Plainview Elementary Parent/Student Handbook 2021-2022



301 West Woodland Ave Plainview, NE 68769 (402) 582-3808 www.plainviewschools.org

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A Message to Our Parents

Dear Parents/Guardians:

Welcome to a new school year at Plainview Elementary School! The faculty, staff, and I are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without the effective partnership with all parents. You are the most essential part of your children's education, and it's important that we build a strong relationship in order to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days and other school activities.

You will find in the Parent/Student Handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. All guidelines and regulations herein are open to interpretation and application by the administrative team based on variables unique to the circumstances involved. Should you have questions, feel free to contact the school staff at (402)582-3808.

My hope is that the partnership you develop with your children's teacher and the school will reflect a positive feeling about education and will be impactful for you and your children. Here at Plainview Elementary we strive to build an uncommon learning experience for all students by incorporating excitement, energy, and enthusiasm into everything that we do. It truly is a GREAT time to be a Plainview Pirate!

Educationally,

Jen Hodson Principal, Plainview Elementary

Plainview Elementary Quick Facts

School Mascot	Plainview Pirates
School Colors	Red & White
School Motto	Educating, Encouraging, & Empowering for Success!
	School Song
	So here's a cheer for dear old Plainview High.
	That's where you'll always see those banners fly.
	That's where the students show their pep and vim.
And with a cheer they give a yell, a yell, a yell!	
That's where they students surely can't be beat.	
They'll show their sportsmanship in all their feats.	
So let us show that we appreciate ('preciate) Plainview High	
	Go! Fight! Go-Fight-Win! Let's Go! Fight! Go-Fight-Win!

Mission Statement

Plainview Public Schools is dedicated to educating, encouraging, and empowering all students for success in an everchanging society.

Vision Statement

Our vision is to focus on creating a safe and positive environment that develops a cooperative responsibility of students, families, school, and community. We believe it is imperative to produce citizens of dynamic global society.

Beliefs

Plainview Public Schools is a self-sufficient, commanding educating presence in Northeast Nebraska that: -provides learning opportunities that incorporate technology for staff and students

-inspires students to develop their minds in the pursuit of achievement

-shares responsibility to provide quality educational progress among parents, students, teachers,

administration and community members

-provides a well-balanced program in career enlightenment

-promotes and models social responsibility

- -creates a safe learning environment
- -creates community-centered leaders

Teachers & Staff

Preschool Kindergarten Kindergarten First Grade First Grade Title I Music/Band Music/Vocal Physical Education/Guidance Art Special Education Paraeducators Shirley Bernecker Rhonda Arlt Katie Wabs Crystal Hoffman Whitney White McKenzie Hostert Katie Knox Terri Haselhorst Maureen Hamm Haley King Tracy Westrom, Ann Spulak, Megan Porter, & Amy Dummer

Second Grade Third Grade Fourth Grade Fourth Grade Fifth Grade Sixth Grade Special Education Administrative Assistant Media/Librarian Media/Library Para Classroom Paraeducators Ann Gutz Brighton Meuret Jessica Sauser Karissa Eichberger Brandi Alexander Brittany Smith Paige Goetzinger Patsy Rasmussen Bernice Yilk Kristina Richter Angie Rafert, Rachel Stolp, & Trynity Sauser

Amanda Baird & Melissa Jacot

Title I Paraeducators



---Procedural Information---

Attendance Procedures

If your child is going to be absent, please notify the school at (402) 582-3808. In order for an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the date returning, child's name, date absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be unexcused.

Excessive or unexcused absences from school are detrimental to the educational process. Students having more than 20 absences for the year may, on the authority of the principal, be denied promotion. The procedures for unexcused absences are as follows:

- 1. Any unexcused absence Parent/guardian contacted to obtain explanation via telephone
- 2. 10th unexcused absence Parent/guardian will receive a letter indicating number of days missed
- 3. **15th unexcused absence** Principal/designee will schedule a conference within 10 days with parents and teacher(s)
- 20th unexcused absence Official letter to intake (juvenile) and to Magistrate (parent/guardian), parent/guardian will receive another letter indicating number of days missed and automatic enrollment in summer school. A letter will also be sent to the county attorney.

Late Arrivals/Tardies

Students arriving late (after 8:10 AM) to school must report to the office to be counted in attendance before going to class. Parents of students who have 10 or more tardies in a semester will be required to meet with the principal to discuss the reasons for the tardies and to develop a plan for improvement.



---Behavioral Expectations---

Conduct/School Rules

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures set out in this handbook are subject to disciplinary action as deemed appropriate by the principal and/or the administrative team.

Disciplinary action on a student may be taken by any school employee. Parents will be advised of disciplinary action when the teacher or principal feels it necessary. Parents can easily assist in promoting good behavior by:

- Supporting the school in requiring students to observe all school rules and accepting responsibility for any misbehavior on their part.
- Maintaining an active interest in your child's daily work. Make it possible for students to complete assigned homework by providing suitable conditions for studying at home.
- Checking both sides of the story before taking action.

Rules for conduct will be established in each area of the school: classrooms, lunchroom, playground, bathrooms, hallway, busses. The following is a list of some major infractions which may result in detention, in-school suspension, or out of school suspension:

- An excessive accumulation of minor infractions
- Possession of tobacco, alcohol, or any other drugs or paraphernalia
- Disrespectful behavior shown toward teachers, school officials, other adults, or peers
- Cursing at adults or peers
- Hitting, kicking, biting, or spitting on or toward others

Playground Rules

When on the playground, the teacher and/or paraeducator on duty is in charge. Students will follow all playground rules. Students are expected to play nicely. If students do not follow the rules they will be asked to sit out for a time deemed appropriate by the recess monitor.

Below are recess rules that all students are expected to follow:

Equipment:

- You may not come back in for equipment once you are outside
 - Carry equipment to the playgroups and carry it back inside after recess
 - o do not bounce balls or toss balls in the air
 - o do not drag or swing jump ropes
- If you take a piece of equipment out, you are responsible for bringing it in
- Do not bounce balls against the walls of the school other classes are in session
- Do not kick balls while on swings

<u>Playground</u>:

- Leave all nature materials (leaves, acorns, flowers) outside
- Games are not exclusive to certain groups. Anyone who wants to join a team may play
- When the whistle blows, recess is over. Line up immediately to come back into the building

Outdoor Equipment:

- Do not climb on top of monkey bars, tunnels, or other equipment
- Only one person may go down the slide at a time
- Slide down the slide on your bottom
- No running up the slide
- Sit with your bottom on the swing (not knees)
- Only one person on a swing at a time
- No "under dogs" on the swings
- Do not run between swings
- Do not jump off of swings
- No throwing sand, dirt, or snow
- Do not bury bodies or outdoor equipment in the sand
- Do not hang on, run into, or mess with the volleyball nets simply play volleyball
- Football games will be TOUCH FOOTBALL only NO TACKLE.
- If there are fights or unsettled disputes during football, volleyball, or basketball the ball will be taken away for the remainder of the recess or longer if the recess monitor deems necessary.
- No hitting, spitting, or yelling at other students

Student Cell Phones

Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight **at all times** until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day may have the device confiscated. If this is a continual problem, parents will be contacted, and devices may no longer be allowed on school premises.

Dress Code

Students at Plainview Elementary are expected to dress in a way that is appropriate for a school setting. The appearance and dress of Plainview students shall be that style which is consistently in good taste, socially acceptable, and does not endanger the health, welfare, or safety of anyone or interfere or detract from the learning environment or teaching process in our school. Following is a

list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the principal may be deemed inappropriate for the school setting:

- Clothing or jewelry that is gang related, advertises beer, alcohol, tobacco, guns, or illegal drugs.
- Clothing that shows an inappropriate amount of bare skin or undergarments (midriffs, halter tops, sagging pants, tank tops, see through clothing, biker shorts, spaghetti straps)
- Clothing or jewelry that could be used as a weapon or for "horse-play" (spikes, chains, slap bracelets)
- Head wear including hats, caps, and bandanas.
- Clothing or jewelry which exhibits nudity, makes sexual references, carries a double meaning or is in any way obscene or in bad taste.
- Lounge/pajama bottoms may not be worn
- Yoga pants or tights may be worn as long as a shirt, skirt, or dress is worn over the top and is at least palms length



School Hours

The school office is open Monday-Friday from 7:30 a.m. to 4:00 p.m. If you need to contact the school before or after these hours, you may call (402) 582-3808 and leave a message. Someone will return your call, during our normal school hours.

School Hours for elementary students for the 2021-2022 school year are 8:00a.m.-3:27p.m.

<u> Arrival: 7:45a.m. – 8:00a.m.</u>

PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 7:45 a.m. There are no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 7:30a.m. If your child has breakfast at home, please do not send your child to school before 7:45a.m. Students must be dropped off in front of the school in the designated drop off area.

Dismissal: Begins at 3:27p.m.

Bus Students: All bus students are dismissed at 3:27p.m. (or as soon as all 4 busses arrive in the front of the school)

• Parents: Please do NOT park in the street in front of the school as that is reserved for busses.

School Hours (continued)

Student Walkers: All walkers are dismissed at 3:27p.m. and are expected to begin walking to their after-school destination at that time. They will not wait on or near the school premises for friends or for a ride.

Parent Pick-Up: A second bell will ring at 3:32p.m. for all students who are being picked up from school.

- Once all four busses have passed through on Woodland Ave, traffic is to come through and pick up elementary students. We ask that you pull all the way to the front and we will send your child to you. This allows several students to load into cars at the same time thus expediting our pick-up process.
- Please do not wait in other parking areas and have your child come out on the early bell. This defeats the purpose of the bell system.
- Except for emergency situations, parents should not regularly come to the office to pick up their children.
- Parents of students who are picked up early on a regular basis will be contacted by the principal to discuss the reasons and to develop a preventative plan.

Please Note: When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

Walking Club

Walking club begins at 7:40 each day in the Pirate Gym. Students participating in Walking Club and also wanting to eat breakfast will need to east breakfast **before** they go to Walking Club. If students have been at Walking Club and then come into the school building at 8:00 and want breakfast, they will NOT be able to. Eating breakfast should have taken priority over going to Walking Club.

<u>Walking Club is a privilege.</u> If students are not able to follow directions and behave in an appropriate manner, they will not be able to participate in Walking Club.

Change of Address/Phone Number

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately.

Educational Records Request

Requests by parents/guardians for information regarding their children's educational records should be made to the office at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.

Concerns & Complaints

From time to time a situation may arise in which you have a concern or a complaint about how something in the classroom or playground was dealt with. Should there be a concern, <u>please contact the classroom teacher first</u>. They are the first line of support for your child. If a solution to the problem cannot be found, then contact the elementary principal.

Bike Rules

If students ride bikes to school, they must follow rules to ensure the safety of themselves and other students. The rules are:

- Bikes must be parked in or near the bike racks after arrival at school.
- All riders must obey the safety rules.
- The school is not responsible for lost or stolen bikes; however, we will do all we can to aid in the recovery.
- Bicycles ridden to school must be maintained in safe, operating condition at all times.
- Bikes must be walked away from parked busses.
- Bicycles may NOT be ridden on the sidewalk in front of the school during drop-off or pick-up times. Riders must walk their bikes during this time.

Bus Procedures

The bus drivers have the responsibility of transporting children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules that have been established. When a child's conduct is excessively disruptive or endangers the others riding the bus, he/she will be excluded from the bus until the school can be assured of acceptable behavior.

The following rules MUST be followed while riding on busses to and from school:

- 1. Students must be seated while the bus is in motion.
- 2. Students must follow the direction of the bus driver the first time the directions are given.
- 3. Students must be quiet when stopping at railroad tracks.
- 4. Hands and feet must remain to self at all times.
- 5. All trash must be thrown away.
- 6. No profanity or rude comments.

Library Services

Students in Preschool through Sixth grade will be able to check out books from the library. Students are expected to take care of the books that they are checking out. If a book comes back to the library and it has been destroyed, the student will be responsible for the cost of replacing the book. If a student loses a book that has been checked out to them, the student will be responsible for the cost of replacing the book.

Students may check out the following number of books at a time:

PK, K, 1^{st} Grade – 2 books at a time 2^{nd} & 3^{rd} Grade – 3 books at a time 4^{th} , 5^{th} , & 6^{th} Grade – 4 books at a time

Lost and Found

Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each semester will be discarded or be donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child's name written on them.

We will have tables of lost and found items at Parent/Teacher Conferences. Please be sure to check these tables thoroughly as this will be a great opportunity to claim items before they are sent out for donation

Field Trips

School sponsored field trips are designed to complement the curriculum and are related to the Nebraska Department of Education Standards for each grade level. A field trip permission form will be sent home and must be completed by the parent/guardian before students are able to attend their respective grade level field trip. The following are true for all grade level field trips:

- Parent/guardian will be notified of each field trip.
- Parent/guardian may be required to escort a child on a field trip due to his/her behavior.
- In some cases, a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.
- Some grade levels may ask for parent volunteers, in these cases, parents will need to pay for their own entrance into the field trip

Releasing of Students

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen (18) years of age during school hours. Students must be signed out in the office by the parent or designee, before leaving the school grounds. Identification will be required.

Telephone Usage

The office telephone is for business calls. Students may use the office telephone only in the case of an emergency and with written permission from the teacher. Also, parents should avoid calling the school requesting to speak with students.

Valuables

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Plainview Elementary School is not responsible for lost or stolen items.

Visitors

For the safety and protection of the students and staff, all persons entering the building must report to the office and sign in to receive an identification badge. This badge is to be displayed while in the school. This includes parents, family members, and volunteers. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the front of the building.

Volunteering/ Parental Involvement

We value the volunteer services of parents/guardians. During the school year, there will be numerous opportunities for volunteers to support school programs, classroom parties, and various activities throughout the school. If you are interested in serving as a volunteer, please let your child's teacher know so they can add your name to their list! They will contact you when volunteer opportunities arise throughout the year.



---Health Information---

Health Program

The school clinic is operated by a school nurse only when she is available, otherwise it is ran by office personnel. Parents are called if their child has a fever of 100 degrees or appears to be suffering from an illness or injury. **To** ensure prompt notification it is critical that all emergency forms are current.

**If students are sent home with a fever, they are not to return to school until they have been fever free *without medication* for at least 24 hours.

Limited Physical Activities

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

Medication Policy

If your child is in need of either prescribed or over the counter medication, you must fill out a medication form and have it on file at the office. All medication (prescription and OTC) will be kept in the office at all times. Students will need to come to the office to take medication. Any medication brought to school must be brought in the original container by the parent/guardian and not the student.

If your child is administered medication at school daily, when attending a field trip the nurse will send a single dose of the medication with the teacher who has received training from the school nurse. If your child uses a multi-dose inhaler at school, the one you provided will be sent on the field trip. The only medications that can be given on field trips are the ones for which a permission form, signed by the doctor and parent, is on file with the school nurse.

School Breakfast & Lunch

Breakfast and lunch, including milk, are available each school day. Additional milk may be purchased separately. All students are expected to buy or bring a lunch to school daily. A menu will be sent home at the beginning of each month. Menus are also located on the Plainview Public School website at www.plainviewschools.org. Lunch boxes/bags should be marked with your child's name. In an emergency, students will be allowed to charge their lunch.

Applications for free and reduced lunches are available in all school offices.

The prices for lunch are as follows: (note: all meal prices include milk)

- Elementary Breakfast \$1.65
- Reduced Breakfast \$0.35
- Adult Breakfast \$1.85
- Elementary Lunch
 - o K-3 \$2.30
 - o 4-6 \$2.50
- Reduce lunch \$0.45
- Adult Lunch \$3.85
- Milk Only \$0.45

Money can be added to a student's lunch by coming to the elementary office and paying cash or a check to Mrs. Patsy Rasmussen or by paying online through PowerSchool. There is a \$2.75 fee for paying online per deposit up to \$100.00. Any amount over results in a greater fee charged.

Nondiscrimination Statement

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

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

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

- 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.





Emergency Drills

Several times during the school year, the students will practice fire, tornado, earthquake, and lockdown drills. Fire drills will be conducted on a monthly basis from September through May. These drills prepare students in the event of an emergency.

School Closings

The Superintendent of schools is authorized by the Board of Education to close Plainview Public Schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations and through the PowerSchool all-call system.



---Instructional Information---

Grading Scale

Kindergarten or first grade students do not receive numerical or letter grades.

The marking key for kindergarten students is: 1, 2, 3. **1** = Beginning **2** = Progressing **3** = Proficient

The marking key for first grade students is: E, S, U. E = Excellent S = Satisfactory U = Unsatisfactory

Second-Sixth grade students receive letter grades.

A+	C+
A	С
A-	C-
B+	D+
В	D
B-	D-

A - Outstanding progress, superior work

- ${\bf B}$ Good, better than average accomplishments
- C Average progress and accomplishments
- **D** Poor, but passing
- F Unsatisfactory

Additional codes for grades 2-6 may include: I - Incomplete

- **S** Satisfactory
- U Unsatisfactory

Homework

Homework is a vital part of the total learning process. Grade level practices are communicated to the students and parents during the first week of school by each classroom teacher. Homework serves to provide necessary practice in essential skills; enrich and extend the school experience; and promote growth and responsibility.

The National Education Association formulated "The 10-Minute Rule" which teachers will work to comply with. This rule suggests that students should be doing about 10 minutes of homework per night per grade level. In other words, 10 minutes for first graders, 20 for second graders, 30 for third graders, and so on.

It is important to note that teachers will also send home any work that students did not finish while in school. If students were not applying themselves or using their time wisely, they may have additional work some evenings. If you notice your child is consistently having more than the 10-Minute Rule's worth of homework, please have a conversation with them about their work habits in school. Then reach out to their teacher as well.

Protected Instructional Time

Between the hours of 8:00 a.m. and 3:27 p.m. **classes may not be interrupted**, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, as well as a requirement, that we protect instructional time from unnecessary interruptions and other distractions. While we understand that there are some appointments that need to be made during the day, we ask that you try to use our early out Wednesday's to accommodate as many of those appointments as possible to preserve instructional time in the classroom. Early out Wednesday's are the first and third Wednesday of each month.

Parent/Teacher Meetings & Conferences

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and "peek-ins" during daily instructional time. The teacher belongs to the students from 8:00 a.m. – 3:27 p.m. However, the teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by emailing or sending a note to your child's teacher or by calling the school at (402) 582-3808 to arrange an appointment. Parents should be prompt for their appointments.

We also schedule parent/teacher conferences twice each school year. Conferences for the 2021-2022 school year are:

- September 22nd and September 23rd from 3:30-7:30
- February 10th from 3:30-7:30

Teachers in PK-4th grade will schedule conference times with families, while 5th and 6th grade teachers will be available in the multi-purpose room for 'drop-in' conferences.

Reporting Student Progress

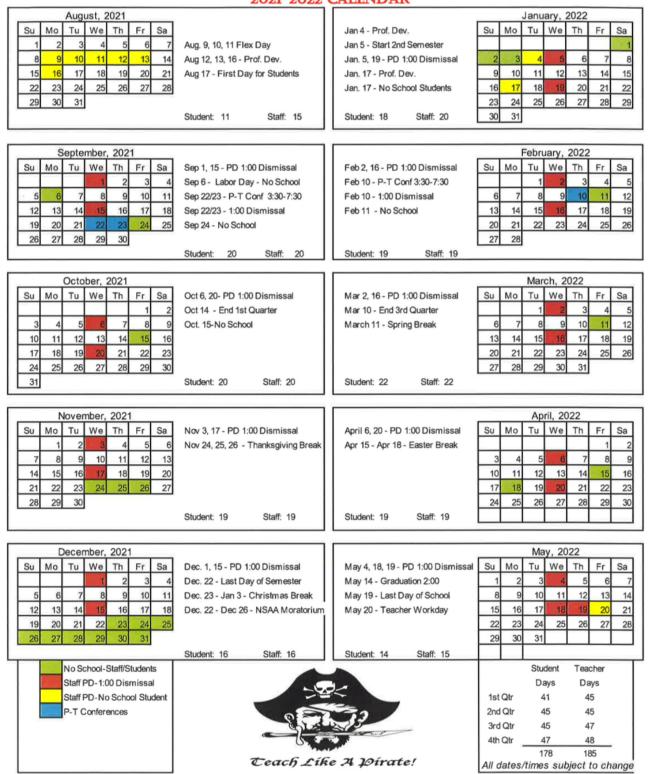
Communication between school and home is encouraged. Progress reports and report cards are sent to parents/guardians during every nine-week grading period to inform you of the students' progress. Please look over your child's progress report immediately or let the school know if you did not receive one. Teachers should be contacted immediately, if parents have questions concerning their children's progress.

Informal reports and graded papers are also sent home by the classroom teachers on a regular basis as well as input into PowerSchool, our digital gradebook. If you do not have a Username and Password for PowerSchool, please contact the office to obtain one. This will allow you to track your child's grades as assignments are completed and can help eliminate any "surprise" grades at the end of the quarter.

Recommendations for Next Grade Level

Students in grades K-6 are expected to pass reading, language arts, mathematics, science, and social studies at their present grade level. However, in order for some students to be successful in the next grade, summer school may be recommended for remediation. If this is the case for your child, you will receive communication from the office prior to summer school.

PPS Instructional Calendar



PLAINVIEW PUBLIC SCHOOLS 2021–2022 CALENDAR