

Student Handbook 2017~2018

Wood River Elementary School
Dr. James Haley, Superintendent
Ms. Betty Smith, Principal

Board of Education

Mrs. Joyce Willoughby, President	Mrs. Anne Woitaszewski, member
Mr. Ron Rickert, Vice President & Treasurer	Mr. Craig Huxtable, member
Mr. Dean Luehr, Secretary	Mr. Jeremy Brandt, member

Faculty

Kindergarten – Mrs. Becky Allan and Mrs. Terri Webben
First Grade – Mrs. Gale Lambrecht and Mrs. Sarah Eschliman
Second Grade – Mr. Dwight Jones and Mrs. Megan Willoughby
Third Grade – Mrs. Kim Canfield, Mrs. Amber Woitaszewski, and Mrs. Trudi Gottlob
Fourth Grade – Mr. Barry Carlson and Mrs. Lindsay Davis
Fifth Grade – Mrs. Anna Fehringer and Mrs. Tori Strode
Early Childhood – Mrs. Amanda Stewart
Physical Education – Mr. Mason Amundson
Music – Mr. Joel Rick
Librarian – Mrs. Trena Boshart
Instructional Coach – Mrs. Nanci Martin
ESL – Mrs. Mandi Morgan
Title I Reading – Mrs. Sonia Keeling
Title I Math - Mrs. Kim Canfield
Resource Room – Mrs. Megan Lowe and Mrs. Mandi Wagoner
Speech Pathologist – Mrs. Lindsay Weaver
School Psychologist – Mrs. Mikelle Rosse
Gifted Coordinator – Mrs. Susan Kleeb

Staff

Secretary – Mrs. Heather Zessin
Technology Coordinator – Mrs. Michele Carter
Custodian – Mr. Rod Cooper , Mr. Cliff Thibodeau
Aides – Mrs. Dawn Brandt, Mrs. Christy Burnett
Mr. Rob McIntosh, Mrs. Caylin Miller, Mr. Justin Seier, Mrs. Brenda Paulk, Mrs. Chanda Bowers
Preschool Para - Miss Bridget Meyer
Nurse – Mrs. Kim Woitaszewski, RN
Bus Drivers – Mrs. Christy Burnett, Mrs. Deb Eickoff,
Mr. Steve Foster

Dear Parents & Students:

This handbook has been prepared to enable you to become acquainted with the program and regulations of the Wood River Elementary School. Please take time to read and discuss this handbook together. Keep this where it will be available to child and parent in order to serve as a guide when needed. Feel free to call the office 308 583-2525 with questions, concerns, or suggestions.

Sincerely,

Ms. Betty Smith, Principal

Elementary School Program and Regulations:

Wood River Elementary Staff Qualifications

P.L. 107-110 (No Child Left Behind) requires that notification be made to all parents the following information:

1. The Wood River Elementary School curriculum areas are all taught by a teacher that has met all state licensing criteria for the grade level and subject areas in which the teacher provides instruction.
2. No teacher at Wood River Elementary is teaching under emergency or other provisional status.

Discrimination:

The Wood River Rural School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. James Haley, Superintendent
13800 West Wood River Road
PO Box 518
Wood River, NE 68883
(308) 583-2249

Attendance and Excuses

Every effort should be made to have your children attend school regularly. Train your child in the good habits of regular attendance early in his/her school career and it will continue in the later years.

If a child will be absent from school, we ask that parents notify the school between 7:30 and 9:00 a.m. (583-2525). Planned absences should be reported in advance so that required class work can be made up in advance.

Excused absences will be granted for the following reasons:

- 1). Personal illness
- 2). Illness or death in the immediate family
- 3). For reasons requested by parents in writing and assurance that all schoolwork will be completed prior to absence.

Shopping, etc., shall be discouraged as reasons for being absent from school.

A doctor's note will be required for absence for an extended period of time for illness.

In the continuing effort to maintain the health and safety of all students to and from school, student attendance shall be taken at the beginning of each school day. School personnel will review attendance slips and parents will be called to confirm their child's absence from school if the parent has not called in.

Excessive Absenteeism

Nebraska Public Law 79-209 requires all school districts to notify the county attorney for habitual truancy. It shall be the policy of the Wood River Elementary School to follow this procedure regarding absences:

1. After five (5) days of absence during a semester, the parent/guardian will be notified by the Principal. This warning will be in the form of a letter.
2. After eight (8) days absence during a semester, a warning will be issued to the student and to the parent/guardian regarding the student's attendance at school. This warning will be in the form of a letter. The student may be considered as not passing in his/her grade and time may need to be made up.
3. After twenty (20) days absence during the year the county attorney will be notified of the student's excessive absenteeism.
4. After twenty (20) days absence, the student and parent/guardian have a right to a hearing to appeal for an extension or correction of their child's attendance record. The hearing committee shall be the Principal and the classroom teacher.
5. A further appeal may be made to the Superintendent of Schools.

Excessive Tardies

It is important for all students to be at school on time. Our school day begins at 8:15 a.m. At this time students need to be in their classroom with their things put away and ready to learn. If one student is late to school it disrupts the entire class. Students who are tardy when arriving at school are to go to the office to receive a tardy slip for admission to class.

Students arriving to school after 10:00 AM will be listed as missing one-half day of school. Likewise, students leaving school before 2:00 PM will be listed as missing one-half day of school.

Student Placement:

Students enrolling into Wood River Elementary School from another school district will be placed in a grade according to the records and recommendations of the transferring school. In the case of home-schooled children, they will be placed according to age and/or academic testing.

Arrival at School:

Under no circumstances should children arrive before the teachers are on duty. This is requested for the safety of the child. Students should arrive with the ringing of the 7:45a.m. bell at which time they are allowed to enter the building. Regular school hours are from 8:15 a.m. - 3:15 p.m. Your cooperation during the entire school year will be appreciated.

Report to the Office:

All parents/visitors that come into our building are asked to come to the office **BEFORE** going to the classrooms or contacting anyone in the building. Visitor's badges will be required to be worn by all entering the building.

Dismissal:

Students should leave the school and school grounds immediately upon dismissal. The school is not responsible for injuries that occur outside of regular school hours.

Bicycles:

Bicycles, which are ridden to school, are to be parked in the racks provided on the west playground. Bike riding during school hours will not be permitted.

Money:

Facilities for the safe keeping of large amounts of money are not available. Children should be discouraged from bringing it to school. If possible parents should send checks for the exact amount when paying for lunches, pictures, etc.

Insurance:

A student insurance plan will be offered to all students. Each student will be given a copy of the brochure on the first day of school. Students should turn the premium money into their homeroom teacher. Checks are to be made payable to the insurance company.

School Closing:

School closings will be announced on the school website <http://www.woodrivereagles.org> the school Facebook page, SchoolMessenger Phone Contact System as well as WeatherThreat.com which updates many of the local media outlets.

Emergency Evacuation:

In the case of an emergency evacuation at Wood River Elementary the students will be moved to the Grace Lutheran Church at 1100 East St, Wood River.

Student Use of the Phone:

The school maintains only one phone line. Use by the students will be limited to emergency needs only. Calling home for materials, books, shoes, permission to go to another house, etc. will not be granted. If a child is sick, Mrs. Woitaszewski or Mrs. Zessin will notify you or your designate. Except in emergencies students or teachers will not be called from class to the phone.

Attire and Grooming Regulation:

Realizing that dress and appearance affect some attitudes, students should dress in a manner conducive to good conduct and appearance in order to help create a good educational atmosphere in the school. It is the intent of the school that it be free from threats or harmful influence of any groups which advocate drugs or disruptive behavior.

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 may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing or accessories.

Also, students will be restricted from attending school if their attire includes the following:

- 1). Clothing or articles which are excessively soiled, torn, or ragged.
- 2). Clothing displaying vulgar writing or symbols, or sexual reference clothing.
- 3). Clothing that is excessively revealing such as short miniskirts, short-shorts, tank tops, loosely fitting and low cut halter-tops, mesh shirts (unless a t-shirt is worn underneath), shirts that expose the midriff, or sagging pants.
- 4). Clothing with alcohol, tobacco, or controlled substances advertisements or references.
- 5). Hats, caps, stocking caps, coats and or sunglasses will not be worn in the building during the school day. Bandannas will not be worn during the school day or at school activities.
- 6). Wallet chains are not permitted and will be confiscated.
- 7). Oversized apparel, including baggy pants or shorts worn low on the waist, is not permitted.
- 8). Belts, which are extra long, with the excess hanging loosely, are prohibited. All belts are to be tucked in the belt loops and worn around the waist.
- 9). The Administration reserves the right to determine appropriateness of student dress. Students not meeting these standards will be asked to modify their appearance before reentering the classroom.
- 10). When wet or snowy conditions exist children should wear snow boots to school. It is helpful if snow boots (all items of outerwear) are labeled in some way with the student's name.

Discipline:

We do not demand more of children in school than that they conduct themselves in a respectable manner, be considerate of other pupils rights and that they make the best of the opportunities available to them. All children are expected to demonstrate the same respect to all school personnel, whether they be administrators, teachers, aides, cooks, custodians, secretaries, or bus drivers.

Wood River Elementary School has implemented a discipline technique called Time To Teach. The premise for Time To Teach is that students will make mistakes and will be given a direct command by the adult in charge. If the student does not follow the directions on the first request, the student will be required to refocus. During the refocus time, the student will reflect on the negative behavior and what they can do different the next time.

The following infractions may be cause for in- or out-of-school suspension as determined by the administration:

- Student refusal to refocus.
- Disrespect for other students or staff.
- Physical fighting.
- Possession of a weapon (including knives and razor blades).
- Alcohol and drug use or possession.

A. Classroom, Hall and Building conduct:

- 1). Students are to report to class on time and be quiet and in their seats when the bell rings.
- 2). Respect is shown for teachers/staff at all times.
- 3). All students needing to go anywhere in the building must first acquire permission from the teacher.
- 4). No running, pushing, loud talking or loitering will be allowed in the halls.
- 5). Students should keep to the right when using the halls.
- 6). **Personal toys, games, electronic devices, or athletic equipment are not to be brought to school.**

B. Playground Rules:

- 1) All students will stay on school property.
- 2) The adult on the playground will be in charge and all orders given by them shall be carried out with out question.
- 3) Students will WALK to and from the playground. They will cross at the crosswalks or between the stop signs.
- 4) Use of inappropriate language on school grounds will not be tolerated. There will be no fighting, pushing, or rough play.
- 5) Students are not to bring electronic devices to the playground.
- 6) Students are not permitted to bring articles or instruments that could be dangerous to them or to anyone else.

C. Lunchroom Rules:

- 1) Visiting during lunch is allowed only with students seated near each other.
- 2) Students are to remain seated until they are dismissed.
- 3) Food cannot be taken outside of the cafeteria to be eaten; nor can it be shared or thrown.

Bullying and Cyberbullying:

Bullying and/or cyberbullying will not be tolerated at Wood River Elementary School. Bullying is defined as "any ongoing pattern of intentional physical, verbal, or electronic abuse on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events." Cyberbullying is "the use of technology such as computers and cell phones to engage in repeated, and hostile behavior by an individual or group that is intended to harm others."

School Lunch Program:

The price of the noon lunch is \$2.25 per meal. Payment for school lunches will be taken in the office at 8:05 a.m. each day. Checks should be made payable to Wood River Elementary. Meals **MUST BE PAID IN ADVANCE**. Students are assigned a 4-digit number to use on the keypad as they get their lunch each day.

This explains what to do if you believe you have been treated unfairly: In accordance with Federal law and the U. S. Department of Agriculture policy, Wood River Rural Schools is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D. C. 20250-9410, or call toll free (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Additional Milk - Grades K-2:

Grades K-2 may have milk either during the morning or afternoon as scheduled by the homeroom teacher. Homeroom teachers will collect the money for additional milk. **ADDITIONAL MILK MUST BE PAID IN ADVANCE AND MUST BE PAID BY THE QUARTER, \$18.00, BY THE SEMESTER, \$36.00 OR BY THE YEAR \$72.00.** Please make separate checks for lunch and for extra milk.

Breakfast:

Students wishing to eat breakfast at school will enter the West door and go directly to the cafeteria.

USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following 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, religious creed, disability, age, political beliefs, 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.

District Internet & E mail Rules:

Students are responsible for good behavior on the school district computer network just as they are in a classroom, school hallway, play ground, etc. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in responsible manner. Access is a privilege - not a right. Individual users of the school district's computer network are responsible for their behavior and communications over the network. Users will comply with district standards and will honor the agreements they have signed.

Teachers and administrators reserve the right to view student files and communications in order to maintain system integrity. Users should not expect files that are stored on the district computers or network to always be private. During school, teachers are responsible for guiding students towards the appropriate use of the Internet.

To utilize the school district's technology all students in grade 2 through 5 must return a signed parental form to the school.

Riding the Bus:

School Bus Rules

- 1) Pupils being transported are under the authority of the bus driver.
- 2) Fighting, wrestling, or boisterous activities are prohibited on the bus.
- 3) Pupils shall use the emergency door only in the case of emergency.
- 4) Pupils shall be on time for the bus both morning and evening.
- 5) Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
- 6) Pupils shall remain seated while the bus is in motion.
- 7) Pupils may be assigned seats by the driver.
- 8) When necessary to cross the road, pupils shall cross in front of the bus, or as instructed by the bus driver.
- 9) Pupils shall not extend the hands, arms, or heads through the bus windows.
- 10) Pupils shall have written permission or parents must have made prior arrangements to leave the bus other than at home or school.
- 11) Pupils shall converse in normal tones; loud and vulgar language is prohibited.
- 12) Pupils shall keep the bus clean, and must refrain from damaging it.
- 13) Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- 14) Pupils, who refuse to obey promptly the directions of the driver, or refuse to obey regulations, may forfeit their privilege to ride on the bus.

Consequences for Inappropriate Bus Behavior

First Offense:

Bus Driver will discuss inappropriate behavior with the pupil and report to the building principal when appropriate.

Second Offense:

Bus Driver will complete and deliver to the building principal the Bus Conduct Report/Incident Report. Principal will discuss inappropriate behavior with the pupil.

Third Offense:

Bus Driver will complete and deliver to the building principal the Bus Conduct Report/Incident Report. Principal will discuss inappropriate behavior with the pupil. Contact with student's parent will be made. Principal will discuss with pupil and parent that any further reported incident could result in limited or suspended bus service.

Fourth Offense:

Bus Driver will complete and deliver to the building principal the Bus Conduct Report/Incident Report. Principal will discuss inappropriate behavior with the pupil. Student will call parent to report inappropriate behavior. Principal will limit bus service or suspend bus service for the remainder of the school year.

The sequential steps of the **Consequences for Inappropriate Bus Behavior** may be suspended in cases of severe disruptive behavior in order to maintain safe bus conditions for all students.

Change of Address:

Parents should notify the school of change of address or phone number.

Emergency Phone Number:

Parents are asked to supply an emergency phone number to the office in the event of accident or illness we can locate a relative or friend who resides in the Wood River area. It is helpful to have the name and telephone number of caregiver or baby-sitter.

Lockers and Other School Property:

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. Students shall clean their lockers when directed to do so by the administration. If textbooks, library books, or other school property including desks, tables and chairs are lost or show more than normal wear a fine may be assessed according to the condition of these items.

Pets:

Pets are a nuisance and a real problem on school grounds. A friendly pet often becomes vicious when excited by many children. Pets that become a nuisance on the school ground will be picked up by local law enforcement officials.

Report to Parents:

Report cards are given at the end of every nine weeks. Parents will be invited to school twice during the year for parent-teacher conferences.

Visitors:

Parents are welcome to visit school at any time during the school day for a period no longer than one hour. Due to the fact that the first and last months of school are busy times for students and teachers, please visit other than during these months. If you as a parent wish to discuss something with the teacher please make an appointment to do so before or after school.

When visiting please do not bring preschool children to school with you. Also, do not send your child's friends or relatives to school with the child as a visitor.

All visitors/parents that come into our building are asked to come to the office before going to the classrooms or contacting anyone in the building.

Parties:

Party invitations may be distributed at school if ALL members of the class are invited.

Birthday Treats:

Treats may be brought to school to be distributed in the child's homeroom if treats are given to every student in the classroom. The decision of whether or not treats will be sent to school will remain an individual matter.

Correspondence with school personnel:

When a problem arises over some school situations, please do not criticize the school or teacher in your child's presence. Your spoken disapproval will lower the youngster's confidence in school and their teacher and will weaken their desire to do their best work. Parents should first discuss the problem with the classroom teacher. If satisfaction is not gained the administration should be contacted.

Withdrawal procedures:

Parents should notify the school administration and the teachers involved several days in advance when planning to move. A copy of the child's permanent record will be sent to the school when requested by the child's new school.

Physical Education:

Students are to wear tennis shoes in the gymnasium. Students will not be required to wear other physical education clothing. **Students MUST have a written doctor's note if they cannot take part in Physical Education class.**

Physical impairments should be reported to the nurse and the teacher. The parent should furnish a statement signed by a medical doctor stating the extent of the impairment.

Lost & Found:

Any "found" articles should be turned into the office. If your child is missing items please feel free to check our Lost & Found wall in the cafeteria. Anything not claimed within a reasonable amount of time will be taken to Goodwill.

Homeless Children and Youth:

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the policy of Wood River Elementary School not to stigmatize or segregate homeless students on the basis of their status as homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with and county or department of social services in the district to jointly develop an educational program for the child.

The district's homeless coordinator is Dr. James Haley, who may be contacted at 308-583-2249.

School Nurse:

The school nurse, Mrs. Kim Woitaszewski is at the Elementary School each day from approximately 11:00 a.m. -1:30 p.m. If you have any questions you may contact her at school. 308-583-2525.

If it is necessary for you to send medication to school for your child to take during school hours, the medication must be accompanied by written instructions signed by you and the medications must be in the original prescription bottle. The medication and signed instructions are to be given to the school secretary or school nurse upon the students arrive at school.

The school nurse makes a physical inventory of every student during the school year and the findings are recorded on their permanent record file. Parents will receive a notice of any defective symptoms found and urged to correct them as soon as possible.

The school does not diagnosis or treat illness or injury. Our policies are:

- 1). First-aid for sudden illness or injury
- 2). The school's obligation continues until the emergency has been placed in the care of the family or physician of their choice.
- 3). Treatment of injury occurring outside of school jurisdiction is not the responsibility of school employees.
- 4). Children should not be in school when they have a fever, symptoms of vomiting, diarrhea, headaches, etc.
- 5). Any student with a contagious disease must be excluded from school until it disappears. If the parent has consulted the family physician and he/she recommends readmission with a written notice to this effect then readmission will be permitted.

Nebraska State Law requires each student be protected against measles, rubella, poliomyelitis, mumps, diphtheria, pertussis, tetanus, and chicken pox/varicella by immunization prior to enrollment. Any student not in compliance shall not be permitted to stay in school until this requirement is met.

Staying In:

Students who are to stay inside during recess or noon hour must bring a note stating such, signed by the parent. Students who must stay in longer than one week must bring a note from the doctor stating this along with the reason.

If students are to remain after school, they may notify their parents by using the phone designated in the secretary's office.

Services for Handicapped Students:

Handicapped persons, especially handicapped children, can encounter obstacles that prevent them from realizing their true potential. The public schools as a result of LB 889 enacted by the Nebraska Legislature are required to provide appropriate educational programs for all resident handicapped children from birth to age 21. While delayed speech and language development are the most common services provided to preschool handicapped children, other services, including physical and occupational therapy are also provided when appropriate and necessary. Specially equipped vehicles are also sometimes necessary to transport handicapped children.

If you have a child who needs special instruction or service, or you know of someone who has such a child, please contact the school. All inquires and requests are kept confidential.

Response to Intervention:

The referral for testing a student for possible special education placement will be continued as in the past. Federal Law requires that any student that is referred for testing must first have been referred to the Response to Intervention team. The function of the Rtl team is to make suggestions to the classroom teacher that may help the student. The Rtl team will make a recommendation if further testing is necessary. Whenever a student is referred to the Rtl team parents will be contacted. If you have any questions about the procedure please contact the Principal.

Title IX and 504:

The office of Civil Rights requires school districts each year give assurances they will not discriminate. Wood River Elementary School does not discriminate on the basis of race, color, national origin, sex, age or handicaps in regard to admission, access to the building, and treatment of people or employment.

Sexual Harassment:

Conduct of a sexual nature by a student or any other person over whom the school district has control with such conduct being directed against a student, when such conduct has the purpose or effect of unreasonably interfering with that student's academic performance, or creating an intimidating, hostile, offensive, unsafe, or unwholesome educational environment is prohibited by this School District.

Weapons - Gun Free School:

No students shall bring a weapon to school. It shall be the policy of the Wood River Elementary School to expel from school for a period of not less than one year any student who is determined to have brought a weapon to school.

The Superintendent may modify such expulsion for a student on a case-by-case basis. Definition: For the purpose of this policy, the term "weapon" means a firearm as such defined in Section 921 of Title 18, United States Code.

Alcohol and other substances use/abuse:

The Wood River Elementary School District recognizes that the use of alcohol and other drugs and problems associated with, are becoming increasingly commonplace in our society, and hereby finds that alcohol and other drugs seriously affect the health, safety and welfare of the students, other students, staff workers, or other persons and otherwise substantially interfere with the educational process. The school district recognizes that in many instances a person's misuse or abuse of alcohol and other drugs can lead to the illnesses of alcoholism and other chemical dependencies. However, if the use is identified early and treated appropriately, treatment is usually more successful.

The Wood River Elementary School District also recognizes that the misuse or abuse of alcohol and other drugs often precedes more severe dependencies. At some point, an individual's use of alcohol and other drugs may be deemed destructive to him/herself or others, causing problems in their daily lives. Where the capacity to make responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The Wood River Elementary School District regards alcohol and other drug abuse, addiction or dependency as it does any other problem. Our primary purpose is to be helpful, not judgmental in dealing with these problems.

The Wood River Elementary School District believes that along with parents and other segments of the community, the school has a role to play in helping students to make responsible decisions about the use of alcohol and drugs. Therefore, the Wood River Elementary School District wishes to cooperate with all segments of the community in making the means of assistance available to those individuals who do develop alcohol and other drug related disabilities.

POLICY - The Wood River Elementary School District establishes a program to provide assistance and support for students affected by drug, controlled substances and/or alcohol-related involvement.

The possession, use, consumption, delivery, transfer, or sale of illegal drugs or of alcoholic beverages or being intoxicated or under the influence of alcoholic beverages or illegal drugs or in the possession of drug paraphernalia on any school property or any school function is strictly prohibited. School property shall be defined as real estate or vehicles owned or operated by the school.

The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed, when used in the manner and amounts prescribed, and when used in accordance with other school policies governing student medications.

FIRST OFFENSE: Parents will be contacted immediately upon initial verification of the violation. The student will have an in-school suspension for two (2) days. Prior to enforcing this mandatory sanction, statutory procedures for due process will be followed.

SECOND OFFENSE: Parents will be notified immediately upon initial verification of the violation. The student will receive an in-school suspension for four (4) days and will be ineligible for participation in or attendance at all extra curricular activities for twenty-one (21) calendar days.

The student and family agree to a drug and alcohol assessment at their own expense. This assessment shall be provided at a state approved alcohol/drug agency in Hall County and conducted by a Certified Alcohol/Drug Abuse Counselor. The student and family agree to follow the counselor's recommendations satisfactorily. The school requires written confirmation that an assessment has been made and a program will be initiated for the student. If the cost of the assessment poses a financial burden for the student and family, an appeal may be given to the Board of Education requesting the school district to fully or partially pay this cost. The Board of Education will render its decision based on the written and verbal information supplied by the student and family. If this assessment is not completed, the Board of Education may expel the student for the remainder of the semester after all other statutory requirements for due process will be followed.

THIRD OFFENSE AND ADDITIONAL OFFENSES: Parents and law enforcement will be contacted immediately upon initial verification of the violation. The student will be expelled immediately. An investigation will be completed by the

administration to determine the length of the expulsion.

All state statutes regarding student expulsion and suspension will be enforced. The Board of Education's protection from liability will be extended to all staff to the extent that they act in accordance with this policy and observe the procedures consistent with it.

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOLS' ACTIVITIES:

It shall be the policy of Wood River Elementary School, in addition to standards of student conduct elsewhere adopted by Board Policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs, or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, and at school-sponsored activities off school premises.

Conduct prohibited at places and activities as here in above described shall include, but not be limited to, the following:

- 1). Possession of any controlled substance, possession of which is prohibited by law.
- 2). Possession of any prescription drug in an unlawful fashion.
- 3). Possession of alcohol on school premises or as a part of any of the schools activities.
- 4). Use of any illicit drug.
- 5). Distribution of any illicit drug.
- 6). Use of any drug in an unlawful fashion.
- 7). Distribution of any drug or controlled substance when such distribution is unlawful.
- 8). The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate. Access to student records shall be governed by FERPA and NEB. REV. STAT. § 79-2,104.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

The school district has designated the following as directory information: 1.) Name; 2.) Address; 3.) Telephone Number; 4.) Date and place of birth; 5.) Participation in activities; 6.) The image or likeness of the student in pictures, videotape, film, or other medium; and, 7.) certain class work intended for publication on the Internet.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell photographs to students or publish student yearbooks.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released.

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative

regulations, or (2) in accordance with the parent's written instructions.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA: Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

WOOD RIVER RURAL SCHOOLS TITLE 1 SCHOOL-WIDE PARENT INVOLVEMENT POLICY

Vision

Wood River Rural Schools believes that parents are their children's first and most important teachers. Positive achievement, reduced absenteeism, improved behavior, and a feeling of confidence regarding the partnership between home and school occur when the school and parents are involved cooperatively.

Part 1: Policy Involvement

The Wood River Rural Schools Title 1 School-Wide Parent Involvement Policy was created as a collaborative effort between parents and staff. Parents played a key role in the development of the policy and we will continue to utilize parent feedback and suggestions in order to update and improve our School-Wide Title 1 Program.

Convene an annual meeting:

Wood River Rural Schools will hold an annual School-Wide Title 1 Meeting for all parents on the night of Open House.

The purpose of the meeting will be to introduce staff, share the School-Wide Plan, review the School Parent Policy and explain our Title 1 program and how parents can be involved to help their child be successful. Parents will be notified of the meeting through our school website, school billboard and the local newspaper.

Offer flexible meeting times and varied activities designed to support and encourage parent involvement.

Wood River Rural Schools will ensure the involvement of all parents by offering the following activities:

- Parent/teacher conferences scheduled at parents' convenience
- Flexible IEP Times
- Open House-in August before school (evening)
- Reading Family Night (Reading Cafe')
- Field Trips
- Scholastic Book Fair
- Kindergarten Registration
- ELL Monthly Family Quarterly
- Bingo for Books
- Classroom Celebrations
- Community Volunteers
- Student Council Family Activities
- PTO Family Nights

Involve parent in planning, reviewing, and improving the School-Wide Title 1 program, including the school and district Parent Involvement Policy.

Wood River Rural Schools will ensure the involvement of parents in planning and reviewing the School-Wide Title policy through the following activities:

- Reviewing the School Parent Involvement Policy and program components that Open House/Annual Title 1 Parent Meeting.
- Posting the Parent Involvement Policy in a visible location for parents to review during the October/January Parent/teacher conferences.
- Reviewing and distributing Parent Compacts at Open House.
- Conduct a parent survey for all parents at fall conferences to be used to evaluate and modify the program.
- Place a suggestion box in a visible location in each classroom during Open House to encourage continued communication between parents and school.
- Expanding all avenues of communication with parents (school newsletter, school website, district newsletter) to increase parent involvement in the School Wide Title 1 program and to select input for improvements.

Provide timely information about the School-Wide 1 Program, the academic curriculum, assessments used to measure progress, grading and grade level expectations.

Wood River Rural Schools will provide timely information through the following:

- Annual Title 1 Meeting
- Open House
- Parent Conferences (September/January) additional conferences upon parent request
- Powerschool online access to grades
- District Web Site-Policy and Compact available on website
- Transition to Kindergarten
- Home Visits (Preschool)
- Daily/Weekly take-home folders (K-5th)
- Gold Access (Preschool)
- RTI quarterly updates on Tier 2 and Tier 3 students
- Telephone calls, email correspondence, written correspondence
- Parent-student handbook
- Teacher Website

Provide parents of participating (Title 1) children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

- Dibels Next- data review/progress reports and recommended benchmarks
- MAPs Data
- STARs Assessment
- AIMS Web (special education students)
- Treasures Weekly Assessment (core reading curriculum)
- Saxon Phonics Assessment every five lessons (core phonics curriculum)

Provide parents the opportunity to participate, as appropriate, in decisions relating to the education of their children.

Wood River Rural Schools will provide parents an opportunity to interact with their child's school as follows:

- Parent suggestion box located in a visible location during Open House and Parent/teacher conferences, where parents can provide suggestions for improvements regarding the School-Wide Title 1 Program.
- Parent survey given out at the fall conferences.
- Go through the suggestion box and the survey, compiling the information and revising and updating the School-Wide Title 1 program as appropriate.
- Parent/teacher conferences and additional conferences upon parent/teacher request.
- RTI parent meetings to discuss educational/behavior decisions based on data and teacher observations and input.
- Telephone calls/ e-mail correspondence etc. between parents, teachers and school.

Part 2: Share Responsibilities for High Student Academic Achievement

Wood River Rural Schools will develop and revise as needed, a School/Parent Student Compact. A parent compact has been jointly developed and is attached per requirements. The Parent/Teacher/Student compact is developed by the Title 1 Teachers, Literacy Coach and the Title 1 parents. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement.

Provide frequent reports to parents on their children's progress:

Wood River Rural Schools will provide the following academic reports to parents:

- Powerschool online access to student grades and attendance
- Report cards (quarterly)
- Dibels Next reports (quarterly)
- Dibels Next progress monitoring reports (biweekly as requested by parents)
- MAPs Testing reports
- NeSA Testing reports
- STARs reports (quarterly)
- RTI parent updates (quarterly)
- Phone calls

Afford parents reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe in their child's classroom:

Wood River Rural Schools has an open door policy for parents with both administration and staff. In addition participate in the following activities:

- Classroom activities
- Volunteer situations
- Chaperones for field trips
- Book fair helpers
- Classroom observations as requested by parents
- Opportunity to be involved with PTO
- Family Fun Nights (Reading Cafe' and Bingo for Books)

Part 3: Building Capacity for Involvement**Provide information and assistance to parents regarding the state and local academic standards and assessments (information and materials are translated as needed).**

Wood River Rural Schools will provide the following information/activities to ensure that parents are informed about standards and academic assessments:

- Parent/teacher Conferences
- ELDA results for English Language Learners given to parents
- Informational Annual Title 1 meeting
- Local assessment information (Dibels Next, Dibels Next progress monitoring, AIMS Web, district assessments) shared with parents at conferences and/or sent to parents.
- Title 1 teachers available at conferences to provide information and answer questions.
- Literacy Coach and RTI Coordinator available to provide information and answer questions.
- Results of kindergarten screening individually reported to parents as needed (curriculum planning assessments at start of school year).

Provide materials and training to parents:

Wood River Rural Schools will provide materials and training for parents as follows:

- Open House in August
- Kindergarten Registration
- Parent friendly curriculum
- Family Fun Nights
- Summer Library Program
- Weekly school newsletter
- Preschool newsletter

Educate teachers, Title 1 staff and administration regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs:

Wood River Rural schools values and respects parent involvement in the school community. Parents are always the first point of contact when situations occur that involve students or the welfare of the entire school community. Staff will collaborate as a team and implement new ideas for effective parent communication. The District's website also posts the elementary and high school's calendars to keep parents informed.

Coordinate parent involvement activities with other programs:

Wood River Rural Schools will work to coordinate programs to ensure success for all through the following activities:

- Preschool program located in our school that prepares students for kindergarten expectations.
- Transition day from preschool to kindergarten.
- Fifth Grade Moving Up Day, students transition from elementary school to middle school setting.
- End of Year Track & Field Day Event at WRRHS
- Elementary Choir and Talent Show performed at WRRHS
- Summer School

Inform parents of school and parent programs in a timely and practical format in a language the parents can understand:

Wood River Rural Schools will provide the following to ensure that all parents are informed in a timely and user-friendly manner:

- School newsletter / classroom newsletter / district newsletters
- Bilingual interpreter, as needed
- Email, phone calls, home visits
- School calendar on school website

Provide support for parental involvement at their request:

Wood River Rural Schools will make every effort to support our parents and make sure their needs are met. We will make every effort to accommodate parent requests to ensure that student and parent needs are met in order to foster more positive parent involvement.

Part 4: Accessibility**Parent involvement activities accessible to all parents, including those with disabilities and parent who use English as their second language.**

Wood River Rural Schools will provide the following to ensure that parent involvement activities are accessible to all parents:

- Flexible meeting times
- Handicapped accessible facilities
- Home visits (as needed)
- Phone conference
- Skype conference
- School newsletter / classroom newsletters / district newsletters
- Collaboration with community agencies