

CAMBRIDGE ELEMENTARY SCHOOL



STUDENT HANDBOOK 2023-24



MISSION STATEMENT

The Cambridge School Community
is on a mission to prepare students
as life-long learners in a supportive
environment.

PHILOSOPHY OF EDUCATION

It is our belief that all students have differing abilities and learn at different rates; each student's interest in education varies and each pursues it to a different degree and in a different manner. Therefore, the educators in the Cambridge Public Schools must serve the individual student in regard to his/her capacities and abilities and provide a suitable and well-balanced educational environment in the areas of physical, mental, emotional, social, moral and cultural development.

The educational program recognizes its responsibility to provide each individual with the necessary skills to become a well-adjusted, competent, productive and responsible citizen.

NON-DISCRIMINATION STATEMENT

It is the policy of the Cambridge Public School not to discriminate on the basis of sex, handicap, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies, other agency-administered programs, and all related publications. If you feel you have been discriminated against, or have inquiries regarding grievance activities, or compliance with Title IX, Title VI, or Section 504, contact Mr. Jarod Albers, Superintendent, 308-697-3322.

STAFF

ADMINISTRATION

Mr. Jarod Albers	Superintendent
Mr. Mike Nanfito	Principal
Mrs. Marisa Burke	Bookkeeper
Mrs. Barb McArthur	Office Secretary
Mrs. Tina Trompke	Office Secretary

FACULTY

Ms. Allison Helms	Preschool
Mrs. Marlana Shepard	Kindergarten
Mrs. Kasi Horwart	First Grade
Mrs. Mary Hoberty	Second Grade
Mrs. Lauren Carpenter	Third Grade
Mrs. Miranda Nanfito	Fourth Grade
Mrs. Jessica Carbaugh	5 th Grade
Mr. Catlin Rice	6 th Grade Math/SS
Mrs. Reba Deterding	6 th Grade Reading
Mrs. Sarah Witt	Vocal Music
Mrs. Margo Kent	Media Specialist
Mrs. Rami Albers	Title Reading/RTI
Mrs. Cindy Borland	Special Education
Mrs. Genny Kubik	Counselor
Mrs. Janice Howell	Art
Mr. Kalyn Hollander	Physical Education
Mrs. Nicole Warner	Speech Therapy
Mrs. Katie Andrews	School Psychologist

Mr. Jason Benson	Head Custodian
Mr. Mike Huxoll	Custodian
Mrs. Abbie Benson	Custodian

Mrs. Ann Brooks	Head Cook
Mrs. Lena Pike	Cook

SCHOOL DAY

School Hours

Preschool Prep (3/4 year olds) 8:00 am – 11:30 am
Kindergarten Readiness (4 year olds) 12:00 pm – 3:25 pm
Kindergarten 8:00 a.m. – 3:25 p.m.
First – Fourth Grade 8:00 a.m. – 3:30 p.m.
Buses leave at 3:45 p.m.

Friday Hours

Preschool – No Preschool on Fridays
Kindergarten – Fifth Grade 8:00 a.m. – 2:30 p.m.
Buses leave at 2:40 p.m.

Breakfast/Morning Walking Club

7:30 a.m. Breakfast

7:40 a.m. Elementary Walking Club - In the New Gym

- Enter through the Elementary Southeast Doors, drop off your belongings and proceed to the gym.

Lunch/Recess

10:55 am – 11:25 am	Preschool Prep
12:00 pm – 12:30 pm	Preschool Readiness
10:55 am – 11:45 am	Kindergarten
11:00 am – 11:45 am	First
11:05 am – 11:50 am	Second Grade
11:05 am – 11:50 am	Third Grade
11:20 am – 12:00 pm	Fourth Grade
11:22 am – 11:58 am	Fifth Grade
11:22 am – 11:58 am	Sixth Grade

School Bells

7:55 a.m. First Bell. Children may begin moving towards their respective classrooms.
8:00 a.m. Tardy Bell. All children in their respective rooms.
Noon First Afternoon Bell

CHILDREN MAY ENTER THE BUILDING BEGINNING AT 7:30 A.M., THEY MUST ENTER THROUGH THE SOUTHEAST ELEMENTARY DOORS. STUDENTS ARRIVING EARLY MUST REMAIN IN THE CAFETERIA UNLESS THE CHILD IS ATTENDING EARLY BIRDS OR ATTENDING WALKING CLUB. BREAKFAST WILL BE SERVED FROM 7:30 A.M. TO 7:55 A.M. TARDY BELL WILL BE AT 8:00 A.M. ALSO, ALL CHILDREN MUST REMAIN IN THE CAFETERIA UNTIL THE FIRST (7:55 AM) BELL RINGS.

CLASS DISMISSAL

No student is to leave the classroom without permission from the teacher. Class is considered in session until released by the teacher.

Students may not leave the school grounds during the day without permission from the principal and their Parent/Guardian. **Written notes or a phone call from a Parent/Guardian to the main office is required.**

ABSENCES

Good attendance is important in establishing proper classroom progress. About the only absence you cannot plan for is an illness. **IF A STUDENT IS UNABLE TO ATTEND SCHOOL, IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO NOTIFY THE SCHOOL BEFORE 8:30 A.M.** The phone number is 308-697-3322.

In the event that your child will be missing school for reasons other than illness, please send a note to the building principal or call the school indicating the circumstances of the anticipated absence. It is the responsibility of the student or parent/guardian to request and complete the make-up work.

EXCUSES

A child who must remain indoors for an illness will need to bring a note to school DAILY. If a child needs to remain out of an activity, there will need to be a note from a doctor.

Students may not leave the school grounds during the day without permission from the principal and their Parent/Guardian. **Written notes or a phone call from a Parent/Guardian to the main office is required.**

ATTENDANCE POLICY

Students who are absent from school lose out on valuable explanations of material, miss important interaction with their teachers and peers, and often perform at a level below their potential. A student's attendance is one of the factors that teachers shall consider when assigning student grades. State law places the responsibility of school attendance on the parent and also requires students to be in attendance a minimum of 1032 hours a year for elementary and 1080 hours a year for secondary (79-201).

1. Following guidelines specified in state law, a limitation of five (5) absences per quarter, ten (10) absences per semester, or twenty (20) days cumulatively per school year has been established. Absences shall not be classified as excused or unexcused, providing such student absences occur with parental knowledge and permission. Student participation in a school-sanctioned activity (generally those activities that have a faculty member present) will not count toward the allowable limits. All other absences, including illness and appointments, will count toward the five-day per quarter limit or ten days per semester limit. Absences without parental knowledge and permission will be subject to student discipline penalties.

2. Parents/Guardians will be notified when their child accumulates four absences in any quarter and/or eight absences per semester. For any quarter in which the number of absences exceeds five days or any semester in which the number of absences exceeds ten days, the Superintendent or his designee shall see that services which shall include, but need not be limited to the following are provided to the student and his/her parent or guardian.
 - a. One or more meetings between a school administrator, the student's parent or guardian, and the student, if necessary, to report and attempt to solve the truancy problem, unless the administrator has documented the refusal of the parent or guardian to participate in such meetings;
 - b. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the student in an alternative education program that meets the specific educational and behavioral needs of the student, would help solve the truancy problem;
 - c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem. supplemented by specific efforts by the school to help remedy any condition diagnosed; and
 - d. Investigation of the truancy problem by the school counselor to identify conditions which may be contributing to the truancy problem. If services for the student and his/her family are determined to be needed, the school counselor shall meet with the parent or guardian and the student to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

If the student in question continues to be or becomes truant habitually, the attendance officer of the District, or the Superintendent or his/her designee, shall serve a written notice to the violating student, warning him/her to comply with the provisions of Section 70-2001. If, within one week after the time such notice is given, such student is still in violation of the attendance policy, the attendance officer or Superintendent or his/her designee, shall file a report with the county attorney of the county in which such student resides. In addition to notifying the county attorney of such fact in writing, reasonable efforts to inform the county attorney by telephone, as well, shall be made.

At any time during the school year when a student shall have been absent more than 20 days cumulatively, the attendance officer or Superintendent or his/her designee shall report that fact to the county attorney of the county in which such student resides. In addition to notifying the county attorney of such fact in writing, reasonable efforts to inform the county attorney by telephone, as well, shall be made.

3. Students who accumulate more than ten (10) absences in any semester will be entitled to remain in class even if they have been denied credit. Students who have more than twenty (20) absences in all classes will be referred to the Superintendent (truant officer).
4. Students who have been denied credit for exceeding the ten (10) day limit in any semester may appeal to the principal to have consideration given to circumstances contributing to the

excessive absences.

5. It shall be the responsibility of the parent to notify the school, in advance, of any planned student's absence. It shall be the student's responsibility to secure a make-up slip from the principal and to gather assignments from the respective teachers.
6. It shall be the responsibility of the parent to notify the school by 9:00 a.m. on days when the child is absent.
7. It is the student's responsibility to make up any work or tests missed due to being absent. Students will be given two days for make-up for each day absent, up to a maximum of five (5) days. If at all possible, make-up work should be completed before the planned absence. If a student is absent on a day of a pre-announced test, the student shall be required to take that test on the day he/she returns to school; exceptions to this requirement may be made by the teacher.

VIDEO SURVEILLANCE

Cameras have been placed in the school building for the safety and security of students, staff, patrons, and visitors. The cameras will record occurrences and be used as needed.

CLOSED CAMPUS

Students shall not leave the school during the school day without permission from the principal. If a student becomes ill at school, the student's teacher, principal, school nurse, or office staff will make arrangements for the student to leave school.

Any student who leaves the school campus without administrator permission shall be subject to disciplinary action.

The school campus will be closed from 8:00 a.m. to 3:35 p.m. All students will be expected to remain at school over the lunch period. Students who eat lunch will have two options: eat the school lunch or bring their lunch. All lunches must be eaten in the lunchroom. This policy has been developed for supervision and student safety reasons.

GENERAL SCHOOL RULES FOR CHILDREN

All students will be expected to:

1. Walk in hallways, stairways, and throughout the building.
2. Use appropriate language.
3. Use appropriate voice levels.
4. Respond courteously to others.
5. Be respectful to their teachers and their fellow students.
6. Take good care of school property.
7. Remove all hats or caps while they are in the building.
8. Maintain playground safety, which includes no tackle football or any other games that are rough in nature.

VIOLENCE FREE POLICY

It is everyone's responsibility to keep our school free of violent acts of any kind. Students, staff, parents, and guests have a right to feel safe in our school building. To help ensure a violence-free environment, the Cambridge Elementary School has adopted a stringent stance concerning the following: Fighting, hitting, kicking, biting, and or verbal abuse of an individual(s).

Definition: Any physical and or verbal attack on another individual(s) to extort items or favors, induce fear, express anger, or may cause physical harm.

Consequences: In-school or out-of-school suspension for at least the remainder of the day the incident happened with the possibility of up to five (5) days out-of-school suspension with a due process hearing for possible expulsion and possible notification of law enforcement. Parents or guardians shall come to the school to remove the student if deemed necessary. Students will be accountable for work missed.

STUDENT CONDUCT AND DISCIPLINE

Student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action. Violations will not be limited to the discipline and consequences listed in this booklet. In dealing with problems for which suspension is a disciplinary action, the school administration may at any time take a lesser summary action, such as reprimand or detentions based on the severity and/or frequency of the problem. A student who is seldom disruptive in the classroom may receive a lesser punishment than the student who has been referred frequently for the same offense. In this way, it is possible to allow for administrative discretion without altering the basic principles of uniform and impartial disciplinary action. The administration will also take into account the severity of violations, the intent, and attitude in which the violation was committed, which may increase or decrease consequences. Continual violations of student policies will have increased consequences.

This student handbook contains conduct regulations that has been determined by the Board of Education to have the potential to seriously affect the health, safety, or welfare of students, staff, and other persons or to otherwise seriously interfere with the educational process. The conduct includes students that may be on or off school grounds, if such conduct interferes with school purposes or there is a nexus (connection) between such conduct and school.

Student conduct and appearance are expressions of the student as an individual and as a representative of his/her school. Student conduct on campus, in the building, on the buses, and at school and community activities should be at all times characteristic of a group of young men and women who are proud of themselves, their school, and their community.

Teachers will always have the right to establish fair and reasonable rules in their classrooms to enable them to maintain an effective teaching-learning atmosphere. Be sure you understand the rules each

teacher has established to govern your conduct and behavior in the classroom.

Showing respect to other students, school staff, and guests of our school will be expected. Being disrespectful to others will not be tolerated.

INSUBORDINATION

Insubordination is defined as refusal to obey a school rule, regulation, or request of a teacher or school official. Consequences may include detention, in-school suspension, or out-of-school suspension.

BEHAVIOR CONTRACT

Teachers and/or the Principal may have a “Behavior Contract”, a written agreement used for students that have continual discipline issues. The agreement will indicate how the student will behave and the appropriate consequence should the student neglect to behave according to the contract. The agreement will be presented to the student and his/her parent/guardian and then signed by both the parent and student. The behavior contract provides the student structure and self-management.

HALLWAY CONDUCT

Because of the chance of injury and because of the general confusion it causes, running, fighting, pushing or general horseplay, as well as excessive and unnecessary noise in the halls, will NOT be tolerated. This includes morning, noon, dismissal, or while passing to and from classes or meetings.

IMPROPER OR ABUSIVE LANGUAGE

The use of profane or obscene language or the drawing and writing of obscenities will not be tolerated. Students shall face detention and/or suspension when violating this policy.

HAND SIGNS

Students are not allowed to use negative hand gestures directed to others; this includes gestures in school pictures. Students shall face detention and/or suspension when violating this policy.

TRANSPORTATION

All students riding on school transportation vehicles are subject to the policies governing student conduct within the student handbook and school board policies. Also, students will show respect to the bus driver and follow his/her rules and guidelines. Riding on school transportation vehicles is an extension of the normal school day. Students who violate the conduct code while riding on school transportation may be denied bus/vehicle privileges from one day to permanent removal from the school transportation vehicle.

SEARCH AND SEIZURE

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Random searches of student books and book bags with reasonable suspicion may be conducted at the discretion of the administration. These searches may include drug dog searches of school lockers and book bags.

The following rules shall apply to the search and the seizure of items in a student's possession or control:

School officials may conduct a search if there is a reasonable suspicion to believe that the search will uncover evidence of a crime or rule violation. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purpose may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practicable. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

FIGHTING/VIOLENCE:

A student may have detention or suspension for fighting on school property, including school buildings and grounds, at school activities home or away, or on school transportation vehicles. The aggressor may receive the more severe penalty.

VANDALISM

Vandalism is the willful and pointless destruction of defacing of school property. Any student found guilty of such activity will be held liable for damages and be subject to suspension. Law authorities may be notified.

STEALING AND EXTORTION

Students who steal, extort, or attempt to extort on school property, at any school activity, home or away, will pay restitution and be subject to suspension. Law authorities may be notified.

STUDENT APPEARANCE/STUDENT DRESS

Students and Teachers of Cambridge Public School are going to be held to the highest standard when it comes to our dress code. We do not want our dress to interfere with the learning environment or teaching process. The following will be some examples that will be considered inappropriate for school. We have the right as fashion changes to make changes to the dress code.

Any apparel, jewelry, accessory, notebook, or manner of grooming, which by the nature of its color, arrangement, trademark, or any other attribute--denotes membership in such groups, will not be permitted. Such group-related clothing may vary and change during the school year; therefore, it is the responsibility of the administration to make an ongoing assessment of clothing or accessories that may be disruptive. The following guidelines have been developed to create a better picture of what is deemed acceptable/unacceptable by CPS.

Dress Code

- a. Clothing or articles, which are excessively soiled, torn or ragged.
- b. Undergarments must be worn, but are not to be seen.
- c. Tops must have straps with no undergarment, midriff or cleavage showing.
- d. Shorts/skirts are to reach at least mid thigh and no excessive baggy/ saggy clothes will be worn.
- e. Pajamas are not appropriate school attire.
- f. Yoga pants will be allowed as long as they are not see through.

- g. Gloves, bandanas, hats, beanies, caps, or the hood of a hoodie (sweatshirt) are not to be worn.
- h. Shirts that have anything offensive, such as swearing, sexual content, or gestures are not to be worn.
- i. Shoes are to be worn at all times.; if flip-flops are worn, they must be on the feet at all times. No bare feet.
- j. Tattoos and Piercings that become a disruption of the school environment are not to be visible.
- k. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).

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

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

These are just examples, as an administration we reserve the right to ask students or teachers to change if we feel the clothing that they are wearing could effect the learning environment.

Consequences

1. First time you are not in compliance you will be asked to change.
2. Second time parents will be called and you will have a 30 minute detention. Clothes will be changed or clothes will be given to you if you have none to change into.
3. Third, you will have in school suspension and you and your parents will have a meeting with Mr. Nanfito about what is and is not appropriate for school.

COMMUNICATION DEVICES (Cell Phones, etc.)

Cambridge Public Schools acknowledges that students possess and frequently utilize cellular phones and other personal electronic communication devices on a regular basis. Electronic communication devices may include but not limited to cell phones, Smart Watches (Apple Watch, Gizmo, etc) MP3 player, personal digital assistants (PDAs), compact disc players, cameras, digital scanners, iPods, music devices and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. ***If a student has a need to bring an electronic communication device to school, it shall be turned off and placed in the student’s locker at all times.*** Students are not permitted to use or have in their immediate possession electronic communication devices during school hours (8:00-3:35). School time use of an electronic communication device may be granted to students that have a legitimate reason for use. The student must seek permission from an administrator prior to use.

If a student is in violation of an electronic communication device they must shut it off and give it to the staff member when requested. If the student refuses this constitutes insubordination and will result in suspension (ISS or OSS) and the related offense below. The device will be kept for a duration of time, which is stated below. After the time is up for the device to be returned the only persons that are allowed to claim the confiscated device are the parents/guardians. The school district is not responsible for the security and safekeeping of students' electronic communication devices and is not financially responsible for any damage, destruction, or loss of electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each school year.

- **First Offense**
 - Device is taken and kept until the completion of the current school day.
- **Second Offense**
 - Device is turned into the principal at the beginning of the school day for 5 school days (day one is the next school day from the infraction), the student may come and retrieve the device from the principal's office at the completion of each school day. The second and subsequent violations will continue regardless if the device is different from the 1st offense e.g. cell phone first time and I-Pod second time.
- **Third Offense**
 - Device is turned into the principal at the beginning of the school day for 20 school days, the student may come and retrieve the device from the principal's office at the completion of each school day.
- **Subsequent Violations**
 - Device is turned into the principal at the beginning of the school day for the remainder of the school year and student shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

Other inappropriate use of electronic communication devices may include but not limited to the following: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others; or (g) pictures taken and used to intimidate, embarrass, or harass any person (staff, student, or otherwise). Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, which may include, but not limited to, suspension and expulsion from school and police intervention.

Students are permitted to possess and use electronic devices before school hours, and after school hours, provided the student does not commit any abusive use of the device as listed above. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds or at school activities (home and away) if abuse occurs. The administration reserves the right to amend any of the above if a situation warrants a change.

BULLYING OR HARASSMENT

One of the missions of Cambridge Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is repeated behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

SEXUAL HARASSMENT

It shall be the policy of the Cambridge Public Schools to prohibit sexual harassment of students, faculty, and staff on any work premise where the District has total control and lawful jurisdiction of such premises. If proscribed acts, as are set forth in this policy, occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish any person in violation of this policy.

Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment includes: verbal harassment or abuse, unwanted sexually suggestive looks or gestures, unwanted sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching, cornering or pinching, attempts to kiss or fondle, pressure for sex, verbal threats of violence, sexual contact, coercion, deceptions, or assault by force or threat of force.

Students, faculty or staff, who feel that they have been sexually harassed, are to report this to the administration, which will investigate. The complete board policy can be found in the Superintendent's office.

In addition a student may be suspended (short-term or long-term), expelled, or reassigned for sexual

assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

SMOKING--ALCOHOL—DRUGS

The use of or possession of tobacco, alcohol or drugs are prohibited in the school, on the school grounds, or during any school sponsored activity. Any student found to possess, use, or be under the influence of any such prohibited substances shall face a penalty of in school or out of school suspension.

When there is reasonable suspicion of drug or alcohol use, the student will be required to have a UA (urine analysis) test administered by the school nurse. If test results show that a student has taken illicit drugs, law enforcement will be notified.

It shall be the policy of the school district to stress that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to the student. Upon request, students and their parents shall be given information regarding the availability of drug and alcohol counseling, rehabilitation, and re-entry programs in the area.

A drug dog may be used during the school year for investigation of drugs within the school grounds.

STUDENT SUSPENSION

Policies for in-school suspension, out-of-school suspension, and expulsion from school have been set by the Board of Education. Student suspension or expulsion may occur if a student's behavior or action interferes with the education rights of other students; if a student's conduct poses a hazard to the safety of himself/herself or other students; if the student causes vandalism to the school; if the student possesses tobacco, alcohol, or drugs at school; if the student possesses a weapon at school, if a student sexually abuses another person, or any other action that constitutes grounds for this discipline.

The local rule for penalties for possession or use of a weapon at school or on school property follows federal and state guidelines: such students shall be expelled for one full calendar year.

Student suspension includes sexual assault on or off school grounds. LB 1199 provides statute that allows for student expulsion from school when criminally charge (section 79-267(8)).

NUISANCE ITEMS

Nuisance items such as toys, games, baseball cards, and other items may cause disruption and may be damaged or lost. These items are NOT the responsibility of the school and students are discouraged from bringing such items to school. Toy guns, knives, slingshots, and other hazardous implements are not to be brought to school.

LOST AND FOUND

All lost articles found at school are placed in a lost and found box next to the office. Students should check the box periodically for any articles they may have lost. In the lower grades, it would be helpful if children's coats, sweaters, mittens, caps, and overshoes were labeled with the child's name.

REPORTING TO PARENTS

The system for reporting to parents of elementary students includes written reports, progress reports, and parent-teacher conferences. Report cards will be sent home after each quarter.

Parent-teacher conferences are scheduled for both semesters. Specific information as to the time and date of our school's parent-teacher conferences will be publicized well in advance of the scheduled conference.

Your child will bring Friday folders, bulletins and papers home from school. It is important that you read these in order to be informed about school events. Your interest in reading them will encourage your child to continue bringing them home.

BREAKFAST/LUNCH

School breakfast program will be available to students. Breakfast for students grades PreK-12 will be \$1.85. Students who qualify are eligible for free and reduced price breakfast/lunch meals.

Nutritious hot lunches are served each day in the school cafeteria. Lunches for students grades PreK-4 will be \$2.85, lunches for students in grades 5-12 will be \$3.25.

For those students who carry lunches, milk will cost \$.40. All additional servings of milk will cost \$.40. Milk for the kindergarten student will be \$20.00 per semester.

Breakfast service will begin at 7:30 each morning. Non-bus students who wish to eat school breakfast must report to the cafeteria no earlier than 7:30 a.m. or no later than 8:00 a.m. Children who ride the school bus must report to the cafeteria immediately upon arrival at school. Breakfast will be served to those students who ride the school bus, regardless of whether the bus is on time.

The Cambridge Public School's lunch program is computerized. Computer technology limits the amount of time the school's clerical staff will be required to devote to the school breakfast and lunch programs.

Each child in a family will not be required to bring individual checks for payment of meals; one payment is credited to the family's account, and all children in that family can draw on that account.

Reports will be generated by the computer when a family's balance falls below a certain level. The parent will be notified that it is again time to send lunch money. The school's lunch program operates on a cash basis; charging of meals will be strongly discouraged. Sometimes in the past, some family lunch accounts have gotten quite large and collection has been a problem. Children of families owing \$50 or more will be

denied school meals until payment is made or an approved repayment plan is in place.

ACTIVITY TICKETS

Activity tickets will again be sold this year. The cost of an activity ticket will be \$30 per student (K-6), \$30 per student (7-12), \$65 per adult, or \$125 per family (family members include parents and children in grades K-12). This price represents a savings over purchasing individual contest tickets throughout the year. If an activity ticket is lost, a duplicate will cost \$.50. Students in grades 7-12 pay a \$50 computer usage deposit as well.

LIBRARY SERVICES

The media center is open daily and students are encouraged to check out books. To ensure maximum use of the library, students are encouraged to promptly return books when due.

TEXTBOOK AND MATERIAL FINES

It is the responsibility of each student to give proper care to instructional equipment, materials and supplies. Whenever carelessness leads to destruction or loss of equipment or materials beyond normal use, the student and parent will be assessed the cost of replacement.

VISITORS

1. Parents or legal guardians of students are encouraged to visit school.
2. All visitors are asked to report to the school office at the beginning of their visit.
3. All visitors other than parents or legal guardians must obtain approval of the principal.
4. Children may not attend school as visitors except on a short-term basis (for a period of one-hour) and with prior permission of the principal.
5. Parents are asked not to bring small children as they distract students.

TELEPHONE CALLS

Teachers are conducting classes from 8:00 a.m. until 3:30 p.m. If there is a need to visit with a teacher, please call and arrangements will be made for that teacher to visit with you.

Children **will not** be called to the phone. Instead, a message will be taken and given to the student. Children will be discouraged from using the phones to call home just to see if they can play at some other child's home after school. **WE ASK THAT ALL DAILY ROUTINE MESSAGES BE EXPLAINED TO THE CHILD BEFORE THE CHILD COMES TO SCHOOL.** There have been many messages called in that could have been handled at home.

WEATHER AND SCHOOL CLOSINGS

The decision to close schools due to extreme weather is normally made before 6:00 a.m. When weather conditions necessitate an early dismissal or cancellation of school, it will be broadcast over radio stations KRVN in Lexington, KICX in McCook, and KOLN-KGIN TV in Lincoln/Grand Island. The Alert Solutions/Power Announcement, will carry school cancellation messages. Please do not call the school officials to learn whether there will be school.

The decision to close school, delay starting times, or dismiss early is made by the Superintendent. The final decision on whether a child should attend or stay at home is the responsibility of the parent.

POWER ANNOUNCEMENT

Cambridge Public School district purchases a communication program called Power Announcement or Alert Solution. The program is used to broadcast school related announcements to our patrons. If you would like to receive this service, please come in and sign up for this program. In order to receive this service, you will need to provide the district with a home phone, cell phone, and an email address.

SAFETY PRACTICES

Pupil safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents in stressing safety practices. Parents should discuss with children the safest route to school, the necessity to use sidewalks, the reasons for crossing streets only at corners, and the caution to refrain from trespassing on private property.

Parents of families who live on the east and south part of town are asked to discuss with their children about the proper use of the crosswalks available on the southeast and south intersections of the school. These crosswalks help insure the safe crossing of the streets by our children. Parents are asked NOT to park in the crosswalk or double park when delivering or picking up their children before and after school.

HEALTH AND ACCIDENTS

Nebraska State Law 79-444 requires evidence of specific immunizations and physical examinations of all students prior to entering Kindergarten and 7th grade. By law students not complying with the requirements of this statute may not be permitted to attend school until the matter has been resolved.

If your child should become ill or injured at school, the school will contact the parents. The school will not send a child home unaccompanied unless specific instructions are given to the administrator by the parent at the time the illness is reported.

Medicines will not be administered or provided by school staff without prior special approval from the Superintendent's office or by a signed parent approval form issued in the handbook. Medications for a student will be administered only when accompanied with a written directive from the parent and brought in a container labeled with the physician's prescription. In most instances no more than a two-week supply should be kept at school.

Parents are encouraged to adjust the time of dispensing medication so that administering at school can be avoided, if possible.

FIRE, TORNADO, AND CODE RED DRILLS

The school has a plan to provide for the safety of each student in the event of a fire, tornado, or Code Red. Drills are held periodically during the year to insure speed and efficiency in getting the students to their

assigned places of safety.

PETS

Students are responsible for obtaining specific prior approval from their teacher before pets may be brought to school. Dogs and cats will be brought by parents and must be accompanied with a certificate of vaccination validated within the last three years.

Please see that dogs and other pets are kept home and not allowed to follow pupils to school.

HEAD LICE

As in any public/community place where people gather together, transmission of head lice will occur. To help protect each student from contraction of head lice, it is important that our school take preventative steps. The following procedure will be followed when a case of head lice has been confirmed at school.

1. Parents/guardians of the child involved will be notified.
2. The student will be sent home for an approved treatment for head lice.
3. A letter will be sent to all parents/guardians of the elementary students that will inform them that head lice have been found in the school. The letter will educate the parents/guardians on the nature of head lice, proper treatment of head lice, follow-up measures to be completed at home for the prevention and spreading of head lice.

The following steps will be taken when a student who has been sent home with head lice returns to school.

1. The students will be checked for head lice by school or medical personnel. If evidence of head lice is still found, the student will be sent home.
2. If the student who is checked for head lice by school or medical personnel and is found to be clean of head lice, the student will be readmitted to school. The student will be rechecked within five (5) days. Two consecutive five-day checks will be made.

The Cambridge Elementary School may conduct an all school head check by medical staff when conditions warrant.

INSURANCE

School insurance will be available for students to purchase. Although the school is making the program available, the school receives no financial benefit. The school is making the program available for the benefit of the students. Other than collecting premiums, the school shall have no involvement in the administration of the insurance program. All questions and claims shall be directed to First State Insurance, the local agent of record.

TRANSPORTATION

Bus service is provided for qualifying students who have made arrangements for transportation with the administration.

INDIVIDUAL SCHOOL PICTURES

Plans have been made to have individual school pictures taken. More information will be provided as the scheduled date approaches.

BICYCLES/SCOOTERS/SKATEBOARDS

Students are to park their bikes and scooters in the appropriate rack upon arrival and leave them there until dismissal. Students are asked NOT to ride their bikes in the BUS LOADING AND UNLOADING AREA while the buses are being loaded and unloaded. Skateboards are not permitted and are not to be brought to school.

COMMUNITY RESOURCES

If you have a talent in a special area, a collection, films, or slides of visits to foreign countries or historical areas of the world that might be of interest to the class's study, the school would appreciate hearing from you.

FIELD TRIPS

Educational field trips within and outside the community may be taken by various classes during the school year. A permission slip signed by the parent or guardian is required before the child may go on a trip out of town.

SUPPORTIVE PROGRAMS

The following programs are available in the Cambridge Elementary School to help broaden the education of our students and to help specific students with specific needs.

A. Title I

The Title I program is federally funded and is offered to students in Grades K-6 who have specific academic needs in the areas of reading and/or mathematics. The students work in small groups or on an individual basis. The purpose of the program is to help each student gain and retain basic skills in these subject areas.

B. Physical Education and Music

Physical education and vocal music is offered to all students in kindergarten through fourth grade.

C. Resource Program

The resource program is offered to students in Grades K-12 who have a specific identified learning disability. The students are instructed on a small group or individual basis.

D. Speech Therapy

The Speech Therapy program is offered to students in Grades K-12 who show a need for assistance in the area of articulation or language development.

E. Gifted Programs

Our school has a variety of gifted programs that are offered at various grade levels. These programs

include Math Olympiad, Invention Convention, and Academic Bowl for grades four through six and Future Problem Solving for grade six.

F. Counseling Services

A counselor is available to all elementary students. Counseling services will provide students with help through personal and educational problems. Counseling services are an integral part of the school's services to each individual child supporting the instructional programs of the school.

INTEREST AND ENCOURAGEMENT

Although circumstances differ, there are some things that nearly all parents can do:

1. Take an interest in what your child is doing in school; ask questions about things he/she is studying. Show your child that you think learning is important.
2. Help your child pick out interesting books from the library. If children are young, read to them and have them read to you.
3. Plan enrichment experiences, which are related to your child's studies.
4. Help him/her get more information about topics being studied in school. Take advantage of opportunities such as travel and special guests.
5. Set an example for your child through your own behavior. Children are more likely to read if they see that their parents enjoy reading.
6. Provide opportunities for your child to apply what he/she is learning; for example, by telling time and counting change. Games, which involve reading and arithmetic, are interesting ways to learn.
7. Encourage the child to write a diary, invitations, friendly letters, and notes of thanks.
8. Have the child help you with tasks done at home. Cooking, shopping, gardening, sewing, carpentry and other do-it-yourself activities are all areas in which a child can learn by doing.

STUDENT FEES WAIVER POLICY

It is the policy of the Cambridge Public Schools to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under the United States Department of Agriculture child nutrition programs shall be provided fee waiver or be provided the necessary materials or equipment without charge for (a) participation in extracurricular activities (b) admission fees and transportation charges for student spectators attending extracurricular activities (c) materials for course projects (d) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free or reduced price lunch program is not required to qualify for free or reduced price lunches for the purpose of this section. Materials for course projects to be provided eligible students shall be required to be approved by administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

The Principal shall annually publish the Districts student fee policy in the appropriate student handbooks which are provided to the general student population.

The School Board hereby establishes a Student Fee Fund. The Student Fee fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for (a) participation in extracurricular activities (b) postsecondary education costs (c) and summer or night school.

STUDENT ACCESS TO COMPUTER INSTRUCTION AND RESOURCES REGULATIONS GENERAL INFORMATION

Internet access is available to students and teachers in the Cambridge Public Schools. We believe that this access offers vast, diverse, and unique resources that include the latest technology and information available to mankind throughout the world. Our goal in providing this device is to promote educational excellence in the Cambridge Public Schools by facilitating resource sharing, innovation, and communication for students and teachers.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individuals. This will give students and teachers access to electronic mail communication with people all over the world; information and news from around the world as well as the opportunity to correspond with the providers of this information; public domain and shareware software of all types; discussion groups on a wealth of topics; and access to many university library catalogs, clearinghouses, and databases.

With this access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Cambridge Public Schools have taken all available precautions to restrict access to controversial information. We firmly believe that the valuable information and interaction available on this world wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Cambridge Public Schools.

Because internet access is coordinated through a complex association of government agencies and regional and state networks, it is necessary that all end-users adhere to terms and conditions to ensure smooth operation of the network. Because Internet is used as part of the school's instructional program, conduct will be subject to the school's code of conduct formalized by individual standards of responsibility, school standards of responsibility, and district policies regarding standards of responsibility. At the same time, the Cambridge Public Schools places a high value on a student's right to freedom of expression. The terms and conditions for use are provided here so that all will be aware of the responsibilities, which accompany the privileges of use. In general, this requires efficient, ethical, and legal utilization of the network resources.

If a Cambridge Public School user violates any of these provisions, his or her account with Internet will be terminated and future access could possibly be denied. The signature(s) on the Parent Student Acknowledgement page of the Cambridge Public Schools Elementary Handbook is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions of Internet usage carefully by parents, students, and staff. The signature(s) on the Parent-Student Acknowledgement page of

the Cambridge Public Schools Elementary Handbook must be on file at the Cambridge Public Schools before individual access to Internet is allowed for any user.

COMPUTER ASSISTED INSTRUCTION (Presumed Use):

It shall be the policy of the Cambridge Public School District's Board of Education that teachers in the school system may use Internet as part of the instructional program within a classroom or computer lab. Students may participate in this instruction without a student Internet account. The teacher shall be held responsible that the material on Internet is appropriate to the instructional objectives. It shall be the responsibility of any parent not wishing his/her child to participate in this kind of use to contact the building principal.

STUDENT INTERNET ACCESS (Optional Use)

The types of optional use will cover the following situations.

Type 1 Access: Students who take a class during the regular school day that requires individual research or exploration may have supervised access to the Internet. Students would have individual access for that class and would be guided by a staff member in accordance with the curriculum.

Type 2 Access: Students may use the Internet outside of class before/during/after school under supervision. All possible care will be taken that the students "surf the Net" in a manner appropriate to the school setting. Students will be expected to abide by all rules of this policy and general school rules.

TERMS AND CONDITIONS:

The following terms and conditions should be read carefully by parents, students, and staff. A signed copy of the application from the Parent-Student Acknowledgement page of the Cambridge Public Schools Elementary Handbook must be on file at the Cambridge Public Schools before access to the Internet is allowed by any user.

- 1) **Acceptable Use** - The purpose of access to Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Use must be in support of education and research and consistent with the educational objectives of the Cambridge Public Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use of the Internet for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- 2) **Privileges** – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- 3) **Netiquette** – Students and staff are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite and use appropriate language.
 - b) Do not reveal your personal address or telephone number, or those of other students or teachers.
 - c) Electronic mail (e-mail) is not guaranteed to be private.
 - d) Do not use the network in such a way that you would disrupt the use of the network by other users.
 - e) Keep your account password private, and log off the network after each use. You must understand that all activity involving your account is your responsibility.
- 4) **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy any hardware, software, or data belonging to the school or another user. This includes the uploading or creation of computer viruses.
- 5) **Security** – Security is a high priority, especially when the system involves many users. All available software and hardware options will be considered in providing a secure environment for student use. If you feel that a security problem on Internet has been identified, you must notify a supervisor. Do not use another individual’s account. Attempts to log-in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied individual access to the Internet.
- 6) **Indemnity** – The Cambridge Public Schools make no warranties of any kind, whether express or implied, for the Internet service. The Cambridge Public Schools will not be responsible for any damages. This includes loss of data resulting in delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. The Cambridge Public Schools will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via Internet is at the user’s risk. The Cambridge Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

AGREEMENT FOR INTERNET ACCESS

Students will be allowed Presumed Use. If you will not allow the access described under COMPUTER ASSISTED INSTRUCTION (Presumed Use), please call your child’s principal.

Student: I understand and will abide by the above Terms and Conditions for Internet. I further understand that violation of the terms and conditions above is unethical. I also understand that activity on my account may be periodically monitored by the certificated staff. Should I commit any violation, my individual access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Parent or Guardian: As the parent or guardian of this student, I have read the terms and conditions for Internet. I understand that this access is designed for educational purposes. I understand that the Cambridge Public Schools will, to the extent possible, control access to network news sources, chat groups, and electronic bulletin boards that are considered inappropriate. However, I also recognize it is impossible for the Cambridge Public Schools to restrict access to all controversial materials and I will not hold them

responsible for materials acquired on the network. I further understand that my child's privileges may be restricted or suspended for failure to adhere to the terms and conditions set forth above. I am aware that my child may, without signing this agreement, be given limited access to specific resources available on Internet within a supervised classroom environment. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. The parent's signature on the Parent-Student Acknowledgement page of the Cambridge Public Schools Elementary Handbook acknowledges the terms and conditions set in this policy.

PARENT-STUDENT LEARNING COMPACT

For student success in learning, parent participation, along with the student and teacher participation is a must. By signing the signature page of this handbook, parents, along with the student, will agree to provide the support a child needs for success. Please read the following Parent-Student Learning Compact.

Parents/Caring Adult: I understand that my participation in my child's education will help his/her achievement and attitude. The parent will provide a quiet place/time to do schoolwork and encourage their child to complete the schoolwork on time. They will make sure their child gets adequate sleep, has a healthy diet, and is at school on time. They will try to spend at least 15 minutes each day reading with their child or listening to their child read. Each parent will communicate with their child's teacher regularly.

Student: The student will agree to return completed homework on time, be to school on time, be in attendance, and be responsible for his/her behavior. Each student will help keep school a safe place, refrain from bullying activities, and be respectful to and cooperate with other students and with all school staff.

PARENT/STUDENT ACKNOWLEDGEMENT

Each year, the parents and students of the Cambridge Elementary School are asked to read the Cambridge Elementary Handbook carefully. Parents and students are asked to familiarize themselves with the ongoing rules and regulations and with any new changes adopted by the district that is printed in this handbook.

To ensure that everyone is aware of the district's expectation, it is required to have on file a copy of each parent/guardian and student's signature showing that they have received and read a copy of the Cambridge Elementary School Handbook and the Parent-Student Compact Agreement.

(Parent's Signature)

(Student's Signature)

(Date)

INTERNET AGREEMENT

I have read the terms and conditions for the use of the Internet at the Cambridge Public Schools according to the policy set by the Cambridge Board of Education in this handbook.

(Parent's Signature)

(Student's Signature)

(Date)

MANILA/WEB SITE AGREEMENT

As the parent or guardian of _____ (child's name), I will allow my child's picture to be published on the school's staff manila site and/or web page. I understand students will only be identified by class or groups of students. I understand that no first and last names will be used on the manila staff site or web page, which will directly identify my child.

(Parent's Signature)

(Date)

****Handbook can be accessed on the school website: If a hard copy is requested, please contact the main office and one will be provided to you.**