

SOUTH SIOUX CITY COMMUNITY SCHOOLS

Serving Dakota City and South Sioux City, Nebraska

Student Learning, Student Success, Students Prepared for Life



Cardinal Elementary	402-494-1662
Covington Elementary	402-494-4238
Dakota City Elementary	402-987-3363
E. N. Swett Elementary	402-494-3501
Harney Elementary	402-494-1446
Lewis & Clark Elementary	402-494-1917

Elementary Handbook

2016-17

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Dear Parents and Students,

Welcome to **South Sioux City Community School District** and a new school year! The purpose of this Student Handbook is to provide parents and guardians with a quick reference guide regarding our elementary schools. It contains essential information about our schools and important Board of Education policies, so please read the handbook carefully and put it in a safe place for future reference. For additional information and updates you are encouraged to visit our school website at: www.sccardinals.org.

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

South Sioux City Community Schools are dedicated to meeting the academic needs of all children and recognize each child for his/her own abilities and talents. Our dedicated and talented staff emphasizes success in the learning process. To fulfill this goal, we incorporate interesting and innovative experiences in all curricula areas.

We are a team and value parents as a vital link in your child’s education. Please take every opportunity to volunteer and actively participate in our schools. We are excited about the new school year and anticipate many fun-filled and challenging educational opportunities for the students.

SCHOOL RULES

The staff, children and parents believe that students need to learn and grow in a safe, just and cooperative environment. They believe that living within society’s behavioral framework is an important life experience, which will influence their development toward becoming responsible citizens. Children must learn to take responsibility for their actions, and parents in our school are important co-teachers of this. To assist children's development, the South Sioux City Community Schools expect each child to:

1. Behave responsibly and play safely.
2. Respect one's own and others property.
3. Listen, obey, and respect all school staff members.
4. Tell the truth.
5. Care for others as well as oneself.
6. Only use appropriate and acceptable language.
7. Students are expected to solve the problems they create without making problems for anyone else.

If children choose not to obey these rules, then the school will impose consequences according to the seriousness of the problem, in order to help the child learn to take responsibility. If the teacher determines there is a serious problem, the principal and/or the parents will be contacted.

ARRIVAL AND DEPARTURE

School Hours

Mondays (early dismissal) 8:00 a.m. to 2:05 p.m.
Tuesday-Friday 8:00 a.m. to 3:05 p.m.

Free breakfast is provided for all elementary students. Students who choose to eat breakfast may arrive at 7:30 a.m. For students not eating breakfast, supervision begins at 7:45 a.m.

MESSAGES

Parents are urged to call if there is a problem or a matter of urgency in which the school staff may be of assistance. However, it will be appreciated if routine matters are taken care of before your child comes to school. Please make all after school arrangements with your child prior to dropping them off at school.

If it is necessary to talk to your child's teacher, please call during the 15 minutes before or 45 minutes after school. During school hours teachers are responsible for classrooms and are seldom available for calls.

ABSENCE/TARDY TIMES

One of the keys to student success is being in the classroom each and every day. In South Sioux City we are committed to offering the best educational program possible. We believe that school attendance is vitally important to academic success and to our overall plan for school improvement. If students are not in attendance they miss out on valuable instruction, class discussion, and lessons that lay the groundwork for future achievement.

The State of Nebraska has a compulsory attendance code that requires a child be in attendance each school day for the entire time instruction is provided.

Excessive absences and tardiness from school are detrimental to the educational process. When students arrive late, or must leave early, they miss valuable information and are at a disadvantage. Plus, late arrivals and early dismissals can be very disruptive to other students. When possible, please try to schedule appointments so they do not conflict with school hours.

OUR EXPECTATIONS REGARDING TARDY AND ABSENCE TIMES ARE AS FOLLOWS:

1. Students coming to school after the specified start time are considered tardy.
2. Students leaving school prior to the end of the school day will be marked as absent for the amount of time they are not in class.
3. If the student comes to school after 10:00 A.M. or leaves before 1:00 P.M., he/she will be recorded as absent 1/2 day.
4. A student receiving five tardies or more will not earn a perfect attendance award.
5. It will be considered a full day absent if a child leaves school before 10:00 A.M. for the rest of the day.
6. Students who are taken to the doctor or dentist will not be counted as tardy or absent unless they are gone for more than two hours. Providing the school with a Doctor's note following an appointment is always encouraged.
7. Parents will be contacted by a letter or phone call on the fifth tardy and/or absence.
8. On the tenth tardy and/or absence, the liaison officer may be notified.

If a student is absent from school:

1. Parents should notify the school by 8:00 A.M.
2. Students must make up all work missed.

If a student knows in advance that he/she will be absent:

1. Parents should call or send a written notice prior to the absence.
2. A student should make arrangements for his/her assignments to be completed after returning to school.

In the event that an appointment is scheduled during the day, please inform the office as to the time you will be picking up your child and an approximate time when the child will be returning. **Your child will be called to the office when you arrive. Upon your return from the appointment, your child must check in at the office before reporting to class.**

The South Sioux City Community School District has a system of supports in place for our students and families to help ensure all students have positive school attendance. All extended leave and vacations (three or more days) need to be approved by the building principal prior to the leave. When a student has accumulated eight to ten (8-10) absences, and again at twelve to fifteen (12-15) absences, we will schedule a meeting with you to discuss your child's attendance. When a student has accumulated 20 absences, and efforts to improve attendance have not been successful, the school will file a report with the county attorney. It is our hope and intent that by providing education on the importance of daily school attendance, and by working together with you as a team, we will be able to resolve school attendance issues before reaching 20 days of absences. The principal has the discretion to deny approval for any of the following reasons, depending on the circumstances such as the student's number of other absences, the student's academic status, tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

For additional information on our attendance policy and/or attendance support plan please visit our district website: www.sccardinals.org or refer to Supplemental Attendance section at the end of this handbook.

REPORT CARDS - PARENT/TEACHER CONFERENCES

Report cards for Grades K-5 are issued at the end of each quarter. Parent/Teacher Conferences are held at the end of the first quarter and midterm of third quarter. Parents are invited to come to school for a conference with their child's teacher. Academic progress, social adjustment and general well-being will be discussed.

If you feel your child is having a problem with schoolwork at any time, please arrange a meeting with the teacher or call the school between 7:45 A.M. - 8:00 A.M. or 3:05 P.M. - 3:45 P.M.

BREAKFAST/LUNCH PROGRAM

Breakfast and hot lunch are served at all the elementary schools. Payments may be deposited into your child's account any day of the week. Extra milk may also be purchased.

Universal Breakfast will be offered **free** of charge to all Kindergarten –Fifth Grade children in the elementary schools. Breakfast will be served in the cafeteria beginning at 7:30 a.m. each morning.

Some parents may qualify to receive free or reduced price meals for their children. If you believe you are eligible for this assistance, you must complete the online application form every year. Free/reduced lunch application forms are available at your child's school and also available our website at sccardinals.org. Families will need to pay full price for meals until their application has been approved and families are responsible to pay the accrued amounts even after the application has been approved.

When preparing a student's lunch, healthy lunch and beverages are encouraged (no pop).

Students are given a lunch account number. This number records the lunch/breakfast purchases and maintains a balance of funds left in the student account for meal purchases. For families who have more than one student, a family balance will be maintained that will be a combination of all student family members. The food services staff will verbally inform students when the student or family account has reached a negative balance. When a student or family has reached a cash balance that exceeds negative \$10, the student(s) and their parent(s) will be notified of the deficit and (for all subsequent occurrences) the student will be served a reimbursable meal consisting of cheese sandwich, fruit or vegetable, and milk at lunch until the student or family account reaches a positive balance. The normal charge for this reimbursable meal will be added to the student's lunch account. Breakfast will not be served to students with a negative \$10 balance. Cash or check deposits to the school lunch account may be made at all buildings, or credit card payments may be made on the District's website.

BIRTHDAY CELEBRATIONS

You many choose to honor your child's birthday at school by bringing a small store-bought treat with a list of ingredients visible (ex: fruit snacks, bite sized candy, cupcakes, etc.). Cupcakes are fine, but no cakes please. **All birthday treats should be left at the school office.** They will be delivered to the classroom by a staff member. Treats will be shared with your child's class at a time of the teacher's discretion typically near the end of the school day. **No** balloons, party favors, gifts, flower bouquets, cakes, beverages or juice boxes or party supplies will be allowed. To help maintain our focus, and preserve the learning environment special guests, visitors and photographs will not be permitted as part of the birthday celebration.

PRE-PACKAGED TREATS

Due to the risk of food borne illness, all food provided in the classrooms must be store-bought and contain a list of ingredients visible (ex: fruit snacks, bite sized candy, cupcakes, etc.). Please contact the teacher before sending food to the classroom. Be aware that there may be children who have food allergies in the classroom. Please contact the school with any questions related to this matter.

BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES

Children riding bicycles to school must park them immediately upon arrival at school by walking them onto the school grounds. Kindergarten through 2nd grade students are not permitted to ride bicycles to school. Students are encouraged to wear a helmet and lock their bikes at the designated bike rack locations for safety. The district is not

responsible for lost or stolen items. Skateboards, scooters, Heely shoes, and rollerblades are not permitted at school due to safety concerns.

REQUESTS TO STAY INSIDE AT RECESS

It is our thinking that if a child is well enough to come to school, he/she is well enough to participate in daily activities. Exceptions are made in certain cases where the family physician requests that a child be excused from outdoor activity. Fresh air and a chance to "run off" excess energy is a must for elementary children. Please be sure that your child is dressed appropriately for recess. All students will participate in outdoor recess unless the temperature falls below 5 degrees wind chill. If for some medical reason your child cannot participate in outdoor activity, please send a doctor's note to your child's teacher so stating, so the nurse can keep it as part of the health record.

KINDERGARTEN ENTRANCE REQUIREMENTS

Nebraska State Law requires that a child be five years of age on or before July 31st. Parents may request a screening test by May 15th to determine if their child is eligible for Kindergarten if they do not meet the age requirement. The child's' Certified Birth Certificate must be presented to the school at the time of enrollment as proof of age and legal name. A medical and vision evaluation prior to entering school is required by Nebraska law. All children must present a certificate of immunization by the first day of school. Please contact the Director of Student Services at 402-494-2440 for further information.

TEACHER REQUESTS

Parent requests for classroom teachers are accepted but may not be honored based on the individual needs of each grade level PLC. Grade level teams work collaboratively to determine class lists and ensure each student's needs are met. If you wish to make a request for a classroom teacher, the request should be made in writing no later than May 1st of each year. The request needs to contain a description of your child's learning needs and the qualities you would want in your child's teacher.

DISCLAIMER

The contents of this handbook, and the student discipline code, do not constitute an irrevocable contractual commitment to the students, but only reflect the current status of the rules and policies

Parent-Student-Teacher Learning Compact 2015-2016 School Year

Student Learning...Student Success...Students Prepared for Life

Cardinal Elementary

Covington Elementary

Dakota City Elementary

Harney Elementary

E.N. Swett Elementary

Lewis and Clark Elementary

Parent / Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. See that my child has the necessary supplies needed throughout the school year.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
4. Communicate and work with teachers and school staff to support and challenge my child.
5. _____

Parent Signature _____

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.
7. _____

Student Signature _____

School/Teacher:

It is important that students achieve. I agree to do the following:

1. Provide a safe, positive, and healthy learning environment for your child.
2. Provide high-quality curriculum and instruction to enable children to meet state academic achievement standards.
3. Regularly communicate with you on your child's progress.
4. Demonstrate professional behavior and positive attitude.
5. _____

Teacher Signature _____