

GENERAL RULES AND REGULATIONS FOR ELEMENTARY SCHOOL

ARRIVAL AT SCHOOL

There is no playground supervision until 8:00 a.m. Therefore, students will not be allowed on the school grounds before 8:00 a.m.

Students riding bicycles must park them immediately upon arrival at school. Bicycles shall be parked at the rack located on the school playground.

At 8:00 a.m., the upper grade students may play games on the south end of the cement and the lower grades will visit on the north end near the building.

Students will not enter the building before 8:05 a.m. unless they have a pass from a teacher to do school work or if the weather is bad.

Students line up when the teacher on duty blows the whistle at 8:05 a.m. and go quietly to their rooms.

ATTENDANCE

School begins at 8:10 a.m. The lunch period is staggered and will begin at approximately 11:00 a.m.

School will be dismissed at the following times: Monday - Thursday (3:30 and 3:35 p.m., respectively, for K-6 and 7-12 students); and on Friday (2:55 and 3:00 p.m.).

Regular attendance is essential to successful school work. If a student is going to be absent, he/she should present an excuse to his/her teacher signed by a parent/guardian before he/she is absent. Parents/guardians of all absent students will be contacted. Please save us the work of calling. Let us know if your child will not be in school. An absence due to a contagious disease will require an admit slip from a doctor.

Students will be counted tardy when they arrive after school begins and up to 30 minutes afterwards. A student arriving 30 minutes late or leaving for more than 30 minutes during the day will be counted absent for 1/2 day for the part of the day he/she missed. Perfect attendance awards will be given at the end of the school year to those students who do not miss any school or have any tardies.

AWARDS

Attendance Award: The objective of the attendance award is to improve attendance. Awards will be given for: a) perfect attendance, and 2) good attendance (miss one day or less). The award will consist of a certificate and publication.

Good Citizenship Award: The objective of the good citizenship award is to reward good behavior and improve citizenship. Requirement for this award is no classroom penalty time (pink slip), including playground behavior, was received during a quarter. This quarterly award will consist of a certificate and publication.

DISCIPLINE AND RULES

The following rules and regulations will be enforced:

1. Show respect for administration, teachers, aides, and other employees. Promptly obey at all times.
2. Use the restrooms properly.
3. Pass quietly through the halls and on the stairs. Do not run up or down the stairs, skip steps or jump on landings.
4. Help keep noise and confusion at a minimum so other students will not be disturbed.
5. Improper actions, such as rudeness, foul language, pushing or the lack of respect for others, will be reprimanded.
6. Students will be charged for any damage caused to property of the school, staff or other individuals.

PLAYGROUND RULES: No students are to be on the playground before 8:00 a.m. Students should get the teacher's permission before going after a ball that has gone off the playground area.

1. No rough games such as tackle football will be permitted.
2. Any game that requires catching and rough handling of an opponent is prohibited.
3. Do not kick or throw balls against the school buildings.
4. No one is to go onto the fire escape.
5. No one is to play north of the drains on either side of the building.
6. No one is to play in the street.
7. All students must be quiet in line before anyone enters the school buildings.
8. Rough or dangerous use of any of the playground equipment will not be permitted.
9. A game in which the ball continually goes into the street will be stopped.
10. Proper footwear will be necessary for students to participate in playground activity during bad weather (snow, rain, mud, etc.). Students should have an extra pair of shoes or overshoes.
11. Snow rules:
 - a. No snowballing.
 - b. No sliding on the ice.
 - c. No playing in water or mud.
12. Swing rules:
 - a. One on a swing at a time.
 - b. No swinging sideways or twisting.
 - c. No standing on the swings.
 - d. No pulling on legs when pushing each other.
 - e. No climbing poles.
13. Merry-Go-Round rules:
 - a. No climbing on rods.
 - b. No dragging of feet or hands when merry-go-round is in use.

MISCELLANEOUS RULES

1. When crossing the street on the way to or from other buildings, students are to walk with their teacher and cross only at the designated crossing.
2. No student is to be in any school buildings at any time unless taking part in a sponsored activity.
3. Toy water pistols and articles such as bean shooters, sling shots, hard baseballs, or anything else that may easily cause injury are prohibited in the buildings and on the school grounds. They will be confiscated by the teacher.

4. Students should not bring play equipment from home unless they have been given permission by their teacher. Students will use items provided by the school.

Students failing to comply with the previous rules will be subject to disciplinary action by the teacher which will include a loss of recess time and/or detention and a conference with the student, teacher, and possibly the parent/guardian. Continual abusers of rules will be referred to the principal.

BUS RULES (from Policy #5044)

- 1) Students must obey the bus driver promptly.
- 2) Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
- 3) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
- 4) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 5) Students must enter the bus without crowding or disturbing others and go directly to assigned seats.
- 6) Students must remain seated and keep aisles and exits clear while the bus is moving.
- 7) Students are prohibited from throwing or passing objects on, from, or into buses.
- 8) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
- 9) Student may not eat or drink on the bus.
- 10) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
- 11) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
- 12) Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
- 13) Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident
- 14) Student must respect the rights and safety of others at all times.
- 15) Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
- 16) Students may not leave or board the bus at locations other than the assigned stops at home or school.
- 17) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

VIOLATION OF BUS RULES

Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges
- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Students violating any of the bus rules will be referred to the principal. All referrals will result in a parent conference and may result in loss of bus riding privileges. Suspensions may vary from one week to the remainder of the school year.

DISMISSAL

Students will walk with their teachers out of the building at the time of dismissal. Students will leave the building and grounds immediately upon dismissal except those children who find it necessary to wait for transportation. Pupils are not to re-enter the school building after school dismissal without permission. Students with bicycles are to walk bikes around the building and across the street before riding them away.

FIELD TRIPS

Field trips are a part of classroom work and student conduct should be the same as in the classroom. If the student decides not to go on the trip with his/her class, appropriate class work must be made up for that day. Permission slips signed by parents/guardians must be presented to the teacher before the student makes the trip. Any student failing to comply with rules and regulations while on the field trip shall be subject to discipline.

FIRE DRILLS (Signal: Continuous Bells)

The alarm will be sounded without your knowing in advance. You are to walk quickly, but orderly, down the stairs or fire escape and out of the building.

Basement: Will leave by the southeast basement classroom and go to the south end of the playground.

2nd Floor: The two south rooms will leave by the south or back entrance/exit and go the southeast corner of the playground.

The two north rooms on the North will leave by the north or front entrance/exit and go to the area in front of the Public Library.

3rd Floor: The rooms on the East will go down the stairs (or fire escape if stairs are blocked) and out the North door to the area in front of the Public Library.

The rooms on the West will go down the fire escape and to the south end of the playground.

All grades will remain in their places quietly until directed to return to the building. Students will follow their teacher and return to the classrooms quietly and in an orderly fashion.

HOME ATHLETIC AND OTHER EVENTS IN AUDITORIUM AND GYM

1. Activity tickets may be purchased by students for admission to home athletic activities. During the 2014-2015 school year, prices are set by Boone Central Schools (athletic coop).
2. All students and adults enter school only by the gymnasium door or main entrance.
3. Students are requested to not leave during the athletic events, musicals, class plays, etc., until the activity is completed or until an announced break.
4. Once you enter the building, you are expected to stay inside until you are ready to leave for the evening - in other words, no going in or out more than once.
5. Concessions are in the auditorium. No pop or other liquids will be allowed in the lower bleachers.

LIBRARY REGULATIONS

All grade school students are eligible to use the library. The library will be open during the assigned class scheduling periods. No fines are charged for overdue materials.

1. Students should proceed quietly and orderly to and from the library.
2. Kindergarten and first graders may check out one book and must keep their library books in school.
3. Second through sixth graders may check out only two items (books and/or magazines).
4. Library books and magazines are to be checked out for a one week period.
5. Library materials may be renewed with the book or magazine on hand at the time of the renewal with the permission of the librarian.
6. Any student damaging or losing materials while checked out to him/her will be charged a repair or replacement fee. For lost library books, a fee will be assessed for replacement cost of the book.
7. Students are requested to help keep the library neat and attractive.

LUNCH

Students will walk with their teachers to and from the cafeteria. They will sit at tables designated by the lunchroom supervisor. Students will use good table manners and only use only quiet conversation while in the cafeteria. If students are continually noisy while eating, they may be put in a seating arrangement or their privilege of talking quietly may be taken away. Trading of food will not be allowed unless it is between siblings. Students are not to take food from the lunchroom unless given permission.

The hot lunch program will be in operation on the first day of school. Meals may be purchased in the office. Meal prices are set annually with price guidelines detailed in the August school newsletter. Meals may be purchased singly or in any quantity desired (up to 40 meals). Purchase from another student's ticket (other than brother/sister) is not acceptable. Only one charge will be allowed.

A milk break is available to students in grades K-3. Prices are set annually and listed in the August school newsletter. It should be understood that if a child signs up for milk break, the child should take the milk offered. Milk break money is non-refundable.

Application forms for free and reduced price meals will be available to each student.

Any student requesting to leave the school premises over the noon hour for eating purposes, must bring a medical slip from the family doctor stating why said student would need a special diet. Without a doctor's slip, students are expected to eat school lunches or bring a sack lunch.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing

all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE

The National Anthem will be played and the Pledge of Allegiance will be recited over the intercom immediately after the first bell on the first day of school each week. Anyone in the halls at the time this exercise is underway should stop and stand at attention.

REPORT CARDS/GRADE VALUES

Report cards are issued every nine weeks. Parents will receive the report cards at Parent-Teacher Conferences following the first and third nine weeks periods. The nine weeks grade is based on daily work, class participation and tests.

Mid-term reports for all students will be sent out to parents/guardians approximately each four and one-half weeks. These reports will indicate the student's progress in each class. Grade values are as follows: A (94-100%); B (86-93%); C (78-85%); D (70-77%); and F (Below 70%).

SCHOOL ATTIRE

Education is directed toward the improvement of the student's complete personality. Appropriate dress contributes toward that goal. It is hoped that students will take pride in their appearance and be clean and well groomed at all times. "The way we dress influences the way we act."

Shorts can be worn. Please use good taste in selecting shorts to be worn to school.

Shirts with caricatures or writing on them should be in good taste. Clothing that advertises or promotes alcohol, tobacco, drugs, or sex or use profanity are not permitted. Half-shirts are not considered good taste. Shoes will be worn by everyone.

The principal will make final decisions on questionable school apparel, with appellate rights to the Superintendent and, ultimately, to the Board of Education.

SCHOOL INSURANCE

School insurance is being offered. This insurance program is handled through the school as a courtesy to the patrons. There is no revenue or commission received locally by the school or by any individual.

SCHOOL TELEPHONE

Students will not be called out of class to answer the telephone except in cases of emergency. Students should use the telephone only when absolutely necessary and only if they have permission from the secretary or the teacher in charge.

SEVERE WEATHER EVACUATION ROUTES (Signal: Intermittent Bells)

Notice of school closings will be called to radio stations 94 ROCK (Norfolk), WJAG/KEXL (Norfolk), US92 (Norfolk), KZ100 (Central City), KPNO (Norfolk), KLIR (Columbus), KKOT/KTTT (Columbus), KJSK (Columbus), and television stations Channel 10 (Lincoln) and Channel 8 (Lincoln).

During school hours, severe weather evacuation will adhere to the following:

Elementary Building. Students go to the basement of the building. Teachers will direct classes in “order of arrival” to the restrooms, workroom area, and interior hallway, respectively.

Second Floor Classrooms will take the SOUTH stairway.

Third Floor Classrooms will take the NORTH stairway.

Cafeteria/Music Room: Go to the boys and girls locker rooms, and enter the shower area. If these areas are filled, go the hallway which leads to the locker rooms.

Gymnasium Classes: Students will go to the boys and girls restrooms.

All grades will quietly remain in their assigned places until directed to return to their building/classrooms. Students will then walk with their teachers and return to their classrooms in a quiet and orderly manner.

SEVERE WEATHER EVACUATION ROUTES (Signal: Intermittent Bells)

The signal for a tornado is announced by the tornado alarm system. Teachers lead students in class at the time of a tornado to designated areas. Maps of these areas are posted in each room (alternate routes are marked in case of blocked pathways).

The first teacher to arrive at a designated area will unlock the door if the door is locked, then instruct all students to go to the back of the designated area. The teacher will wait at the door with the list of all missing students. The list of all missing students will then be picked up by an administrator or the administrator’s designee.

Each teacher should take their emergency manual with them, so that they can take roll after they are out of their room. Attendance is taken at the beginning of each period. It is important to keep track of students so that everyone is accounted for.

Each teacher should take a flashlight with them.

In the case of a drill, each teacher should take all students in their room to the designated place when the alarm sounds.

Tornado Evacuation Locations:

- Elementary Building: Students go to the basement of the building. Teachers will direct classes in “order of arrival” to the restrooms, workroom area, and interior hallway, respectively
- **Second Floor Classrooms will take the SOUTH stairway.
- **Third Floor Classrooms will take the NORTH stairway.
- Ag Ed/Family & consumer Science will go to the Ag shop locker room.
- Cafeteria/Music Room will go to the boys and girls high school locker rooms.
- Gymnasium Classes will go to the boys and girls high school locker rooms.

Note on students located in Music, PE or the Cafeteria:

**Jr-Sr high students will report to the locker room assigned to their class.

**Elementary classes will be accompanied by the teacher to the nearest high school locker room.

High School Classes/Offices will go to the boys and girls high school locker rooms. (Grades 7-8-9 will go to the Girls Locker Room with their class sponsor; Grades 10-11-12 will go to the Boys Locker Room with their class sponsor). All students will quietly remain in their assigned places until directed to return to their buildings/classrooms. Students will then walk with their teachers and return to their classrooms in a quiet and orderly manner.

STUDENT HEALTH

Medication that can be administered before or after school is better kept at home. However, if it is necessary, the school nurse or staff will administer oral and topical medications with written parental consent and if the medication is in the original container and properly labeled. (Label and parental consent must include date, child's name, name of the medication, amount of medication, and the time that it is to be taken). Your pharmacy can provide a duplicate "school" bottle. All medication will be kept in the office except for inhalers which are sometimes kept with the student with parental permission.

The medication will be administered under the direction of the school nurse or the designated school personnel, with the parent or guardian accepting ultimate responsibility for monitoring the effects of this medication.

The school **does not** provide Tylenol, cough drops or other over the counter medications. When brought from home, these products also require written parental consent before they will be given.

If your child requires daily medication at school, a medication permit form is available at the office or from the school nurse.

A pupil who is absent from school for a period of five or more consecutive school days because of illness must present a doctor's permit stating that the student has been examined and has been found to be physically ready to attend school. During an epidemic, this ruling may be changed to meet the approval of health authorities.

A student with a fever or other indication of illness should not be sent to school, neither should a child with an infectious sore, such as ringworm, etc. The school is required to send children home in such instances, as a safeguard to the health of others.

If a student is to be taken to a doctor or dentist during school hours, the parent should either phone the principal or should come for the student personally. Scheduling appointments during school time should be a last resort.

Please be aware of the following guidelines for student attendance:

- ◆ **Chicken Pox:** Rash turns to red bumps, which develops into blisters. Blisters dry and form a scab. Cases are excluded from school for a minimum of 5 days or until scabs are dry (usually 5-10 days).
- ◆ **Common Cold/Fever:** Students with severe coughs and sore throats should remain at home. Those with temperatures over 100 degrees will be excluded from school and should not return until the temperature has been below 100 degrees for 24 hours.
- ◆ **Impetigo:** Disease characterized by a pustule (crusted sore with oozing) appearing on the body. Exclude from school until all areas are healed (usually one week) or until the child has a doctor's statement for re-entry.
- ◆ **Intestinal Flu:** Children with symptoms of upset stomach, diarrhea and/or vomiting should remain at home.
- ◆ **Pink Eye:** Redness and itching of the eye. Often swollen with discharge of pus. Children are excluded from school until under antibiotic treatment for 24 hours or condition clears.
- ◆ **Ring Worm:** Small, red, scaly patch, gradually increases in size. Exclude from school until written consent from the physician to return or the area has been treated for at least 24 hours. Infected areas must be covered with the child is in school.
- ◆ **Scabies:** Mite burrows into the skin. Small bumps appear in rows, with itching. Usually found between the fingers, wrists, cracks of the elbow and under arms. Exclude until treated (itching will still be present). Clothing and linen must be treated. ALL contacts should be inspected.
- ◆ **Scarlet Fever, Scarletina, Scarlet Rash, or Strep:** After diagnosed and 24 hours of antibiotic treatment, children may return to school, if temperature is below 100 degrees.
- ◆ **Head Lice:** Usually found in the hair behind the ears and back of neck. Head lice are communicable by DIRECT CONTACT: Head-to-head touching; sharing personal items such as combs, brushes, hats and towels; and common household furnishings, pillows, couches, chairs and also car upholstery. Symptoms are itching and the presence of lice and/or nits (eggs). ALL FAMILY MEMBERS AND CONTACTS SHOULD BE INSPECTED. Exclude child from school until shampooed with a lice shampoo and ALL eggs are removed. Bed linens, clothing, personal and household items must also be treated. A written statement from parent must be furnished when the child returns to school stating the child has been treated.

ASTHMA PROTOCOL: State regulations require that all schools be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EipPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. If is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Anthony Kusek.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to the school staff and/or the school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

SUSPENSION/EXPULSION POLICIES (Policies 6024 and 6031 in this Handbook)