



**Lidgerwood Public School
Elementary Handbook**

2012-13 School Year

"Reading is the way."

'Home of the
Cardinals and the
Warbirds'



Lidgerwood Elementary Mission Statement

A mission statement is a statement of purpose. The elementary staff has developed a mission statement and will use that mission as a guide for developing all curricula in the future. The Elementary mission statement reads as follows:

“The mission of the Lidgerwood Elementary School is to provide each individual student the opportunity to excel to the best of the students abilities. The development of skills in problem solving, decision making, technology, communication, and social areas will contribute to the growth of each child’s potential.”

If you have any concerns or would wish any input into the elementary curriculum please contact the elementary principal.

School Philosophy

It is the general belief of the Lidgerwood School Board, staff, parents and students that the school plant and its facilities should be utilized to the fullest in a collective effort. The school district will offer quality education to the residents of the Lidgerwood community, and to constantly work toward the upgrading of its educational offerings in accordance with the accepted educational practices of the times. In addition to the general school philosophy, a number of educational objectives have been formulated, and great efforts will be made to fulfill them.

Wayne Hinrichs
Elementary Principal
Lidgerwood Public School
Lidgerwood, ND

Educational Objectives

All students should:

1. Achieve command of the basic learning skills, comprised mainly of reading, language arts, math, science, social studies, and technology skills.
2. Become aware of and understand a scientific approach to solving the problems of life.
3. Realize the need to conserve natural and human resources, and recognize the vast efforts made by man to improve the work of man, of which they are a part.
4. Develop and maintain strong physical bodies and healthy minds.
5. Gain and understanding of the United States form of government, studying the history and geography of our country and appreciating the heritage of our forefathers in an effort to become an effective and responsible citizen.
6. Develop any interests that enable them to make valuable use of leisure time.
7. Be provided with qualified staff, dedicated to the welfare of the child.
8. Provide every student with the opportunity to explore as many vocations as possible through vocational education programs such as votech centers, family living, diversified occupations, and business education's.

1. SCHOOL DAY:

The school day will start at 8:35 AM. and extend until 3:25 PM.

2. EARLY ARRIVALS:

No students are to be in the building until 7:45 AM. Unless authorized by teacher or administration. Breakfast begins at 8:00 AM.

3. ABSENCES:

When a child comes to school after an absence, he/she should bring a written excuse giving the date of absence, reason, and parent's signature. Notify the school office if your child gets a communicable disease. Please notify the teacher in advance of an anticipated absence, so that the teacher can provide instructional materials to help the child during his/her absence. If a child is hospitalized or has a lengthy illness, parents should call the school office so plans for continuing the child's education can be made.

4. ATTENDANCE:

Irregular attendance and tardiness are very detrimental to school progress. Unless your child's health forbids regular attendance, you should see that your child is here every day. When a child is absent, he/she must have a written excuse explaining the absence to the classroom teacher. After any five tardies or absences, parents may be notified that a potential problem is apparent and a conference may be necessary if the tardies or absences continue.

5. TRUANCY:

Truancy is defined as being absent from school without the consent of parents /guardians or school officials. When a truancy occurs in grades K-6, the principal shall visit with the student and parent/guardian. Appropriate discipline measures are left to the discretion of the elementary principal.

6. SUPPLIES, BOOKS AND EQUIPMENT:

Each teacher will inform their students as to what supplies the student will need. The school does not supply Kleenex, therefore each student is to bring a box at the beginning of the year which is to be used for the class. Each student is responsible for taking good care of the books and for returning all books and equipment. Items which are lost or destroyed will be valued based on cost of the each item. An appropriate fine will be charged to the student who has lost or misused the materials.

7. PARENT-TEACHER CONFERENCES:

Parent-Teacher conferences are held in the fall and spring each year. This contact gives parents and teachers an opportunity to discuss each child's growth and plan cooperatively to meet the individual child's needs. Parents are encouraged to ask for additional conferences at any time, Conferences usually result in a better understanding and an improved relationship between the home and school. We encourage all parents to contact the school whenever a question arises concerning the educational concerns of your child Listed below are dates of conferences for the year.

Scheduled Dates for Parent -Teacher Conferences in the 2012-2013 school year

November 8, 2012 3:30-9:30 PM. February 12, 2013 3:30-9:30 PM.

Our goal is 100% parent attendance. Each of these conferences affords you the parent or guardian, an excellent opportunity to discuss with your child's teacher, his/her physical, emotional, social, and educational needs. Conferences, other than the scheduled one, can be arranged either before or after school hours. If you feel they are needed. This can be done by contacting your elementary principal.

8. Basketball Games:

Elementary students are encouraged to attend and be good fans at the high school events, but the following rules are to be adhered to:

1. Students are to be respectful during the playing of the National Anthem.
2. Stay off the gym floor.
3. No loitering or horseplay in the halls or multipurpose room.
4. All students are expected to be in the gym during the game.
5. Parents are responsible for the behavior and supervision of their children.

Students who misbehave and do not settle down after being reprimanded by the teacher/supervisor, will be reported to the principal that night or the following morning. Such attendance is a privilege.

9. Religious Instruction:

All pupils in grades K-6, who have written requests from the parents, may be released up to 1/2 hour early on Wednesday afternoon or special days for religious instruction. It should be noted, also, that after having released the students, the school no longer assumes responsibility for them.

10. Illness at School:

Should a student become ill while at school and is unable to attend class, he/she is to report to the office. If necessary, the office will make arrangements for the student to go home. Under no circumstances should a student leave for home without checking out through the classroom teacher.

11. Medication:

Prescription medication will be given only on order of a physician. The giving of Aspirins, Ibuprofen, Tylenol, and nonprescription cough syrup is not approved without the prior consent of a parent. The giving of any other drug internally at school is not approved. Students who must depend on medication in order to stay in school should have a written order from a physician giving specific directions for taking the medication. Directions should also be clearly marked on the bottle. Only upon written order of a physician and with written consent of the parent may a member of the school staff assist in or supervise the administration of medication. Medication forms are available in the office and medications should be dispersed through the office.

Any medication which is ordered by the physician to be administered at school may be given using the following procedures:

1. The medicine sent or brought to the school must be accompanied by a signed request from the parent or legal guardian and the physician.

2. The medication shall be properly labeled with the student's name, time of administration, name of the drug, amount of dosage, name and telephone # of the pharmacy, prescription # and doctor's name.
3. All medications in the school will be kept in a manner to protect the safety of the child and other students.

12. School Visits:

Visits from parents denotes interest and participation in school affairs. We welcome and endorse this procedure. The school is community property and as parents you are a vital part of it. Choose a time to come when you can see a representative sample of your school at work. Before a holiday, before conferences, the last few days of school, or Friday afternoons are not the best times to come. Thank you for the interest and excellent cooperation that you extended the elementary school in the past years. We are starting a new school year confident that you will give us unfailing support. Please report to the school office when you come to school. For the protection of all children and in accordance with the state law, all visitors must report to the office before contacting a student.

13. School Visitation By Children:

School age children visiting in the homes of the Lidgerwood Elementary are not allowed to visit in the elementary school classrooms without speaking to administration. Limited space and the large number of students in some classrooms may prevent this. Please check with administration on this issue.

14. School Hours:

School hours run from 8:25 AM to 3:26 PM. Students should not be in the building before 7:45 AM in the morning or after 3:35 PM in the afternoon without a teacher supervision.

15. Student Leaving The Building During School Hours:

Students are at no time permitted to leave the building during school hours unless they are excused from the office or principal.

16. Lunch:

Lunch tickets may be purchased at the office. Meals should be paid for in advance. We feel we have an excellent breakfast and lunch program and that the student really receives a very nutritional meal for a small cost. Forms are available from the superintendent for the free and reduced meal plan. Prices for meals are set annually.

17. School Events/Student Regulations:

1. Students are required to adhere to these school regulations for school events: When the event is scheduled to be held at the school, students are to remain in school to the end of the day, unless parents send a written permission with the child for his/her earlier dismissal to go home with the parent.

2. When the event scheduled is a school function or a class trip, all students must ride the school buses to and from the place of the event.
3. Properly dressed and respectful students are required to sit in the bleachers and not run around the gym or hallways. Elementary students must not come to high school events without parent supervision. Parent cooperation is of great importance to insure proper conduct.

18. Report Cards:

Report cards are mailed or handed out at parent - teacher conferences at the end of 9 weeks term. Parents and teachers are encouraged to communicate with each other to exchange information and/or set up a desired conference. Through cooperative efforts on the part of the parents and the teacher, a better understanding of a child's needs are made known and each becomes more effective with the child. Grades are available for parents to check throughout the year on the Internet. Parents may access this through, Power school by using <https://Lidgerwood.ps.state.nd.us/public> Passwords are mailed out to parents in September.

19. Library:

Our library has a large selection of books and other technical equipment. To provide the most use to everyone, the following rules are in effect:

1. Books are checked out for a two week period by authorized personnel only.
2. A student losing a book or books shall pay for the replacement cost and if the book is found, a refund of money will be given.
3. Students will be permitted to have a maximum of two books checked out at any one time.
4. Encyclopedias and dictionaries are not to be removed from the library.
5. Proper handling and good care of all library books is required to make our library more efficient.
6. Lost books must be paid for.
7. This utilization is a privilege.

20 Acceptable Use Policy for Computer Networks:

The Lidgerwood School District allows users access to a wide range of information sources through the local area network and worldwide through a wide area network known as the Internet. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. The Internet allows access to computers all over the world. Some sites may contain inappropriate materials, but the valuable information and interaction available on the Internet far outweigh the possibility that users may access inappropriate materials in the school environment. Our school district has made the necessary interventions to halt this problem.

21. Telephone:

Students may not use the telephone without permission from the teacher or office personnel. "No cell phones in school during school hours." Students are not to use the phone for such casual calls as making arrangements to go home after school with a friend. If your child becomes ill while in school, the school secretary, business manager, a teacher, or the principal will call the parent.

22. Telephone Calls to Classrooms:

The school requests that parents who wish to talk to their child, do so before school starts, which is 8:35, or during their lunch time, or 3:00 PM to 3:26 PM.

23. Television

Our school utilizes several instructional television programs. The teachers and principal decide if programs are to be viewed by the children. It is advantageous to students that are home, due to illness, to watch, if possible, the television programs that may be scheduled for his or her classroom that day.

24. Accidents:

Students involved in any injury of any kind in gym, classroom, hallways, recess, as well as in athletic competition, must report the accident to the supervising person in charge immediately.

25. Immunization Law:

NDCC 23-07-17.1 The parents or guardians of each child admitted to school shall present a certification from a licensed physician or authorized representative of a State Department of Health that the child has received or is in the process of receiving those immunizations required by law or as exempted by law.

26. Significant Infectious Disease:

In considering the admittance or denial of admittance of a child who is diagnosed as having a significant disease such as AIDS, AIDS Related Complex, Cytomegalovirus, or Hepatitis B, the school district shall abide by the decision of the local board of health significant infectious disease committee. This committee consists administration, local health officer or physicians.

26. Child Abuse/Neglect Reporting Law:

In order to comply with the Child Abuse/Neglect Law (Section 50-25.1 NDCC), it is the policy of this school, that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result or abuse, neglect and/or sexual molestation, shall report or cause reports to be made in accordance with the district adopted procedures. If a school employee has subsequent reason to suspect further abuse or neglect, additional reports should be made. School employees are immune from any civil and/or criminal liability when reporting in good faith, suspected child abuse and/or neglect. Failure on the part of any legally mandated school employee to report is a Class B misdemeanor.

27. Food and Refreshments:

No gum chewing will be allowed in the elementary wing of the school unless allowed by the classroom teacher, and provided students do not throw wrappers on the floor or dispose of used gum in an inappropriate manner. Pop and candy are not allowed in the classroom or playground unless the teacher is in agreement, example: a special occasion. Sunflower seeds are prohibited in the school building or playground.

28. Dress Code:

Students are expected to dress in proper school attire appropriate to weather conditions. It is the parent's responsibility to see to it that their child is neat, clean in appearance, and dressed appropriately for the weather conditions of North Dakota. Parents will be notified if the child is not properly dressed. Clothing that is suggestive, revealing, or obscene is prohibited in school or at school functions. Tattoos are also prohibited. Being a member school of Drug Free Schools students will not wear any article of clothing, pins, buttons, or anything that advertises, displays or in any way represents alcohol or drugs. No caps or hats are to be worn in the school building (unless for special occasions). Parents please mark all outer garments such as coats, caps, mittens overshoes, boots and etc. This will help in case these items may become lost.

29. Lost and Found:

Parents are requested to mark the child's name on everything. All lost articles found at the school are stored in a designated area near or in the office. Students may check in the office to claim them. Encourage your child to check for lost items. Please call the school office with questions about lost items. We are anxious to get them returned to the owner.

30. Physical Education:

Physical Education is required and everyone is to participate except those with signed excuses by a physician or those who have returned to school after an illness with an excuse signed by their parents.

31. Birthdays:

Elementary students may bring a birthday treat for classmates.

32. Pets:

Fur bearing animals of any sort are no longer permitted in public schools in North Dakota. Approval by the principal must be given prior to bringing any other pet to school.

33. Kindergarten:

All children entering Kindergarten must reach at least 5 years of age by midnight of August 1st are eligible for Kindergarten in the fall. Any requests that deviate from the law must be made in accordance with current local school district policy. Verification of birth date on Registration Day is normally requested.

34 Fire Drills/Tornado Drills:

State regulations require that a number of fire drills and some tornado drills be conducted throughout the school year. All teachers are given a set of guidelines regarding evacuation in case of a fire as well as being informed concerning other necessary precautions which are directly related to fire prevention and fire safety. Fire drills are held periodically to insure that our children can leave the building quickly and correctly in the event of fire.

35. Classroom Emergency Response Plan:

The Lidgerwood Public School has developed an emergency response plan along with other Richland County Schools. This plan is used to respond to many various emergency situations. This plan has an evacuation plan, shelter-in-place, Bomb Threat or Bomb Incident, as well as a Lock down plan.

36. Policy on Nondiscrimination:

The Lidgerwood Public School District complies with the following laws and regulations both employment practices and educational programs:

1. Title VI of The Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq. which prohibits discrimination on the basis of race, color, or national origin programs and activities receiving Federal Financial Assistance.
2. Section 504 of The Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal Assistance.
3. Title IX Of The Education Amendment of 1972, as amended, 20 U.S.C. 168 et. seq., which forbids discrimination on the basis of sex in educational programs and activities receiving Federal Financial Assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et. seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal Financial Assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The responsible school official for this nondiscrimination policy is Tony Grubb, Superintendent

37. Divorced/Separated Parents

Parents who are divorced/separated and have children enrolled in this school should submit to the principal's office a paper indicating who has custody, visiting rights, and who may receive information pertaining to the child's progress in school.

38. Special Services:

The Lidgerwood Public School has joined with other schools in the South Valley Special Education Unit. Education for all handicapped students including speech therapy and programs for those in need of special assistance are provided in the program. A Psychologist, Social Worker, SLD Teacher, Title I personnel, school counselor, and a Speech Therapist work in our school to provide special services. A County Nurse also provides special services.

39. Health Services:

All health services such as vision and hearing screening, etc., are done by the Richland County Health Department. Parents will be informed of any circumstances that may require specialized attention.

40. Lidgerwood Elementary Education Plan (LEEP)

If a student does not qualify for South Valley services or others, but is still having problems in the classroom, A Lidgerwood Elementary Educational Plan (LEEP) may be written to help meet the needs of the student in the regular educational setting. A student receiving Title I services and still have a (LEEP) written. Upon approval by the team (parents, teachers, and principal) the plan is then put into action. The plan is reviewed at the end of the year for reevaluation for the next school year.

41. Teacher Assistance Team (TAT) or Building Assistance Team (BAT)

The members of this team are the elementary principal, elementary counselor, and two classroom teachers. (The members of the team for the 2008-09 school year are Wayne Hinrichs, Principal, Morgan Hanenberger, Counselor, Brenda Oster, Classroom Teacher, and Laurie Knaust, Classroom Teacher.) The primary goal of the Teacher Assistance Team (TAT) is to assist classroom teachers or other support individuals with advice, suggestions, and support to stabilize or remediate a present concern. A second purpose is to provide an alternative to the frequent decision to recommend testing or to consider placement in special education. A student must be referred to the TAT before any testing of, or consideration for placement of a student in special education.

The following includes many of the observations or impressions which merit referral to the TAT:

1. Suspected hearing impairment.
2. Suspected vision impairment
3. Noticeable speech, voice, or language impairment.
4. Failing classes.
5. Chronic behavior or emotional pattern which significantly interferes with classroom performance.
6. Suspected abuse or neglect.
7. Suspected alcohol or drug use.
8. Need further information or ideas regarding ability, educational achievement, or learning difficulties.
9. Others as deemed necessary.

The Teacher Assistance Team will not be responsible for placement decisions, IEP development for students referred to special education, or for formal evaluations.

41. Title I:

Commonly referred to as Basic Skills or Chapter I. This is a program that provides extra help and instruction for the students who need it most. Title I is designed to complement the educational reading/math program, study skills, and curriculum of the classroom teacher. The program helps children do better in school and feel better about themselves. This does not take the place of the reading and math classes in the regular classroom setting. Title I teachers and regular classroom teachers work closely together to make sure that the students do not miss out on their regular ed. classes, Children are selected by testing, past history, and reports from classroom teacher.

42. Guidance and Counseling:

The Lidgerwood Public School is provided guidance/counseling services by the Richland County Vocational Educational Center three days a week. The primary goal of the guidance/counseling program is to assist all students in acquiring the greatest benefit from their own unique educational experience. Each child has inherited worth and should be helped to develop his/her own potential, with the assistance of professionally trained and qualified staff. Counselor meets 30 minutes per week in each elementary classroom.

43. School Cancellation:

If because of bad weather, the school is forced to cancel or postpone school, and such conditions are known before 7:00 AM., an announcement will be broadcasts over radio stations KBMW (1450-AM) WDAY (970-AM), KFGO (790-AM), and KQLX (106.1 FM and 890 AM) and television stations WDAY Channel 6, KVLV Channel 11, KXJB Channel 4.

1. If during the school day there is a severe change in the weather conditions or a blizzard warning, or if heavy snowfall or weather conditions persist that would make driving hazardous the school will close. The buses will take those students who ordinarily ride buses to their homes. No elementary pupil will be left home unless an older student or adult is home.
2. If it becomes necessary to close school before the regular dismissal time, such information will be announced over the same radio and television stations listed above. All bus drivers will be notified prior to this announcement.
3. In the event the Transportation Director or Superintendent does not feel that the buses can make the routes, that the weather conditions do not permit safe transportation, all students will be sent to their storm homes.
4. Early dismissal for other reasons: workshops. holidays, etc. this information will be given several days in advance.
5. Until all children have been safely delivered and buses returned, the office radio will be monitored to receive emergency messages.

44. Riding the Bus:

Our school bus driver are well qualified to operate our school busses safely by completing bus driver test, attending annual workshops, and passing an annual bus driver physical examination. Bus drivers and school administration shall inform students each school term about current school bus rules and regulations, what is unacceptable behavior, and the appropriate corrective action that will be taken if these rules and regulations are not adhered to by the student. The foremost problem affecting safe bus transportation is a lack of student discipline. Any behavior that distracts a bus driver while operating the bus could cause an accident. It is therefore imperative that parents and students understand the rules and regulations, and the consequences of violating these rules and regulations.

The following rules and regulations apply to all students riding a bus at all times:

1. Follow the drivers directions the first time they are given.
2. The driver may assign seating at any time.
3. Keep hands and feet, and objects to yourself.
4. Stay in your seat with your feet on the floor while the school bus is moving.
5. There shall be no foul language, swearing, or loud talking on the bus.
6. The driver has the same authority as a teacher.
7. Do not litter or damage the bus.
8. Leave all windows closed unless permission is obtained from the driver to open the window.
9. Do not stick your head, hands, or feet out a school bus window at any time.
10. Obtain permission from the driver before eating or drinking on the bus.
11. Only student assigned to a particular bus route should ride that bus route.
12. A student will not be allowed to get off the bus at another stop or walk home from other than their assigned stop without a written note from their parents for the driver or the parents may call the driver if that is more practical. If the parent is unable to reach the driver by phone then they should notify the office.
13. The driver will not wait any longer than 3 minutes for a student before proceeding to the next scheduled stop.
14. Students are expected you walk a reasonable distance to meet the school bus at an authorized stop.
15. A student shall inform the driver when they do not plan to ride the bus in the morning or evening.
16. When a bus approaches a railroad crossing all conversation must stop until the bus has crossed the track.
17. Students must be dressed appropriately for the weather or they will not be allowed to board the bus. Remember weather conditions can change very rapidly, so please be prepared.
18. No pets, insects, or other live animals will be transported on a bus at any time. Unless approved by administration.
19. Students shall be courteous to the bus driver fellow riders, and to other vehicles passing the bus.
20. The emergency door shall not be used except in a case of emergency or while conducting a safety drill.
21. Parents cannot expect the bus to operate on roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around if necessary

If the above rules and regulations are violated the following courses of action will result:

1. The bus driver will reprimand the student and report the violation to the students parents or guardians as a result of the first violation.
2. Should the same student commit the same violation a second time, the driver will report the violation to the principal, who will discuss the problem with the student and the students parents.
3. The 3rd violation will result in forfeiture of bus riding privileges for a period of time to be determined by the administration.
4. A 4th violation will result in complete suspension for the rest of the school term.

The following rules and regulation, if broken, will result in immediate disciplinary action by the school administration:

1. Absolutely no fighting on the bus.
2. Use or possession of tobacco, alcohol, or drugs on the bus is strictly prohibited.

45. Non-Bus Route Students:

No more than an occasional friend or friends of bus route students should ride the bus routes. (Birthday party deliveries lead to reduced safety levels because of overcrowding, high levels of excitement, and a number of students not used to the bus rules and highway exits, etc. Please make arrangements with the driver or administration regarding any of the above in section #45).

46. Lidgerwood Public School Bullying Policy:

BULLYING POLICY

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17.
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- **15.1-19-17. Bullying - Definition.**
- As used in sections 15.1-19-17 through 15.1-19-22:
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 - 1. "Bullying" means:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 -
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 -
 - (2) Places the student in actual and reasonable fear of harm;
 -
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 -

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes
- with the student's educational opportunities;
-
- (2) Places the student in actual and reasonable fear of harm;
-
- (3) Places the student in actual and reasonable fear of damage to property of
- the student; or
-
- (4) Substantially disrupts the orderly operation of the public school.
- 2. "Conduct" includes the use of technology or other electronic media.

You may also view the entire policy on-line on our school webpage.

<http://www.lidgerwood.k12.nd.us/> (Green Crayon)