North Elementary and South Elementary
Student Handbook

2020-2021

North Elementary School
Shelly Leyden, Principal
2500 Chase Street
Falls City, NE 68355
(402) 245 – 2712

South Elementary School
Robert Alderson, Principal
1000 Fulton Street
Falls City, NE 68355
(402) 245 – 4062
Admissions
A child who has reached the age of five years or will reach the age of five years by July 31st of the current year is eligible to enter kindergarten at the opening of the school term. A pupil who is six years of age or will be six years of age by October 15th of the current year and has not attended kindergarten shall be enrolled in the proper grade as determined by school officials. Parents of students turning 5 years of age between July 31st and October 15th may request their students to attend Kindergarten. Falls City Public Schools will administer an assessment to determine if students meet the academic and maturity requirements to enter school. Parents wishing to have their students assessed must request the assessment prior to April 1st prior to Kindergarten entrance.

Parents or guardians of a child must present a certified birth certificate to the school officials when seeking admission to kindergarten or to any grade if this is a first-time enrollment in this district.

All students entering kindergarten, as well as all out-of-state students, must present a completed physical form, an updated immunization record, vision exam, verification of Varicella Disease (chicken pox) or the vaccine. (BP 7110)

Placement of Rule 13 students into the accredited school setting will be determined by 1) chronological age, 2) transcript review, 3) achievement testing. (BP 7211)

Attendance/Absences
1. Parents are to inform the school by 9:00 that a student is sick or otherwise absent for the day. When a student knows in advance that he or she will be absent a note should be sent to the office prior to the absence so makeup work can be arranged.

2. A student is tardy after 8:20. After 9:45 a student is considered absent for the morning. After 1:30 the student is absent for the afternoon.

3. If a child is suspected of being truant, board policy will go into effect.

4. After five absences the child’s attendance record will be reviewed. (BP 7111)

5. Parents can check student attendance on the PowerSchool parent portal.

6. Three or more consecutive days of a student being absent from school, it is recommended to have a medical note from the doctor.

Note: We recognize that elementary children have childhood diseases such as chicken pox, etc., and we will take this into consideration when checking on student absences.

Bus Services and Rules
1. Bus Riding:
   A. All parents are encouraged to call the Bus Superintendent at 245-2204 if your child(ren) will not be riding the bus on a given day. The Bus
Superintendent can communicate that information to the drivers while the route is in progress, thus saving travel distance and time.

B. If your child will not be riding home on the bus or riding another bus to another home; two notes must be sent, one to give to the bus driver involved, and one to your child’s teacher.

C. One note may be written at the beginning of the year to permit students to be dismissed from riding the bus for piano, dance, scouts, or any other regular event from school.

D. In addition, students who normally do not ride the bus but are going home with another child must also send notes.

E. Bus Rules:
   1. The driver is in full charge of the bus and students. Students are required to comply promptly.
   2. Under direction of the driver, each student is to be assigned a seat and held responsible for that seat.
   3. Students must be on time; the bus cannot wait for those who are tardy.
   4. Unnecessary conversation with the driver is prohibited.
   5. Outside of ordinary conversation, classroom conduct is to be observed by students. Any student who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon other students, may forfeit the right to ride on the bus.
   6. No student will at any time extend arms or head out of the bus windows.
   7. There will be no smoking or use of tobacco in any form and no use of or possession of drugs or alcoholic beverages on school buses.
   8. Students are not to stand to get off the bus until the bus has come to a complete stop.
   9. When leaving the bus, students that cross roads must look both ways and make sure they can cross safely.
   10. Any damage to a bus is to be reported at once to the driver.
   11. Any questions about bus transportation for the Falls City Public Schools can be directed to Robert Baker, 245-2204.
   12. Buses will leave approximately 10 minutes early on days when road conditions are bad.
   13. Usually the principal and the Bus Superintendent handle bus discipline problems together, using all available information. If a student is ever suspended from riding the bus, it will be the next day so that the student can ride home that night.
   14. Students will be allowed food and drink on routes. The bus driver reserves the right to control this privilege.

F. Conduct Reports:
   Students who cannot follow the rules of the bus will have a conduct report completed. The following action will be taken depending on how many conduct reports are issued:
1st Report - It must be signed by a parent. If the report is not signed and returned the student will be sent to the Principal’s office for an explanation.

2nd Report - The student is sent to the Principal’s office for a conference with the Principal and the Transportation Supervisor.

3rd Report - No bus privileges for one week.

4th Report - No bus privileges for up to one month.

5th Report - No bus privileges for one semester.

Depending on the seriousness of the offense, students may lose bus riding privileges for an indefinite period of time at the discretion of the Principal and Transportation Supervisor. A conduct report will be completed to document the offense.

2. Shuttle Buses:
Shuttle buses are provided to take children on the North side of town to South School (grades 3-5), and children on the South side of town to North School (grades K-2). Regular bus rules must be followed in regard to conduct. Buses depart the schools at 8:05 A.M.

Cell Phones
It is recommended that students do not bring cell phones to school. If they do, they will be required to keep it in their book bag and have it turned off while in the building.

Child Abuse
The Code of Nebraska requires all school employees to report suspected child abuse or neglect. Reporting will occur both verbally and in written form to the Richardson County Department of Public Welfare. If there is reason to believe the immediate protection of the child is needed, an oral report shall be made to the appropriate law enforcement agency.

Conduct Policy
The student Conduct Policy summarized below was revised by the Falls City Board of Education on September 12, 2016 (BP 7115). A complete copy of the policy is on file in the office of the Elementary Principal.

Right to Notice
It shall be the duty of the Superintendent or Designee to provide notice to each student and his or her parent or guardian of all rules and standards concerning student conduct. In the event there are changes in the rules and standards, such changes shall not take effect until the Superintendent or designee has made a reasonable effort to distribute the text of such changes to each student and his or her parents or guardian.

Due Process
It shall be the duty of the building Principal to provide any student, who is excluded, suspended, expelled or reassigned, his or her rights as spelled out by state statute.
Student Conduct
Student Conduct that shall constitute grounds for exclusion, expulsion, and/or suspension, and/or reassignment, subject to the procedural provisions of the Student Discipline Act.

- The use of violence, force, coercion, threat, intimidation, inappropriate language or similar conduct in a manner that constitutes interference with school purposes.

- Willfully causing or attempting to cause damage to property.

- Stealing or attempting to steal property.
- Causing or attempting to cause personal injury to a school employee, or a school volunteer, or to a student. Personal injury caused by self-defense or other action undertaken on the reasonable belief that it was necessary to protect yourself or some other person may not constitute violation of this subdivision.

- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

- Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

- Engaging in bullying as defined by board policy

- Sexual harassment as defined by board policy.

- Engaging in any activity forbidden by law of the State of Nebraska in which the activity constitutes a danger to other students or interference with school purposes.

- Excessive absences from school as outlined in the school attendance policy.

- Continual violation of school rules.

- Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has
sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first, second, and third degrees, as defined in State Law.

- Extortion by threatening or intimidating any student, school volunteer, or school employee for the purpose of or the intent of obtaining money or anything of value. The above violations of student conduct policy are not intended to be all inclusive. Just because something is not listed in this handbook as being a violation of student conduct policy does not mean that all other behaviors will be accepted as proper behavior. Other types of behavior deemed improper will be dealt with on an individual basis.

Plagiarism/Cheating
Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying another student’s homework.
2. Working with others on projects that are meant to be done individually.
3. Looking at or copying another student’s test or quiz answers.
4. Allowing another student to look at or copy answers from your test or quiz.
5. Using any other method to get/give test or quiz answers.
6. Taking a test or quiz in part or in whole to use or to give others.

7. Copying information from a source without proper attribution.

8. Taking papers from other student, publications, or Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

Short Term Suspension
Due process procedures for exclusion and suspension of five days or less (authority vested with the building principal):

- Investigation by the principal.
- Oral or written notice of charges to the student.
- Opportunity for the student to present his/her version.
- Written statement to student and his/her parent/guardian.
- Principal and parent conference before the student returns to school.

- Make up work will be allowed for the in-school suspension.
- Make up work may be allowed for out of school suspension at elementary and middle school.
Long Term Suspension/Expulsion
Due process procedures for long term suspension (exceeding 5 but less than 20 days), expulsion or mandatory reassignment:

- Investigation by the principal.
- Opportunity for the student to present his/her version.
- Written notice of charges and summary of evidence supporting such charge shall be filed with the superintendent.
- Within two school days after the decision, written notice to the parent or guardian by certified return receipt mail informing them of rights established under the Student Discipline Act.

Notice will include:

1) Violation and summary of evidence
2) Penalty recommended by principal and any other penalties
3) Right to a hearing
4) Hearing procedures
5) Right to examine evidence, know identity of witness and substance of their testimony
6) Request for hearing form

Expulsion/Alternative School/Mandatory Reassignment
Due process prior to the expelling (20 days or longer) of a student unless the expulsion was required by section 79-283(4) (i.e. firearm offense)

- Alternative School (Mandatory Reassignment). A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of: a) a parent or legal guardian, b) the student, and c) a school representative, and, and other agency representative as necessary.

- The plan shall be in writing, adopted by a school administrator, presented to the student and the parent or legal guardian, and shall contain: a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided, b) identify educational objectives that must be achieved in order to receive credits toward graduation, and, c) require the student and parent to attend scheduled reviews in order to assess the student’s progress toward meeting the specified goals and objectives.

Special Programs:
(Alternative School, Structured Resource Room)
Due to the specialized and unique nature of the programs of the Alternative School and the Structured Resource Room attendance policies and procedures for those programs are in the respective handbooks.

Expulsion/Firearm Violation
Any student found to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds (school grounds is defined as all school owned or leased
property including parking lots), in a vehicle owned, based, or contracted by the school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or designee, or at a school sponsored activity or athletic event will be expelled from school for a period of not less than one year. A firearm is as defined in 18 U.S.C. 921. The expulsion may be modified by the Superintendent of Schools on an individual basis.

Weapons under the control of law enforcement officials shall be exempt from this policy. Firearms kept in a locked firearm rack that is on a motor vehicle or that are contained within a private vehicle operated by a non-student adult that are not loaded are also exempt. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy.

Adopted: January 9, 1995 Revised: July 14, 2014

Restraint and Seclusion
As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself, to others, or to school/private property may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency actions such as calling law enforcement. Significant violations of the law including assaults on students and staff will be reported to law enforcement. As soon as possible after any such incident, the parents or guardian will be informed when any of these actions have occurred.

Counselor
Classroom guidance sessions are held weekly during alternate quarters. Small group and individual counseling is available if parents and teachers feel students could benefit from additional help.

Dating Violence Prevention
Falls City Public School District shall make continued efforts to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Dating Violence is defined as (a) a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) “dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.
The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training shall be provided to staff deemed appropriate by the administration.

**Continuous Nondiscrimination Notice**
Falls City Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status in its programs, activities and employment.

**Dismissal and Cancellations**
1. Regular dismissal time for grades K-5 is 3:15 P.M.
2. No pupil shall leave the premises during school hours without request of the parent, in writing, or without a parent in attendance.
3. Notes must be written for any change in transportation at dismissal.
4. Announcements pertaining to school cancellations and dismissals will be aired over Radio KTNC (AM 1230), Radio KFAB (AM 1110), Radio Sunny (FM 101.3), Television KQTV (Channel 2), Television WOW (Channel 6), Television KETV (Channel 7), and the District website. [www.fctigers.org](http://www.fctigers.org). Parents will also be notified via the Blackboard Connect phone system.

**Dress Code**
An individual’s dress, personal appearance and cleanliness, as well as behavior, should reflect sensitivity to and respect for others. The fact that a school will permit a wide variety of school clothes does not mean that all styles are equally appropriate. Items that should be avoided are: short shorts; pajama pants, halter tops; any top that allows the stomach to be exposed; tank tops with oversized armholes; see-through clothing; clothing with printed wording or pictures that: advertise or promote alcohol, tobacco, or drugs; carry derogatory or sexual connotations or display vulgar language, billfold chains, excessive hair coloring.

Headgear of any type is not to be worn inside the school building. Shoes with wheels must have wheels in upright position at all times. This list is not intended to be all inclusive. At the discretion of the administration, other items may be excluded if it is felt they cause a distraction from the educational process. Flip Flops is a type sandal that does not have a back strap on it. Due to safety for the student these types of sandals are not recommended to be worn.

**Drug Free Environment**
The Falls City Public Schools will provide a Drug Free Environment in accordance with the Drug Free Workplace Act of 1988. (BP 7119)
Field Trips
Field trips are an important part of the curriculum. At the discretion of the teacher and principal, a student may lose the privilege of participating based on academic performance and/or behaviors.

Frequently, volunteers will be asked to chaperone the students during field trips. Chaperones must be adults. When chaperones are asked to attend, it is expected the chaperone rides on the school bus to and from the field trip with their child. A chaperone may be responsible for their child and/or a small group of students within the classroom.

No smoking, alcoholic drinking or drug use is allowed on the school bus or field trip. Field trips are for students only and no other children will be permitted to attend.

Field trips are sponsored by Falls City Partners In Education (P.I.E).

Fire and Tornado Drills
Fire and tornado drills are important safety precautions and are conducted frequently throughout the school year. Specific procedures for evacuation are posted in each classroom. Teachers will review exit routes from their classroom frequently throughout the school year. Monthly Fire Drills will take place and documented as per policy, and 2 Tornado Drills will take place during the school year.

Food Services
Our breakfast and lunch programs are computerized. All moneys received are deposited into the student’s account and the cost of a meal is deducted as the student goes through the lunch line. Please do not send money daily, preferably weekly or monthly. You will be notified if your child’s account becomes delinquent. Balances can be checked on the PowerSchool parent portal.

1. Breakfast:
The breakfast program is provided for all students grades K-12. Serving time is 7:45-8:00. The cost is:
   - Full pay $2.00
   - Reduced 30¢
   - Adults $2.50

2. Lunch:
   Serving times vary according to grades. The cost is:
   - Full pay $3.00
   - Reduced 40¢
   - Adults $4.00

3. Students who bring sack lunches may purchase milk for 40¢. One extra milk may be purchased by a student who has finished his/her meal or has eaten all but one item.
4. Sack lunches are to be brought from home, not other eating establishments, should be nutritional, and may not include pop.

5. Visitors for lunch should consult the classroom teacher at least a day in advance prior to coming. The cost of the meal is $4.00 and is paid to the office secretary.

6. Students may not exchange food.

7. Lunchroom conduct is expected to be friendly and relaxed. Students may converse quietly.

In Accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

National School Lunch Program
The Falls City Public Schools participates in the National School Lunch Program. Breakfast is available during all school days beginning at 7:45 AM until the start of the school day, and lunch is also available at all building sites. A featured entrée, a la carte items, milk, a full salad bar, and special dietary needs meals are available for students. Free and Reduced meal applications are available at the main office of each school building. Lunch account information can be monitored through the district’s PowerSchool Parent Portal found at https://ps.fctigers.org/public/.

Fresh Fruit and Vegetable Program
The Falls City Public Schools participate in the National FFVP at North School, South School and the Middle School. FFVP can be an important tool in our efforts to combat childhood obesity. The Program has been successful in introducing school children to a variety of produce that they otherwise might not have the opportunity to sample.

The various partnerships that FNS and state agencies have developed in the public and private sectors, as well as the dedicated work of school administrators, have contributed to the overall success and acceptance of the program. FFVP is consistent with and supports the Institute of Medicine’s recommendations to provide healthier snack choices in schools.

USDA 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.

Meal Charge Policy
Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district’s policy on charged meals is if a student has no funds available to pay for a meal, the student will be provided and charged for up to ten meals. If a student has no funds available to pay for a meal, the building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. A la carte or extra items will be available for a cash purchase only.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.
Collection of Delinquent Meal Charge Debt. The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

**Grading System**

**North School**
Performance Level Description  
(4) Advanced--Demonstrates broad, in-depth understanding of complex concepts and skills  
(3) Proficient--Can extend understanding by making meaningful connections among important ideas or concepts  
(2) Progressing--Demonstrates partial understanding of basic concepts and skills  
(1) Beginning--Demonstrates minimal understanding of rudimentary concepts and skills

**South School**

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2. **Progress Reports:**  
   After the fourth week of each quarter teachers (grades 3-5) will send progress reports home to keep parents informed of the student’s progress. Teachers in grades K-2 will send reports home, if deemed necessary.

3. **Report Cards:**  
   Report cards are issued following the completion of each nine-week grading period. This is the school’s form of written communication informing the parents of the child’s progress.

4. Parents can check grades on the Power School parent portal.

**Health Issues**

1. **Accidents:**  
The School District shall not be responsible for any medical costs incurred by any student who is injured while attending school, any class, any school
function on the premises of the school or at any off premises location, at any activity authorized or sanctioned by the School District.

2. **Chronic Infectious Disease Policy:**
The Falls City Public Schools will ensure a safe and healthy school environment for all students. (BP 7117)

3. **Head Lice:**
Students suspected to have lice will be removed from the classroom and inspected. If an active louse is discovered, the student’s parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk should be inspected as soon as possible after the initial finding. The student will not be excluded from school. No healthy child should be excluded from or allowed to miss school time because of lice unless efforts to remedy an infestation have been unsuccessful. The school will not be closed due to a louse presence. If pest management is necessary, it will be provided to affected areas of the school. Determination of notifying parent(s) or guardian(s) will be made by the superintendent and/or principal of the building.

4. **Illnesses:**
   A. If any pupil develops symptoms of illness or a minor injury at school, a school staff member will send a medical office referral card explaining the incident and provide comforting measures to keep the student at school. A parent will be contacted if needed.

   B. When a child returns to school after an illness, a note must be sent if he/she is to be excused from P.E. or recess.

   C. If your child needs to take medication during school hours a written consent form must be signed by the parent or legal guardian. Forms may be obtained in the office. Prescription and over-the-counter medicines need to be in original containers and properly labeled; showing kind, dosage amount, and time to be administered.

   D. If your child becomes ill and defecates in their clothing, a parent will receive a call from school. It will be the responsibility of the parent to assist the student in cleaning up.

5. **Insurance:**
Parents have the option of purchasing one of two types of student accident insurance provided by Student Assurance Services, Inc. School time coverage protects a child during regular school hours and all school related activities. Twelve months/24-hour coverage protects a child at all times. Applications will be sent home the first week of school.
6. **Pink Eye:** If a student has pink eye, he/she may return to school 24 hours after receiving the 1st treatment of eye drops.

7. **Fever:** A student with a temperature over 100 degrees will be sent home. The student must stay home until they are fever free for 24 hours without medication.

8. **School Nurse:**
   A full-time nurse is employed by the District. The nurse has a daily schedule but it does vary depending on the needs of the students. Please call your child’s school if you need to talk with the nurse.

**Homework**

**Purpose of Homework**
Falls City Public Schools believes the purposes of homework is to:
- Prepare students for upcoming instruction
- Provide practice and repetition of essential learning goals and objectives previously taught
- Prepare students for assessments
- Provide students opportunities to apply or extend learning
- Promote study skills and responsibility

**Teacher’s Responsibilities for Homework**
Falls City Public Schools believes that the teacher’s responsibilities for homework are to:
- Ensure that homework is tied to essential learning goals and objectives
- Provide timely feedback concerning goals and objectives met versus goals and objectives students still need to acquire

**Student’s Responsibility for Homework**
Falls City Public Schools believes that the student’s responsibility for homework is to complete and turn in all assignments on time putting forth his/her best effort.

**Hours**

**School Hours:**
- Child Care and Preschool: 7:30 A.M. - 5:30 P.M.
- Breakfast: 7:45 A.M. - 8:00 A.M.
- Grades K-5: 8:15 A.M. - 3:15 P.M.

Students are not to come to school before 7:45 A.M. Employees are not on supervisory duty until this time. North School students should come directly in the building and line up in the gym. South School students should line up in the gym. Shuttle bus riders going to North will line up in the South School glass hallway. Shuttle bus riders going to South will line up in the North School gym.

**Internet Usage**

Internet access is available to all students in the Falls City Public Schools. Parents and students sign an agreement to follow the rules outlined in the Student Internet Acceptable Use Policy. If it is determined the student has violated the agreement, the access
privileges will be revoked a minimum of ten days. Other disciplinary action may also be taken as deemed necessary by the building principal.

**Library**
Library books are checked out for a one-week period. The student is responsible for any damage to the book and if any book is lost. Each elementary school has a fine library collection accessible to students and teachers at all times. The librarian or library aide is available for assistance.

**Lost and Found**
The school secretary will handle the lost and founds. Students should check in the office for lost articles. Students are discouraged from bringing costly items or large sums of money to school. Parents are advised to mark children’s clothing and possessions.

**Mental Health Counselor**
The district employs one full-time mental health counselor who is available for consultation and available to provide additional therapy services to children.

**Multi-Tiered System of Support**
The North and South School Problem Solving Teams select children for the Reading Intervention Program. Children will be provided the opportunity to participate in this program on a daily basis with the goal of increasing literacy skills. A reading teacher will instruct the children in small groups of 3-4 students for approximately 30-45 minutes daily. This is an exciting opportunity for children to have enriching reading and language academic experiences.

**Nebraska Frameworks/Accreditation**
North and South Schools are accredited through AdvancEd Commission on Accreditation and School Improvement. The district follows the Nebraska Frameworks school improvement model.

**Newsletter**
A monthly calendar and menu will be sent home the last school day of every month. Additional news and notes from the staff will be attached to the calendar for special occasions. The monthly newsletter will also be placed on the school website under the corresponding school building.

**Parent-Student Grievance Policy**
The Falls City Elementary Schools will receive and review concerns of parents regarding school programs. (BP 7310)

**Parent-Teacher Conferences**
Parent/teacher conferences are scheduled following the completion of the first and third nine-week grading periods. The parent’s attendance at conferences is very important. A parent may request a conference with their child’s teacher, at any time during the school year. Please call the school for an appointment, if a conference is desired. Likewise, a
teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher, if you receive such a request.

**Parental Involvement in Education**

It shall be the policy of the Falls City Public Schools to provide parents access to textbooks, tests, curriculum materials, and other instructional activities. Parent complaints that cannot be resolved informally will follow the procedures established by board policy. (BP 8310)

The Schoolwide Parent Involvement Policy can be found at the end of this handbook as per NCLB.

**Parking and Unloading**

**North School** - Parents are to unload children on the south side of the building where the curb is painted red. They are not to stop or unload children in any area painted Yellow. Do not stop or park west of the building; this is a school bus zone. Use extreme care when unloading children.

**South School** - Parents are not to unload children on Fulton Street in the cross walks or in any yellow area. Please pull over to the curb before letting students out of vehicles. Have students cross the street only in the cross walks.

**Parties/Birthdays/Classroom**

Classroom teachers will arrange Christmas gift and Valentine card exchanges. If you wish to provide treats for your child’s classroom, please send only prepackaged items. Home baked items are not allowed - only things made/baked in state approved facilities are permitted.

**Party Invitations**

Party invitations are an “out of school” activity and need to be delivered away from the classroom. When they are distributed up and down the school aisles -- some receiving one and others receiving none -- it brings into the classroom a social situation with which many children cannot cope. It causes tears, fights, and unhappiness in many cases.

**Pets**

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. If a child has a special pet he/she would enjoy showing to his classmates, he may do so if previous arrangements have been made with the classroom teacher and that a parent accompany the pet to the classroom for a short visit. It has been the school’s policy to call the dog pound or police for unclaimed or unidentified pets.

**Phone Calls**

Students or teachers will not be called out of class to answer the telephone unless the call is an emergency. All calls received will be noted and messages delivered. Students are discouraged from using the telephone.
Pictures
Pictures will be taken during the school year. Notices will be sent home before the pictures are to be taken. Parents may purchase the pictures if they so desire.

P.I.E. (Partners in Education)
Both elementary buildings have an active parent/teacher organization which assists our schools with parties, field trips, the honors program, etc. Please contact the school for more information about P.I.E.

Psychologist
The District employs one full-time psychologist who is available for academic testing and consultation.

Recess and Play Equipment
Recesses are 15 minutes in length. The school provides ample play equipment. Toys, I-Pods, tablets, etc. are not to be brought to school except by permission. The school will not be responsible for toys broken, lost, or stolen. Other than at the request of a teacher, students will not be allowed to remain in the building during recess unless a note is received from a parent. For extended time (over 1 week) a doctor’s note is required.

Safety
Safety should be a most important concern for everyone. The need for safety extends beyond the school grounds. Traffic conditions at the hours of arrival and dismissal necessitate careful observation of rules for the pedestrian. If walking to and from school, stay on the sidewalks where they exist and off personal property. If streets provide the only route, stay close to the curb on your right. Respect the position of vehicle operators. Cross at the marked intersection directly in front of the buildings. The rider of a bicycle, like the driver of a car, must obey traffic rules. The following are some of the most important rules for bicycle riders.

1. Ride with traffic, not against it.
2. Never use a zigzag course; ride straight ahead.
3. Remember that a bicycle is built to carry only one person at a time.
4. Always ride as close to the right curb as possible.
5. Leave parked bicycles alone.
6. Know and use your hand signals before you turn or stop.
7. Do not ride bicycles through school intersections.
8. Walk bicycles and use sidewalks on school grounds.
9. Park bicycles immediately on arriving at school.
10. Park your bicycle in the bicycle racks.

Riding of skateboards, scooters, and roller skates is prohibited on school property.

Student Safety
As part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself, to others, or to school/private property may be physically restrained and/or placed in seclusion by school staff in accord with School
Board policies. These could occur along with other emergency actions such as calling law enforcement. Significant violations of the law including assaults on students and staff will be reported to law enforcement. As soon as possible after any such incident, the parents or guardian will be informed when any of these actions have occurred.

**School Spirit**

It is important for students to take pride in their school and community. School spirit does not just happen; it takes special effort from all of us. Parents play a major role in making positive school spirit a reality.

Parents are necessary to positively reinforce what is happening at school. Parental attendance at school events is appreciated and noticed by students. Your support is needed for open house, conferences, P.I.E., meetings, and sporting events. Cooperation in standing behind any rules and regulations pertaining to the school or events sponsored by the school is also important. Even though a particular rule might not meet with total acceptance it is important to model to students that it will be followed and supported until it can be reviewed.

The opportunity to be involved in the total education of students is greater today than ever. The effort required may also be greater since many families have both parents working outside the home. If you are not able to attend all of the meetings or special activities, you may still support the school in other ways. Talk to your children about school, send notes to the school, or make suggestions. Discuss the papers that your child brings home to emphasize the importance of time spent in school.

We are here to provide the best education possible for your child. Feel free to call and discuss any issues important to the success of that education.

**Schoolwide Title 1**

Beginning in the Fall of 2013, The Title I program transitioned from a "Targeted Assisted Program" to a *School-Wide Program.* This means that if a student is having problems with a certain skill in Reading or Math, they could be sent to Title for a short amount of time until that skill is mastered. The kids receiving assistance no longer need to "qualify." We try to reach the kids who need the extra help the most. Sometimes we may stay in their classroom and quietly assist while the classroom teacher is giving instructions, other times we will work one on one or in small group settings. The only notice we need on file is if a parent refuses the service. Thank you and please feel free to contact the school if you have any questions.

**Sexual Harassment**

It is the policy of the Falls City Schools that the learning environment of its schools shall be free from sexual harassment. (BP 4220)

**Sniffer Dogs**

By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:
1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

**Solicitation**

Falls City Public Schools and staff support the many clubs, activities and civic organizations that our students belong to. We ask that sales and fundraising activities be conducted outside of the school day. Sales and fundraising should be conducted at staff member’s homes rather than in school.

**Special Education (Resource)**

The Falls City Public Schools provide a service designed to identify children (birth to age 21) who may be at risk for learning and could benefit from special services. Children who display delays in learning, coordination, emotional development, language and speech development, or have physical, visual, or hearing impairments may qualify to receive free assistance if living in the Falls City Public School District.

**Speech and Language Therapy**

Children birth to age 21, who exhibit problems with communication skills such as articulation or language disorders may be referred for testing. Referrals can be made by a parent or teacher. If the child qualifies, appropriate services shall be provided.

**Standards and Assessment**

The reading, math, science and social studies curricula are aligned to the Nebraska State Standards. The State Reading, Writing, and Math Tests will be given each spring to students in grades 3 - 5. Fifth grade students will also take the Nebraska science assessment.

**Teacher Requests**

North and South Elementary Schools accept parent requests for next year’s teachers. Requests need to be written and submitted prior to **June 15**. Teachers and administrators work hard to build balanced class assignments that allow all students to grow. Many aspects of a grade level are analyzed to build the most effective class of students. Faculty must consider ability levels, behavior, gender, special needs and class size when building classes. These considerations do not allow us to guarantee your request for a specific teacher. Building administration will make the final decision on a student’s class assignment. You will be notified by postcard in early August with your child’s class assignment.

**Testing**

Various formal testing is done throughout the year. Students in K-5 will take the DIBELS (Dynamic Indicators of Basic Early Literacy Skills.) All students 3-5 will participate in the
Nebraska State Standards Assessments. Kindergarten through 5th grade students will take the MAP norm referenced test three times a year.

Textbooks
The school district provides textbooks for all students in the district at no cost to students. Every student is obligated to give the books the best of care. Teachers are asked to assess fines on books or school material which show abuse and those which are lost during the school year. At the end of the year, students will be expected to return the materials in good condition or to pay for any loss or abnormal wear.

Title IX
It is the policy of School District 56 that no person shall be subject to discrimination on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. The Board of Education shall delegate to the Superintendent the coordination of the schools efforts to comply with the regulations implementing title VI, Title IX and Section 504. Regular grievance procedures shall be followed for any complaints resulting from alleged acts of discrimination. (BP 1400)

Visitation
1. In our effort to protect your child, we must ask that all parents/visitors check in at the office and receive a visitor’s pass before going to a classroom. Please enter the building through the main doors.

2. When taking a child from school, prior to the regular dismissal time, check in at the office, sign the student out, the student will come to the office.

3. All messages or forgotten items should be left at the office. A staff member will see the student receives it.

4. If you plan to visit your child’s classroom, it must be pre-arranged with the classroom teacher and the visit limited to one hour. The frequency of visits will be at the discretion of the building principal.

5. Students from other schools (including relatives) will not be permitted to visit classes.

YAP
YAP stands for Youth Assistance Program. YAP referrals are made by teachers for academic and social concerns. Parents may also initiate referrals to the MTSS team. After the referral has been processed with the team, a number of directions can be taken. Parents may visit with the MTSS team about their child’s situation. The MTSS team may visit and make suggestions to the classroom teacher. With parent permissions, a student that has been referred can have counseling sessions with a member of the Blue Valley staff.
Falls City Public Schools Parent-Student-School Learning Compact

Falls City Public Schools will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the State’s student academic achievement standards.

Parent/Caring Adult:

I understand that my participation in my child’s education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

1. Provide a quiet place/time to do schoolwork and encourage my child to complete schoolwork.
2. Make sure my child gets adequate sleep and has a healthy diet.
3. Make sure my child is at school on time.
4. Spend at least 15 minutes each day reading with my child.
5. Communicate and work with teachers and school staff to support and challenge my child.

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

1. Return completed schoolwork on time.
2. Be at school on time unless I am sick.
3. Be responsible for my own behavior.
4. Help to keep my school safe.
5. Respect and cooperate with other students and adults.

Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

1. Teach necessary concepts to your child.
2. Be aware of the needs of your child.
3. Regularly communicate with you on your child’s progress.
4. Provide a safe, positive and healthy learning environment for your child.
5. Respect the cultural differences of your students and their families.
6. Provide high-quality curriculum and instruction to enable children to meet state academic achievement standards.

______________________       _____________________       ____________________
Parent Signature       Student Signature       Teacher Signature
Parents will receive this information as they enter their student into the Falls City Title program.

**Falls City Public Schools Title I Parent Involvement Policy**

Within this text the term “parents” shall mean those individuals who are:
1. birth parents
2. legal guardians
3. Individuals having legal custodial rights

A. General- Parental/Community Involvement in Schools:
   The Falls City Public Schools welcomes parental involvement in the education of their children. School officials recognize that parental involvement increases student success. It is the Falls City Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language parental information about, and involvement in the education of their children. Policies and regulations are established to protect the emotional, physical and social well being of all students.
   1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
   2. Parents are encouraged to support the implementations of district policies and regulations.
   3. Parents are encouraged to monitor their student’s progress by reviewing quarterly reports and attending parent – teacher conferences.
   4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
   5. Parents are provided access to records of students according to law and school policy.
   6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher of counselor and administrator. Parents’ continued attendance at such activities will be based on students’ well-being.
   7. Testing occurs in the school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
   8. Parents submitting written request to have their students excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for and acceptable alternative shall be approved by the proper teacher and administrator prior to or as a part of the granting of any parent request.
   9. Parents are invited to express their concerns, share their ideas and advocate for their children’s education with administration and instructional staff.
10. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

**B. Title I Parental Involvement Policy:**

The Title I Parental Involvement Policy is established in compliance with the Federal No Child Left Behind Act of 2001. Falls City Public Schools has a Parental Involvement Policy applicable to parents of all children (Policy 7300). The Parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the Falls City Public Schools to implement programs activities and procedures for the involvement of parents in the Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

**Expectations for Parental Involvement:**

It is the expectation of the Falls City Public Schools that parents of participating children will have opportunities available for parental involvement in programs, activities, and procedures of the District’s Title I program. The term “parental involvement” means the participation of parents in regular, two-way communication involving student academic learning and other school activities, including ensuring:

1. Parents play an integral role in assisting their child’s learning.
2. Parents are encouraged to be actively involved in their child’s education at school.
3. Parents are full partners in their child’s education and are included as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District’s Title I plan and the Processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools’ and parents’ capacity for strong parental involvement.
4. Coordinating the parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background and use the findings of such evaluation to
design strategies for more effective parental involvement and revise, if necessary the parental involvement polices of the district.

6. Involving parents in the activities of the schools served under Title I.

Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I Program.

2. Offer a flexible number of meetings.

3. Involve parents in an organized, ongoing, and timely way, in the planning review and improvement of Title I programs.

4. Provide parents of participation children:
   a. Timely information about programs under Title I.
   b. A description and explanation of the curriculum in use at the school.
   c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate as appropriate in decisions relating to the education for their children, and respond to any such suggestions as soon as practically possible.

**Shared Responsibility for High Student Academic Achievement:**
As a component of the districts parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school – parent compact that outlines how parent, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. The compact shall:

1. Describe the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enable the children served under Title I to meet the State’s student academic achievement standards.

2. Describe the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching.

3. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
   a. Parent teacher conferences in elementary school, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement.
   b. Frequent reports to parents on their children’s progress.
   c. Reasonable access to staff, opportunities to volunteer and participate in class activities, and observation of classroom activities.

**Building Capacity for Involvement:**

To ensure effective involvement of parents and to support a partnership among the District, parents and the community to improve student academic achievement, each school participating in the Title I program and the District:
1. Shall provide assistance to participating parents, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children.

2. Shall provide materials and training to help parent work with their children to improve their children’s achievement such as literacy training and using technology as appropriate, to foster parental involvement.

3. Shall educate teachers, student service personnel, principals and other staff with the assistance of parents in the value and utility of contributions of parents and in how to reach out to communicate with and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school.

4. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable in a language parents can understand.

Accessibility:
In carrying out the parental involvement activities for this Title I parental involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and the extent practicable in a language such parents understand.

Use, Distribution and Updating of this Policy:
This title I parental involvement Policy shall be incorporated into the District’s Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Withdrawing from School
If it becomes necessary for a student to withdraw from school, the following procedures should be observed:

1. Please notify the office as soon as possible that your child is being withdrawn from school.
2. Pay any outstanding bills.
3. Check in all books and other school property to the teacher.
4. Other pertinent information will be sent upon request from the new school.
### North Elementary School Staff - Pre thru 2nd Grade

**Teaching Staff**
- Angie Embretson – Parent Child Center
- Stacey Vitosh – Parent Child Center
- Clarissa Ross – Parent Child Center
- Jessica Fischer – Resource Room
- Tracie Heckenlively – Speech Language Path.
- Katie Titus - Title 1
- Melissa Hawley - Kindergarten
- Angie Hunzeker - Kindergarten
- Caitlin Shafer - Kindergarten
- Allison Glathar - First Grade
- Cody Hawley - First Grade
- Emily Campbell – First Grade
- Jenny Bauman – First Grade
- Taylor Kearney - Second Grade
- Kim Oliver - Second Grade
- Bethany Keithley – Second Grade

**Support Staff**
- Libby Bauman - Secretary
- Rhonda Lippold - Custodian
- Donna Arnold - Paraprofessional
- Michelle Furrow - Paraprofessional
- Mary Beth Schulenberg – PCC Para
- Lucretia Streit – PCC Para
- Donna Arnold - Paraprofessional
- Gabby Webster - Paraprofessional
- Sue James - Paraprofessional
- Hannah Pfohl – Paraprofessional
- Devin Dettmann - Paraprofessional
- Brooke Dean – Paraprofessional
- Tabitha Nelson – Paraprofessional
- Amber Hernandez-Nutrition Service
- Janet Blunt - Nutrition Service
- Wylene Picton – Nutrition Service

### South Elementary School Staff - 3rd thru 5th Grade

**Teaching Staff**
- Jamie Frederick - Title 1
- Breanna Lape - Resource Room
- Christine Ramsey - Resource Room
- Ginger Feek - Lifeskills
- Lauri Auffert - Third Grade
- Stacey Duerfeldt - Third Grade
- Maygan Ramsey - Third Grade
- Tami DiGiacomo - Fourth Grade
- Brandon Gibson - Fourth Grade
- Kris Ogle - Fourth Grade
- Brianna Pfeiffer - Fifth Grade
- Emily Gist - Fifth Grade
- Alison Mullins - Fifth Grade
- Sherry Maddox - Speech Language Pathologist
- Kris Vrtiska - Speech Language Pathologist

**Support Staff**
- Karrie Bauman- Secretary
- Kelli Dean - Paraprofessional
- Cindy Fritz - Paraprofessional
- Lori Dunkhas - Paraprofessional
- Pam Merz - Paraprofessional
- Chris Roberts - Paraprofessional
- Linda Meyer – Paraprofessional
- Lauren Weinmann - Nutrition Services
- Kristen McNett - Nutrition Services
- Stephanie Ebel -Nutrition Services
- Scott Woods - Custodian
North and South Traveling Staff - Pre thru 5th

**Teaching Staff**
- Robin Ankrom - Vocal Music
- Chris Bennett - Art Teacher
- Joe Dunn - Physical Education
- Jessica Howard - Media
- Troy Nelson - Guidance Counselor
- Sherry Maddox - Speech Language
- Kris Vrtiska - Speech Language

**Support Staff**
- Tyler Bek – Transportation Dir.
- Art Dean - Grounds Maintenance
- Mara Dungan- Nutrition Director
- Jenny Helmick - Nurse
- Mike Kafer - Maintenance Director
- Skylar Kriefels - Tech Coordinator
- Cece Simon – Library Para

Robert Alderson -Safety and Crisis Coordinator
Jack Bangert - Data and Assessments
Wendy Craig - SPED Coordinator/Title 1 Director
Jamie Jacobs – Licensed Independent Mental Health Provider
Shelly Leyden- Curriculum Director/School Improvement
Julie Strathman - School Psychologist

**Administrators**
- Robert Alderson - Elementary Principal - South School
- Shelly Leyden - Elementary Principal - North School
- Tim Heckenlively - Superintendent of Schools

**Board of Education**
- Kevin Scheitel - President
- June Bower
- Ed Harris
- Richard Malcolm
- John Martin
- Scott Hollens