

BESS STREETER ALDRICH

Student/Parent Handbook

***An Authorized International Baccalaureate Primary Years
Programme World School***



506 North 162nd Avenue

Omaha, Nebraska 68118

402-715-2020

2016-17

MISSION

The mission of Bess Streeter Aldrich, an IB PYP world school, is to guarantee academic excellence and the development of principled young people who become active, inquiring and compassionate life-long learners and global citizens. We provide innovative opportunities and challenging programs of international understanding through guided inquiry.

VISION

Bess Streeter Aldrich is a school that instills a passion for learning and empowers students to actively participate in the learning process. By embracing the gifts and talents of each individual, students will acquire and exhibit positive attitudes enabling them to become model citizens in our diverse world.

ACADEMIC PROGRESS

Parent notification about their student's academic progress is reported in the following ways:

1. Mid-quarter reports: Parents/guardians of students doing failing or near-failing work are to be notified in writing by the teacher with a copy of this information given to the principal.
2. Report cards are sent home at the end of each quarter.
3. Parent/teacher/student conferences are held at least twice a year. However, parents/guardians should feel free to call their child's teacher or principal at any time during the year. Conferences are designed to inform parents/guardians of their child's progress, and to give parents/guardians an opportunity to ask questions about their child's work and the school program.

ARRIVAL/DEPARTURE

Classes begin promptly at 8:30 am. Please do not arrive at school earlier than 8:20 am, since we do not provide supervision until that time. Children should enter the building only when the staff member on duty allows them to enter.

School dismisses at 3:45 pm on Monday, Tuesday, Thursday and Friday and at 2:15 pm on Wednesday. Please discuss with your child ahead of time how they will get home. Please avoid calling the office for staff to tell your child how you want him/her to get home. We cannot guarantee that messages will reach children in the classroom. Plus, messages going to children disrupt the classroom. This should be reserved for emergencies only.

Please be prompt in picking up your child(ren) at the end of the day. There is no supervision for students who are not picked up on time.

ASSIGNMENT NOTEBOOK

Students in grades two through five are given an Assignment Notebook and asked to write assignments in it each day. Parents should check this book daily as well as discuss homework to be completed. Parents are asked to initial

the assignment notebook nightly.

ATTENDANCE

In order to maximize opportunities for learning, students are expected to be in attendance at school every day. The District must file a report with the County Attorney's Office on all students absent more than 20 days per year, stating both excused and unexcused. All absences will be counted, whether they are excused or unexcused. However, absences due to documented illnesses will be noted in any reports provided to the county attorney. A physician's verification is required after four consecutive days of illness. In addition to illness, excused absences include doctor or dental appointments, death or serious illness of the student's family member, attendance at a funeral, wedding or graduation of the student's family member, legal matters, religious holidays, college planning visits and matters involving student safety. Unexcused absences include family vacations or business trips, personal recreational activities, non-school sponsored activities and athletics, babysitting, birthdays and work.

Students will have a minimum of one school day for each day of absence, to make up missed schoolwork. Students who do not make up their work within the prescribed time limits will not receive credit for the work missed. (District Policy 5200.1)

• Absences

If your child is going to be absent, please call the school office by 8:45am and give your child's name and teacher along with the date and reason for absence. In this way, we insure that any child not arriving at school is accounted for by the parent and the school.

• Tardies

Students that arrive late not only miss valuable instructional time, but also interrupt the educational setting of the classroom. Children are counted tardy if they are not in their classroom by 8:30 am. Once a child reaches six unexcused and consecutive multiples of six (6, 12, 18...) the parent will receive a letter to call parent's attention to this troublesome issue. Students who arrive after the 8:30am bell must report to the office before going to their classroom.

• Leaving School Early

If at all possible, please avoid taking your child out of school except for emergencies. If you do need to get your child during the school day, please notify your child's classroom teacher and the office in advance. For the protection of your child, you must come to the office and sign your child out. It is at this time, that the secretary will call your child out of the classroom.

BALLOONS/FLOWERS

We strongly encourage parents **NOT** to send balloons or flowers to their child at school. If they are sent, they will be kept in the office until the end of the school day.

BIKES/SCOOTERS

Students may ride bikes and scooters to school. Students should have a lock for their bike or scooter. Bikes and scooters should not be ridden on school grounds, but walked carefully to and from the bike rack. The school assumes no responsibility for damaged or missing bikes or scooters.

BIRTHDAY BOOKS

To celebrate your child's birthday, you are invited to make a \$5.00 donation to the Birthday Book Club. In return, your child will choose a book from the Birthday Book Collection to donate to the Media Center. The birthday book will be labeled on the inside cover with your child's name and birthday. His /her birthday book will be on display in the Media Center. Birthday Book Club members are invited to attend a special celebration at the end of the school year.

BUILDING USE AFTER SCHOOL HOURS

Anyone who would like to use the school facilities must complete an online "Use of Facilities" form. The form will be processed by the District, sent to the school secretary to check availability, and will be returned to the organization with proper notification. Groups that do not have the approval of the school business administrator to use the building will NOT be permitted to do so.

CURRICULUM OPTIONS

In a diverse society, there may be occasional situations when parents disagree with the use of a particular book or unit in their child's school. If you should find yourself in this position, you should be aware that the Millard Schools have a long-standing policy that at the request of parents to the principal, students may be excused from using such materials. When such a request is made, the teacher will provide alternative materials for the student. Parents should contact the principal if they have questions about this policy.

DISCIPLINE

As an Aldrich student,

I PLEDGE **to have a positive attitude by showing:**

APPRECIATION for others and the world around us.

COMMITMENT to being the best I can.

CONFIDENCE in myself. I will learn to take risks and use my ability to make good decisions.

COOPERATION when working with others.

CURIOSITY and wanting to learn more through inquiry and reflection.

CREATIVITY using my imagination and developing original ideas.

EMPATHY, caring and understanding others.

ENTHUSIASM and enjoyment toward learning.

INDEPENDENCE and being able to do things by myself.

INTEGRITY and always being honest with myself and others.

RESPECT and kindness to myself, others and our environment.

TOLERANCE and acceptance toward others.

These character traits are explicit elements of the International Baccalaureate Primary Years Programme and promote socially responsible actions as a result of the learning experience. We promote the value of social skills that lead to productive and responsible participation in society.

Our discipline policy stresses personal responsibility for appropriate behaviors in order to provide a safe learning environment for all students.

The following discipline guidelines are in place to provide consistency and fairness and help students to understand the consequences of their action.

BEHAVIOR VIOLATIONS

Physical Aggressions: Causing or attempting to cause physical injury to another person or placing another person in reasonable apprehension of imminent physical injury.

Disrespect: Disrespect, defying authority of, or refusing to obey requests or direction of teachers, school officials, or other school employees designated by the school, or parent volunteers.

Property Damage: Stealing or attempting to steal private or school property or willfully causing or attempting to cause damage to private or school property. This shall include school property loaned to the student that is damaged. As to any such property, the student's parents or guardian shall be liable for damages.

Possession or Use of a Weapon: Students shall not possess or use any object or material that is generally considered a weapon or that can be used as a weapon, including but not limited to knives, guns, lead pipe, chain, chuck sticks, throwing darts, metal knuckles, black jack, wrench, explosives or chemicals.

The above mentioned violations may result in suspension from school.

CONSEQUENCES

Step 1: Child phones home with teachers present. First time teacher determines that the child's behavior is interfering with his/her own or another's education.

PURPOSE: Parent is aware of problem and recognizes child has begun the first step of the procedure. Student verbalizes what mistake they made and what the appropriate behavior should be.

Step 2: Teacher phones parent while student is present.

PURPOSE: Teacher and parent agree on a method of intervention. Teacher notes intervention and starting date on appropriate form.

Step 3: Conference with teacher, parent, child and counselor.

PURPOSE: Emphasize seriousness of behavior and offer options including, but not limited to, counseling, remedial skill building training, time out, follow-up conference.

Step 4: Conference with principal, parent, teacher and child.

PURPOSE: Investigate facts surrounding the violation of expected standards of student conduct. Student may be excluded from class. The principal has the responsibility to determine the type of exclusion or action taken.

DRESS CODE

Students are expected to dress appropriately for school. Proper school attire promotes self-respect and a positive school attitude. We appreciate your cooperation in supporting these guidelines:

1. Halter tops, midriff shirts, spaghetti straps, short shorts and short skirts are inappropriate school attire.
2. Shorts and skirts should be no shorter than the length of the fingers extended straight down one's side. (the fingertip rule)
3. Hats and caps may NOT be worn inside the school building.
4. Appropriate footwear for all school activities should be worn at all times. Please wear sandals with a back instead of flip-flops. Only tennis shoes are allowed for P.E. classes.
5. Hair may be dyed for Halloween, but not for any other occasion.

Students that violate the dress code will call home. Your support is appreciated.

DROPPING OFF ITEMS

If your child forgets something (lunch, homework, etc) at home, please drop the item off in the office and we will deliver it to the classroom. We do not allow parents/visitors to disrupt the classroom to deliver items.

EMERGENCY CARDS

Emergency cards must be filled out and returned at the beginning of the school year. Parents are asked to provide home, work and cell numbers and at least 2 local telephone numbers of people who will be responsible for their child when the parent is not available. *PLEASE NOTIFY THE OFFICE IMMEDIATELY OF ANY CHANGES ON THE EMERGENCY CARD.*

EMERGENCY MANAGEMENT PROCEDURES

Aldrich maintains an up-to-date Emergency Plan that includes comprehensive procedures for coping with emergencies and the aftermath caused by crisis situations. The plan is reviewed and practiced with students throughout the school year.

FIELD TRIPS

Field trips help the school make use of community and regional resources that are directly related to the curriculum. Students are transported by district buses. All students must take the bus to and from the school.

Parent permission for student participation on field trips is required.

HEALTH

The district school certified nurse assistant is on duty at Aldrich two days a week. A health paraprofessional assists on those days when the nurse is not on duty. At the beginning of every school year, parents are required to complete a *Confidential Health Emergency Form* to indicate health conditions that may apply to their child.

If a student has a temperature of 100.4 degrees or higher, parents/guardians will be contacted. Students are excluded from school for the following conditions: contagious or infectious disease, including chickenpox, measles and mumps; pink eye; suspicious rash; vomiting, diarrhea, seizure activity, skin eruptions or live head lice. Students may not return to school until they are fever free for twenty-four (24) hours and/or bring a doctor's note granting permission to return, or until all evidence of the condition is gone.

• Physical Examination

Nebraska law requires that prior to entrance of any child into kindergarten or transferring from another state the parents or guardians must submit written evidence of a physical examination of the child by a physician, physician assistant, or nurse practitioner. The physical examination must have been performed within six months of the date of enrollment. The cost of such physical examination is to be borne by the parents or guardians of each child examined.

• Immunizations

All students entering Kindergarten are required by the State of Nebraska to be current in their immunizations as follows:

1. 3 doses of DTaP, DTP, DT or Td vaccine, one given on or after the 4th birthday.
2. 3 doses of Polio vaccine.
3. 3 doses of pediatric Hepatitis B vaccine
4. 2 doses MMR or MMRV vaccine, given on or after 12 months of age
5. 2 doses of varicella (chickenpox) given on or after 12 months of age OR written documentation of disease, including date.

Prescribed Medication

Written orders from your child's doctor must be provided indicating:

1. The name of the medication
2. The dose and time to taken (the prescription on the container is acceptable)
3. Child's name
4. Medications taken less than 4 times a day are to be given at home unless otherwise ordered by your physician.

A parent or guardian must fill out a *Medication Authorization Card* that requests school personnel to comply with the doctor's orders. Cards may be obtained from the health room or school office.

Non-prescription drugs such as aspirin, Tylenol, throat sprays, cough drops, etc. must be brought to school in its

original container labeled with instructions and is age appropriate. A Medication Authorization Card must be filled out and signed by a parent in order for the staff to administer all medication. Students are NOT allowed to carry medicine with them. ALL MEDICATIONS ARE DISTRIBUTED IN THE HEALTH ROOM.

HOME/SCHOOL COMMUNICATION

We believe that a close partnership between home and school is vital to the success of your child. Notes, e-mails, newsletters, school work, reports and other forms of correspondence are sent home regularly in an effort to keep families informed. Parents are encouraged to contact the school when the need arises or concerns exist. Please do not hesitate to contact us at any time. Each child has a Friday Folder that is used to send school information home to parents. This folder should be signed by parents and returned to school the following Monday.

INVITATIONS

We respectfully request parents NOT to send invitations to school to be distributed in the classroom. Distributing invitations causes a variety of problems, especially when all the children do not receive an invitation. In the event that you send invitations to school, we will send them back home with your child.

LOST AND FOUND

The Lost and Found collection box is located in the office. Valuables and small items such as glasses, watches and jewelry are stored with the secretary. Items left on coat racks, as well as those left on floors, will be gathered for the lost and found on a regular basis. All children should have possessions such as coats, lunch boxes, etc. marked with their name. At the end of each quarter, the found items are put out in the hall for students and parents to claim. All unclaimed items are donated to charity at the end of the semester.

LUNCH

We use a computerized lunch system at Aldrich. All students are assigned an ID number and an account is set up with the child's name. Money can be deposited into student accounts at any time. When a child eats breakfast or lunch, the cost is deducted from the account. Your child may bring his/her breakfast or lunch money in an envelope marked with his/her name and their teacher's name on the outside, or you can go online to www.mylunchmoney.com. You may pay weekly or monthly. (Please indicate if money is split among siblings.) A balance statement will be sent home with your child when their balance shows a negative amount to notify parents that it is time to deposit more money in their account.

Students are not allowed to share lunches with one another. Please do not bring in food for children other than your own so we can avoid any problems with allergies or hurt feelings.

Reservations for guest lunches may be made by calling the school office no later than 8:45 a.m. Lunch menus are posted every Friday online in the school newsletter. **We invite visitors for lunch, but we respectfully ask that no visitors come to eat lunch until after Labor Day.** We value the first few weeks of school and teaching each child skills of independence. All parents/visitors must eat in the lunchroom with the students. Please sign in at the

office when you first arrive. Students may bring a cold lunch to school, but we strongly suggest that you avoid soda pop for lunch.

PETS AT SCHOOL

Due to the danger of students being bitten by pets or pet allergies, the school does NOT allow students to bring pets to school. Please do not bring animals on school property.

PLAYGROUND EQUIPMENT

The school will provide playground equipment for the students. We would ask that students not bring equipment from home to use on the playground. The school assumes no responsibility for damaged or missing equipment.

PROPERTY DAMAGE

Students will treat all school property with respect and help take care of it. Parents and students may be asked to pay for property deliberately destroyed or damaged by their student.

RECESS

We will go outside for recess every day unless there is inclement weather. If the wind chill temperature is above ten degrees we will go outside, so dress your child accordingly.

RELEASE OF STUDENTS

No child will be released to any adult other than their parents without written permission from their parents.

SCHOOL CANCELLATION

If it becomes necessary to cancel school because of bad weather, this information will be broadcast on radio stations and posted on the District Home page <http://www.mpsomaha.org> as early as possible. If the schools are open, but parents are concerned about the weather, the decision to send your child to school rests on them. If bad weather develops during the school day, parents who wish to do so may come to the school to pick up their child.

SCHOOL WATCH

The school is asking its neighbors to be its eyes and ears. We would like to minimize vandalism and damage to the school. If you notice or believe something suspicious is happening at school, please do not hesitate to phone 911 and report it.

SCHOOL IMPROVEMENT TEAM

We are forming our SIT for the 2016-17 school year. It is comprised of Aldrich parents and staff members. The team meets at least 6 times a year. The members of this team make decisions about what will happen at Aldrich in the future. If you are interested in being a team member, please contact the principal.

TELEPHONE

The office telephones are not available for students except in an emergency. We ask that students do NOT bring personal cell phones to school. In the event that a student must make a call home, their teacher must give them permission. Please do NOT let your child bring a cell phone to school.

TREATS

Occasionally, students bring a special treat to share with their classmates. If your child chooses to bring a treat, please be sure it is a purchased item and individually wrapped with ingredients listed on a label. This is a precaution we take to avoid problems with food allergies. Healthy snacks are preferred. We will send home any homemade treats without serving them to students. Students are NOT allowed to chew gum at school.

TRAFFIC SAFETY

There are two ways to get to Aldrich from 156th Street. You can:

1. Stay straight and continue on what is called "W. Dodge Frontage Road" that takes you past the front of FWB and the medical buildings. You should plan on entering the middle entrance to our school on your left and park in the main lot.
2. If you are planning on dropping off or picking up your child, you should be taking a right on Cass and enter the drive from the north end of the school. You MUST take the first right into the school drive from the north end of the school. The second entrance should be used only for people that are parking their car and either entering the building or walking their child to the cross walk.

Morning Drop Off:

If you are just dropping off your child, you must enter into the north entrance and stay curbside.

- Do NOT park along the entrance and walk into the school.
- Do NOT park your car along the entrance and just sit there in your car until the bell rings.
- Do NOT drop off your child and watch them walk into the building; move, so other parents can also drop off their children.
- Have your child ready to leave the car as soon as you stop.
- Use your turn signal. Please!

- If you park in the parking lot, do not let your child walk through the parking lot without an adult helping them. It is too dangerous. Do not clog the parking lot drive lanes by stopping to drop children off in the handicap parking area.
- If you park and walk your child to the door, please say good-bye at the door. No parents/visitors are allowed to walk children to the classroom.

Afternoon Pick Up

Pay attention to the orange cones and follow these procedures:

- Enter through the north entrance to the school and stay curb side all the way to the front of the building. You will not be allowed to move past the cones at the crosswalk in front of the main doors to the building until after the dismissal bell rings and the daycare vans and buses have moved out of the way. You will need to be prepared to line up along the street in back (north side) of the business buildings along the road. If you want to leave your car, you must use the middle entrance and park your car. We highly discourage you from using the parking lot in the morning or the afternoon because it is SO congested. If you just stay curb side, we will safely get your child(ren) to you.
- When your child(ren) gets into your car and is safely buckled in, please leave immediately. Use your turn signal to let the other drivers know you are pulling out.
- Drive along the front entrance and do not cut through the parking lot. The parking lot should be used only for people that are parking their car.

Parking in the parking lot

1. Do NOT park along the middle entrance.
2. Do NOT let your child walk through the parking lot unattended.
3. ONLY park in the marked lines. Do NOT park at ends or make up your own spaces.

Other issues

1. NO DOUBLE PARKING. You will be directed to move your vehicle. This holds up traffic flow and the children are at great risk of getting hit by crossing between cars.
2. Do NOT use your cell phone while dropping off or picking up. Your main focus is the students/parents around you. Please put the phone down.
3. If you are having someone else drop off or pick up, give them the rules.
4. Do NOT park in the handicapped spaces if you are not handicapped.
5. Please do NOT park facing the wrong way when you are parking on the side of the street on 162nd Avenue.
6. Please use the bright yellow family name cards that you will be given at the beginning of the school year. Place the card in your window and we will then be able to get your child to the right car fast.

You are NEVER to park your car in the curbside lane.

VISITORS

Parents, visitors and volunteers are WELCOME and encouraged to visit the school. All visitors must enter the building through the main entrance. Please sign in at the office and you will be given a visitor's badge to wear while you are in school. Anyone wishing to meet with a staff member must have a pre-arranged appointment.

VOLUNTEERS

We believe students learn best when parents work in partnership with the school. You can be a source of special skills, personal attention and an extra pair of hands when you become a volunteer. For our children's safety, we request that all volunteers and guests sign in and wear a visitor's badge. Please make sure you have an assigned time and task to do while volunteering so you do not become disruptive to the learning environment. Volunteers are to be working with their assigned teacher only during their specified time slot, so we respectfully ask volunteers to leave promptly after their time. Please do not bring your younger children with you when you volunteer to help on a field trip or during room parties.