENCES

Parents are asked to notify the elementary school by 8:25 a.m. if their child(ren) is absent that day. When a child is absent and the parents have not notified the school, we will make a reasonable effort to call parents prior to 9:00 a.m. to determine why the child is not in school.

(1) Excused absences will be allowed for the following reasons:

1. Optometrist
2. Dentist
3. Doctor
4. Illness
5. Special situations such as funerals, weddings, etc.

(2) With the exception of illness or emergencies, written notification should be presented 24 hours prior to the absence. Assignments may be obtained from the classroom teacher and work should be made up prior to the time of absence.

(3) The time allowed for make-up work done after returning to class will be limited to double the time of the absence. It is the students' responsibility to obtain the assignments, and to complete the work. After the expiration of the allotted time, the student must then remain after school to complete any work that has not been finished.

(4) If you wish to take your child out of school during the day, please send a note, or contact the school prior to leaving with your child.

(5) Children who must remain indoors because of health reasons must bring a note from their parents.

ACCIDENTS

In case of an accident at school, parents or guardians will be notified. If we are unable to reach parents or guardians, emergency family numbers will be called. The emergency unit will be called only in extreme cases. An accident report will be filed on each accident.

APPROPRIATE BEHAVIOR

Respect the person in charge.

Play fair and safe.

Use Appropriate Language

AUTHORITY

All teachers, custodians, bus drivers, cooks, secretaries, and aides have authority over all elementary and all high school students. When asked to do any task by any of the above personnel, the student should complete the task and then report to the teacher on duty if they have any questions. Students are expected to be quiet and orderly in the halls, the restrooms, the lunch room, the gym, the classrooms, etc.

BAND PROGRAM

Fifth and sixth grade students may participate in the Elementary Instrumental program. Early in the school year, the Instrumental Director will visit the two classes to explain the program and demonstrate instruments. Fourth grade students will try various instruments during the month of March to determine which instrument that they would like to play. Parents of those children who are interested in taking instrumental lessons will be invited to attend a meeting where the program will be explained.

BALLS FOR OUTSIDE USE

Only the rubber covered, or rubber playground balls, may be used outside on the playground. Foam balls are for gym use only, and not for outside use.

BICYCLES

Bikes are to be parked in the rack near the east door of the elementary building upon arrival at the school, and not be ridden during the school day. The district is not responsible for bicycles left on the school grounds.

BORROWING SCHOOL EQUIPMENT

Students are not allowed to borrow any school equipment, furniture, etc., unless approval has been obtained from the Superintendent.

BULLYING/HARASSMENT

It is the policy of Leigh Community School that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to suspension or expulsion. The Leigh Community Schools discipline policy may be implemented and an individual plan could be developed between parent, teacher student and administration .

BUS RULES

I. General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles if they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep the bus clean. Place any trash into the provided waste baskets.
6. Do not throw any object.
7. Food or drink is only allowed when permitted by the bus driver. Sunflower seeds are never allowed on the bus.
8. Do not damage the school bus. Report any damage immediately to the driver.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of

you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

CANDY / GUM CHEWING

There will be NO GUM chewing allowed on the school grounds, or in the building, during school hours. Candy and gum are not to be brought to school. The only exception to this rule would be if candy were brought to school as a special treat for all of the students in a class, but gum is not included in this exception. If a staff member observes a student chewing gum in the building or on the school grounds, they will have the student immediately dispose of the gum in a proper receptacle.

CARE OF SCHOOL PROPERTY

Students who damage school property will be expected to pay for either the repair or the replacement of the property.

CHILD ABUSE

Nebraska State Law requires that any teacher who suspects that a child's physical and/or mental health or welfare is being affected by abuse or neglect, must report the same to the school administration who will then report the incident to the proper authorities.

CLASSROOM HOUSEKEEPING

To help the custodian, students should stack chairs on their desks and pick up any large pieces of trash from the floor. All crayons, scissors, pencils, etc. should be kept off the floor. Students should also maintain clean hallways, cafeteria, and playground areas.

CLASSROOM VISITS

Parents are encouraged to visit school. **Visitors must** stop at the office to inform the secretary of your presence.

CONDUCT OF STUDENTS

Students are expected to conduct themselves properly while in class, while riding the bus, during lunch period, on the playground, when attending extra-curricular activities, and at any other time that you are in attendance at a school function.

Students are not to participate in games of their own while attending the High School or Junior High functions.

DIRECTORY INFORMATION

When requested by persons who have a legal right to the information, the District will disclose a student's name and grade level.

DISCIPLINE

It shall be the policy of this school that should a student be dismissed from a class for disciplinary reasons, they will report immediately to the administrative office. A record of all disciplinary actions will be kept in the students file.

DRESS CODE

The student and parents are expected to assume the primary responsibility for proper grooming and dress while attending school. The school retains the right to protect the health, safety, and morale of the student body. Shorts will be permitted if the weather allows the wearing of shorts. Shorts must be longer than the end of the fingertips as the hands are held down by the side. One piece jump suits will be permitted if the bottom part follows the guidelines given for shorts. No spaghetti strap shirts shall be worn without some sort of shoulder cover-up. No t-shirts or tank tops with side cut out will be permitted. Parents are reminded that students do play outside, so they should dress accordingly. Flip-flops are not recommended for activities in PE. No T-shirts or possible "slogan" apparel may be worn that contains any swear words, obscene language, or indecent innuendoes; nor will it have any logos for alcoholic drinks, drugs, etc.

GRADING SYSTEM

A - 100 – 94
B - 93 – 87
C - 86 - 77
D - 76 - 70
F - 69 – Below

E: Excellent
S+: Satisfactory +
S: Satisfactory
S-: Satisfactory -
U: Unacceptable

The above grading system will be used on the student report cards, and to determine the Honor Roll for students in grades 3 - 6 as follows:

A - Honor Roll - All grades must be in the A range.
AB - Honor Roll - All grades must be in the A or B range.

K-2 will use the following standards based grading system:

Evaluation Scale:
3 – Meets Standards
2 – Approaching Standards
1 – Needs Support
X – Not Assessed At This Time

HEALTH – RECORDS

To be admitted to the elementary school, students must have a birth certificate and a current immunization record that indicates the student has all of the required shots or is in process of completing a series of shots (as required by State Law), before they will be admitted.

HEALTH – EXCLUSION

Elementary School procedures regarding the exclusion of students for health reasons are as follows:

1. Students will not be allowed to go home until a parent guardian, or designated person has been contacted.
2. Parents will be contacted if a student has symptoms of a fever, severe headaches, or is experiencing vomiting.
3. Parents will be contacted when a child has a suspicious rash. It is pertinent for parents and teachers to always be alert for possible contagious diseases. A student with a suspicious skin rash should be seen and diagnosed by a physician before being re-admitted to school.

CONTACT COMMUNICABLE DISEASES: HEAD LICE, MITES, AND OTHER INFESTATIONS

It is the intent of the school district to handle cases of communicable infestations in such a manner as to protect the safety of the student, other students and staff with whom the individual may come in contact. In such cases, the school district may act immediately to temporarily exclude students who are carriers of infestations that are communicable by contact and association. Control of such infestations depends upon prompt detection, proper administration, effective treatment and spread prevention.

- 1) Students temporarily excluded from school shall have completed the treatment outlined by school personnel and shall submit to a re-examination before re-entry. Students that are found free of infestation shall be re-admitted to school.
- 2) In cases where infestations are confirmed, school faculty shall examine all children in the classroom to determine further infestations. Children from the same families in the school shall also be examined. Depending upon the number of infestations identified, it may be necessary to examine all students of the school. Such cases where evidence of infestations is determined to be substantial, parents/guardians shall be provided notice, treatment procedures, and school rules and regulations regarding control and treatment.
- 3) In cases where re-infestation of the same student occurs, the student shall again be excluded until such time that the treatment procedures have been completed.

HEALTH - IMMUNIZATIONS

According to State Law, a child must have up to date immunizations before being admitted to school. The list of immunizations include: MMR, Hepatitis B, measles, rubella (German measles), polio, D.P.T. (Diphtheria, Pertussis, and Tetanus), and Chicken Pox Vaccine.

HIGH ABILITY LEARNERS

Any student who gives evidence of high performance capability in such areas as intelligence, creativity, or artistic capacity will be termed a High Ability Learner, and are eligible to participate in the L.E.A.P. program. The Leigh Community School will provide this program contingent upon available funding.

INSURANCE

Student insurance from a commercial carrier will be made available for students. Forms will be sent home at the beginning of each year. Please read these forms carefully if you elect to take the insurance.

INSURANCE – AUTO

Periodically, parents are asked to provide transportation for students to school sponsored events. If you should volunteer to be a parent driving the students, you need to be advised that your own auto insurance policy is the primary carrier in the event of an accident. The district does have an umbrella policy that would provide coverage up to a five million dollar loss above and beyond your own policy.

ITEMS FROM HOME

Students are not to bring toys or personal items from home to school unless it is for a specific class, or for "show and tell". Any items brought to school that are not for the above purpose must be checked by the teacher on duty, or the classroom teacher, to determine suitability for use on the playground. The school is not responsible for any personal item brought from home.

KNIVES/WEAPONS

Students are not allowed to bring knives or any weapons, play or real, of any kind on the school grounds.

LATE WORK

1) When a student in Grades K-6 has work that is NOT completed by class time, they will stay in at recess to finish the work for as many recesses as it takes to complete the work. If there aren't any recesses for the remainder of the day, the student will complete the work and hand it in to the teacher by the end of the school day. The student will call to their parent/guardian to inform them that they have to stay after school to complete unfinished work and will stay until the work is completed. Exceptions will be made for students who have an excused absence.

2) Consistently late papers will result in a conference with the parent/teacher/ student/ administrator.

LOST AND FOUND

A box for lost and found clothing articles is located in the custodial area. Parents and students are encouraged to check the box for lost items. Please mark your child's clothing and overshoes. Inquiries about lost items should be made at the office. At the end of the year, items left will be donated to the Goodwill Assn.

MORNING MILK BREAKS AND SNACKS

A morning milk break is available for students. Those wishing to drink milk should purchase a milk ticket. Tickets cost will be determined from year to year. Students will not be allowed to bring snacks from home to be consumed during milk break. Milk cards can be purchased for \$8.00.

MORNING ROUTINE

Students are to hang their book bags, coats, overshoes and extra shoes and other clothing apparel in the lockers provided beside their classroom. Students are not to take items into the classroom before school begins.

PARENTAL INVOLVEMENT

To foster and facilitate parental involvement in the education of their children, parents shall be allowed and encouraged to attend and monitor courses, class sessions, assemblies, and other instructional activities provided that they have given reasonable advance notice. Parents are provided full access to the records of their children. Requests for access shall be made to the Superintendent. Text- books, tests, and other curricular materials used by the school district shall be available for review at the school upon request.

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Leigh Community Schools commits to meeting all requirements of the Every Student Succeeds Act of 2015 as it applies to all Title I programs conducted within the District. This Policy and all

procedural steps included in the implementation of this Policy have been developed jointly with parents and family members. It will be reviewed, evaluated regarding its effectiveness, and updated annually at a scheduled meeting for this purpose, held at a convenient time for staff and parents. Parents and family members are encouraged to provide input at the review. This policy will be distributed to all parents and family members annually, in a language they can understand.

The District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parent and family engagement in the academic success of their children. Opportunities will be provided for parental and family involvement in their child's education in the following manner:

1) Parents and family members will be involved in the planning, review, and improvement of the Parent and Family Engagement Policy and Parent-School Compact through at least one annual meeting held at a convenient time, with the right of the parents to be involved. This meeting is held each fall.

2) The District will strive to increase opportunities that will help build the capacity for strong parental and family engagement in all aspects of the District's programs. The district will build capacity through meetings, volunteer opportunities with the school and materials providing assistance to parents and family members of children served by the schools.

3) Parents and family members will be provided timely information regarding the Districts curriculum, academic assessments used, and proficiency levels expected of all students through a variety of communication methods utilized by the District to inform and involve them as partners in their child's academic success. This will be done through the student handbook, parent-teacher conferences, report cards and newsletters.

4) Parents and family members will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards as well as the planning of effective parental and family engagement activities.

5) The District will coordinate and integrate parent and family engagement programs and activities with other community programs.

6) Parents and family members will be provided assistance, opportunities, and/or materials to help them understand the topics relation to their child's academic achievement in a format, and when feasible, in a language they can understand. This includes participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.

7) The District will conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy.

Adopted: July, 2017

It is the policy of the Nebraska Department of Education not to discriminate on the basis of gender, disability, race, color, religion, marital status, age, national origin or genetic information in its education programs, administration, policies, employment or other agency programs.

PERSONAL PROPERTY AT SCHOOL

Children are discouraged from bringing extra money, radios, toys, or other objects from home unless they have been given permission by the teacher. Items that are brought from home

should be marked so that they can be easily identified. We encourage parents to mark all items with a permanent marker, including coats, overshoes, caps and mittens.

PLAYGROUND RULES

The following playground rules will be observed by all students:

1. Touch football will be played.
2. Only soft baseballs may be used on the playground.
3. When the sidewalks are icy, students cannot slide on them.
4. If the weather is nice, all students are expected to play outside during the entire period.
5. Students should build snow forts, and not throw snowballs.
6. Supervising teachers are responsible for settling disputes, not the class room teacher.
7. Students will not be allowed to be off the sidewalk when it is muddy or snowy unless they have overshoes, or extra shoes that can be removed as they enter the building.

PHOTOS

All students and pre-school children will be provided the opportunity to have an individual photograph taken through a commercial firm. You may or may not wish to purchase the packet of photos, this is your decision. Students who do not wish to purchase packets of pictures, will have their photo taken for a composite picture of the class. Parents will be notified of the date for the picture taking, and the cost of the various packets of pictures.

PHYSICAL EDUCATION

The students are required to participate unless they are excused for some health reason. Parents should write a note stating the reason and the duration of any non-participation. A doctor's note is required to excuse a student from P. E. for any extended period of time.

PROGRESS REPORTS

Progress reports will be sent home for students in grades 4,5, and 6 at the middle of each nine week period and as needed at other times. Parents of students in grades 4-5-6, will be notified if their child has an average of 70 or below in any subject. Notification for all students will be issued during the fifth week of each nine-week period and will indicate if the student must do better work during the last four weeks of the nine week period in order to receive a passing grade. It is the responsibility of the student to have their parents sign the form, and to return the form to the school.

Parents are encouraged to contact the school at any time concerning their child's progress, and parents are encouraged to attend Parent-Teacher conferences in the fall and the spring where your child's progress will be discussed.

REPORT CARDS

Report cards will be issued during the week following each nine week period. They will be sent home with the student, and must be signed and returned each nine week period except for the fourth nine weeks. The parents may keep the report card at the completion of the fourth quarter each year.

RETENTION

When a student is to possibly be retained at their present grade level, the classroom teacher should notify the administration and the parent of this possibility at the beginning of the second semester. Progress will then be closely monitored and if it is felt that retention is necessary, the following steps will be taken:

1. Parents, teacher(s), and administration will confer about the benefits and consequences of retaining the student.

SCHOOL CALLED OFF

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). Parents may elect to keep their children at home in inclement weather.

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 a notice will be sent via the Infinite Campus Messenger and the notice will be broadcast by the media and parents should have a plan in place to accommodate these circumstances.

SCHOOL LUNCH & BREAKFAST

A hot lunch program and Grab N Go Breakfast, both including milk, will be offered for each student who desires the programs. The cost for a lunch ticket will be available at the school office. A copy of the monthly menu is mailed in the school newsletter, is printed in the local paper, and can be found on the school web site calendar. Students may bring a lunch to school if they eat their lunch in the regular lunch room. (We will not be heating meals for students that bring their lunch.) Students may go home for lunch if written permission is given by the parent. Milk will be provided for a small fee for any student who wishes to buy only milk.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

SPECIALIZED SERVICES FOR CHILDREN

Title I - This is a federally funded program for students who test below the 50th percentile on annual achievement tests. The Leigh program helps students in the areas of reading, mathematics and higher order thinking skills in grades 1-6.

Resource Program - This program is for students who have a difficult time achieving in the academic areas. Special testing by a school psychologist and consultation with the parents and teachers, determine what difficulties that the student is having, and how the resource teacher could best work with the student to overcome these difficulties. This program is for students in grades K - 12.

STUDENT TESTING

MAP testing will be given to grades 3rd, 4th, 5th & 6th twice a year.

DIBELS testing will be given to students K-6 three times a year.

STUDENT FEES POLICY

The Board of Education of Leigh Community School has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies: This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for clothing required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in

writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or consumable items: Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials required for course projects: Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy; however, the District is not required to provide for the use of a particular type of musical instrument for any student.

Extracurricular Activities: Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical

instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Postsecondary Education Costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

STUDENT VISITORS

Students from other school systems will be welcome as guests in our classrooms providing the following conditions apply to the visitation.

1. The student who will be visiting should be of the appropriate age for the classroom that they will be attending.
2. Give 24 hours notification to the classroom teacher and the school in advance of the visitation.

STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Leigh Community School is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Leigh Community School will continue to review reasonable and fair rules and policies. **VIOLATIONS OF THE LEIGH COMMUNITY SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.**

SUSPENSION / EXCLUSION

In the event that a student does not follow the school's rules, the teacher or principal may administer disciplinary actions which are reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process. Such actions may include exclusion from a classroom area or activity, staying after school, rearrangement of the student's schedule, counseling of the student, conferences with the student's parents, in-school suspension, suspension from school, or a combination of the above.

Reasons for suspension could include but are not limited to: (1) the use of violence toward another student or a staff member, (2) property damage, (3) physical injury to another student or staff member, (4) repeated violation of process procedures will be followed.

TARDIES

The first bell of the morning will ring at 8:15 a.m. The tardy bell rings at 8:20 a.m.; and all students are expected to be in their seats in their classroom at that time. Students will be considered tardy if they are not in their seats in the proper classroom at the appointed time. If a student is tardy, they must stop in the office and get a tardy slip before attending class.

TELEPHONE PROCEDURES

A student wishing to use the telephone must obtain permission from the classroom teacher and ask permission to use the phone from the secretary. Students should be encouraged to use the phone only when absolutely necessary. Students will not be called from classes to the telephone except in cases of emergency. The office will deliver messages to the student.

VACATIONS AND TRIPS

The school recognizes and understands that family vacations may be taken during the school year. It is recommended that students consult with their teacher one week prior to leaving on the vacation. This will allow time for the student to prepare and finish make-up work before leaving on vacation.