



**AMHERST PUBLIC SCHOOL
DISTRICT #0119**

**Elementary
Student
Handbook**

2020-2021

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Elementary Principal**



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AMHERST PUBLIC SCHOOL WELCOME

The members of the Board of Education, faculty and administration welcome you to the 2020-2021 school year. It is our hope this year will be educational, prosperous and enjoyable for you, the student.

The purpose of this handbook is to give each student a ready reference to the rules, regulations and general information about Amherst Public School. Many conflicts between students, teachers and/or administration are the result of one or more of the parties not knowing or understanding policies and procedures. It is hoped that these situations will be avoided with this handbook. Please read your handbook carefully and have your parents read it also. **After reading, be sure to fill out the "signature Page" at the back of this handbook and return the signature page to school.** If there are any questions, do not hesitate to contact school personnel.

ATTENDANCE

Maintaining a good attendance record is one of the easiest and most basic ways that a student may contribute to his/her success and happiness in school. Attendance records make up a part of every student's permanent record. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and is difficult to regain even during post-absence make-up session and/or homework.

A child is required by Nebraska law to attend school if they will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Parent(s)/guardian(s) are required to notify the school prior to 8:30 A.M., if the student will be absent. If the school has not received a call, the school shall call the parent/guardian or other contacts provided by the parent/guardian to verify the student's whereabouts. Phone calls or notes from parent(s)/guardian(s) may be accepted as verification for absence. Absences should be cleared through the Principal's office in advance whenever possible. The principal may request verification from physicians for students who may have absences due to medical issues/conditions. If a student is leaving or returning to school after the school day has started, a parent/guardian must stop in the office and check them in or out.

Students who accumulate five absences in a quarter shall be deemed to have excessive absences. The principal will work collaboratively with the counselor, nurse, psychologist, teachers, and other key staff to promptly address attendance concerns. This may include working with the student/parent(s) to investigate barriers to regular attendance and developing a collaborative plan designed to improve attendance.

The school may report to the county attorney when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

BELIEFS

1. We believe our school must develop critical thinking skills with an emphasis on developing students who are lifelong learners.
2. We believe that all students can learn and that this learning must take place in a safe, caring, drug-free environment so that they are encouraged to reach their potential academically and socially.
3. We believe that the school board, parents, community, teachers and administration should work together for what is going to provide the best education that begins with communication and respect.
4. We believe the school should provide students with the best learning environment possible.
5. We believe the school should keep pace with the technological teaching methods and materials that the present day students will need.
6. We believe the school should be a kind, gentle, and helpful environment concerned about the welfare of each child and their self-perception.
7. We believe the school should be a place where students receive an education that enables them to be concerned and productive citizens.

The Amherst School District will adhere to the statutes of the State of Nebraska and the United States of America.

CARE OF BUILDING AND EQUIPMENT

Pride in our building, the grounds, and our facilities are the responsibility of each student and faculty member. All trash and debris should be thrown in the trash cans available. Intentional destruction of school property will not be tolerated. Students and/or parents will be required to pay replacement costs in destruction cases. Possible suspension or expulsion might also result. If you break something, report it to the teacher or principal immediately.

CONDUCT AT SCHOOL EVENTS

Codes of conduct for students are the same at after-school events as they are during the school day. School sponsored events such as pep rallies, plays, musicals, athletic events, concerts, etc., are a continuation of the classroom and school day. The same rules, regulations and restrictions apply.

CONDUCT ON ACTIVITY TRIPS

On all activity trips, the student shall ride both ways on the bus assigned, unless previous arrangements have been made with the principal or sponsor. A note from the parent is required and is to be given to the sponsor prior to picking up your child after the school activity/field trip.

CUMULATIVE RECORDS

Each student's cumulative records are kept current and are readily accessible for the students, parents, teachers and counselor. These records contain each student's past transcripts, test scores, and health records. According to state law, student's records are accessible to the student, his/her parents/guardian, and school personnel only. To have records sent to another school, an official release form, on file in the guidance office, must be signed by the parent/guardian.

DETENTION

Detention period is a time when the student is assigned to stay after school, come in before school, or another arranged time, for an infraction of acceptable behavior, including attendance. Detention time is set at the discretion of the teacher or principal.

Students should understand that any teacher or staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher or staff member might assign detention to a student who is not in any of his/her classes.

All students riding the afternoon buses will notify parents by 3:00 PM, if they will be staying after school and missing the bus. Students required to stay after school will stay in on the day the problem arose, unless this creates an unnecessary hardship, then arrangements are to be made to stay in the next school day, and a ride, if necessary, must be arranged.

Parents are responsible to pay for repairs or replacement if their child has damaged or lost school property.

DISCIPLINE

In-classroom discipline problems will be the responsibility of the teacher. However, discipline problems with which he or she feels unable to cope with will be referred to the Principal. Exclusion from the class may be necessary while conferences between principal and teacher or teachers, principal and parents are held in regard to a solution of the problem.

EMERGENCY PROCEDURES

Parents will be called to come get their child in case of illness, emergency or accident. Emergency information is on file at the school office. Please be sure to update any changes of doctor, babysitters or contact person.

EVERY STUDENT SUCCEEDS ACT (ESSA)

It is the policy of the District to comply with the Every Student Succeeds Act ("ESSA") and federal grant programs in which the District participates.

Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.

Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.

Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.

Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.

Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.

Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.

Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.

Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.

Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

(A) the subject matter assessed;

(B) the purpose for which the assessment is designed and used;

(C) the source of the requirement for the assessment;

(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and

(E) the time and format for disseminating results.

Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—

(A) be involved in the education of their children; and

(B) be active participants in assisting their children to—

(i) attain English proficiency;

(ii) achieve at high levels within a well-rounded education; and

(iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following "suspension and disbarment" language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

FIELD TRIPS

Field trips may be made to supplement regular classroom instruction. Students are required to have a permission slip signed by their parent before being allowed to participate. Parents are encouraged to be additional adult sponsors on many of the field trips taken. As this is a special time for this class, younger children of parent sponsors are not allowed to be taken along on school field trips.

FIRE, TORNADO AND LOCK DOWN PROCEDURES

Three of the serious activities in which students will participate during the school term are fire drills, tornado drills and lock down drills. It is important that each student know exactly what to do during any given time during the school day. Each of the teachers will give the class instructions in the procedures. The method of exit from the building is posted in each room. Below are some general instructions which we will follow for fire and tornado drills.

Fire and Tornado Drill Procedures

1. Walk rapidly, but orderly. Do not push, run or talk. Be prepared to listen to emergency instructions.
2. Students will leave each room a row at a time, starting with the row nearest the door and will proceed out of the area in an orderly manner.
3. The teacher will be the last person to leave the room.
4. The first students reaching the outside doors are to hold them open until a faculty member relieves them.
5. In the event of an actual fire, it is important that students be far enough from the building so that the last students out can also reach the safe areas.
6. When the drill has been completed, and the all-clear signal has been given, students are to return to their classrooms in an orderly manner.

Lock Down Procedures

1. Teachers will lock the classroom door and move students away from the door and windows.
2. "All clear" instructions will end the drill.

GUIDANCE AND COUNSELING SERVICES

It is the aim of Amherst Public Schools to meet the needs of all students. To achieve this goal, the school provides a thorough guidance program that includes testing and counseling. Information is secured concerning each student's abilities, aptitudes and interests from these tests that may indicate probable success or failure in various subjects and fields.

GUIDELINES FOR SCHOOL IMMUNIZATION PROGRAM

To be in compliance with Nebraska State Law, 79-217, all children entering school must be immunized.

Measles: Two doses Rubella – one dose can be in combination dosage (an MMR injection).

Polio: A basic series of three doses, booster at school entrance.

DPT/TD: A basic series of three doses, booster at school entrance. (Diphtheria, Pertussis)

Hepatitis B: A series of three doses

Varicella (chickenpox): 1 dose given on or after 12 months and prior to 13 years of age

Parents can indicate in writing, to the school, that they do not wish their child to be immunized, which is in accordance with the aforementioned law.

GUN-FREE SCHOOL ACT OF 1994, LB 988 (ALL WEAPONS)

LB 988 relates to weapons that could possibly be brought to school by juveniles. The law became effective on April 16, 1994. All juveniles under 19 years of age are prohibited from bringing weapons to school. Weapons are defined as guns, knives, destructive devices, etc., that can endanger the well-being of fellow students, or school staff. Should a student be found with a weapon (or look-alike) in his/her possession on or in the campus areas of school, the proper authorities will be notified to aid in the removal of the student and weapon from the school. The student also faces immediate expulsion from school for a period up to one year. Should the incident occur at the end of a semester or school year, it will carry over into the next semester and/or school year. The superintendent can modify this penalty on a case by case basis.

HEALTH ISSUES

Health records:

1. Nebraska law requires that all students entering Kindergarten, 7th Grade or transferring from out-of-state have a physical exam done by a physician within six (6) months prior to entry into the system. If you do not comply within thirty (30) days of entrance into the system, your child will be excluded from school.

2. Each transfer student or kindergarten student new to our system is required to have an immunization form completed by parents or guardian. An immunization record will be in the nurse's office with at least three (3) DPT, three (3) polio, three (3) Hepatitis, one (1) Varicella and two (2) MMR per student **BEFORE** a student is allowed to his or her class. If for religious reasons, OR if your child is allergic to DPT, Polio or MMR serum there will be a form in the school office to be filled out before your child will start school.

Health Services:

A school nurse will be at school once a week. Students in specific grades are screened in the areas of vision, hearing, height, weight, dental and scoliosis. The nurse can be contacted by calling the office and giving them your number and the nurse will return your call. The school nurse will also assist in the health education curriculum.

Student Health:

Good health practices should be used at all times. The schools goal is to keep students in school when they will benefit from their attendance. Students feeling ill to the extent that they are unable to accomplish regular activities should not be in school.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The following guidelines will be used:

1. **Students with a temperature of 100.4 degrees or more may not be in school. Students shall not return until they have been without a fever for 24 hours without the aid of medications.**
2. Students with a contagious and infectious disease must have a physicians' note to attend school. Examples are, but not limited to, Influenza, Hepatitis A and Diptheria. Amherst Public School follows the Nebraska Department of Health and Human Services recommendations regarding contagious infectious diseases; Section 173NAC3 attachment 1.
3. Students with chickenpox should be excluded from school for no less than 6 days (day of onset is counted as "day zero"; the day after is counted as "day one"; etc.) after the appearance of the first crop of vesicles, and the student is without fever and vesicles are dry. To re-enter school before the 7th-day exclusion period is over the student must have a doctor's permission slip.
4. Students diagnosed with Ringworm, Conjunctivitis (Pink Eye) and Head Lice will be excluded from school until they receive appropriate treatment.
5. In the event it becomes known that a student is infected with a chronic infectious disease not commonly associated with a casual transmittal, any change in the educational program of a student will be handled on a case-by-case basis, relying on the best scientific and medical advice available, and in the best interest of the student.
6. Students with an unidentified rash may be excluded from school and may return with a physicians' note.
7. For a student either to be excused from physical education or readmitted to physical activity from any injury and/or illness for more than 5 days, a doctor's excuse or permission will be required. Students who return to school after an excused absence due to illness, and require further time indoors for recuperation must have a written note from their parents advising the school of the need to remain indoors at noon and at recess time. For periods exceeding 5 days, a doctor's statement will be required.
8. A student who is required to take prescription or over-the-counter medications during school hours MUST have written permission from their parent/guardian. Medication must be in its original container and all medications must be kept in the school's main office. If your child is receiving prescription medications at home and as school, ask the pharmacist for an additional container. Inhalers may be carried by the student with parental permission.
9. Hand-washing
 - A. Frequent hand-washing is an effective method of preventing the spread of communicable diseases.
 1. Students and school personnel should wash hands frequently with soap & water.
 2. Soap will be available for students and personnel.
 3. Students will receive instruction and supervision to promote health habits and prevent disease.

Students' Health Regulation and Records/Incident Reports

In case of an accident which causes injury to a student, the school nurse or Superintendent and/or a designee will determine if the injury is serious. If it is determined to be serious the administrator should notify the parent and/or designated responsible person immediately. If the parent and/or designated responsible person cannot be reached, the superintendent or designee shall be responsible for determining the course of action. A physician designated by the family could be consulted for direction. The emergency number 911 must be utilized if a student is unconscious, has severe uncontrolled bleeding, not breathing or having severe respiratory distress, has a possible neck or spinal injury or possible compound fracture.

It is required to fill out an Incident Report on the incidents occurring involving staff, students or visitor.

HOMEWORK

The assigning of homework is an accepted procedure at the elementary level with the amount and type suitable for the age level of the student.

LATE PAPER POLICY FOR THE 5TH & 6TH GRADERS

1. Assigned papers are due by class time of the following day.
2. If the assignment is handed in late, the student's grade will be lowered.
3. When a student is sick, two days will be allowed for make-up work for every one day of absence.
4. For all pre-arranged absences, work needs to be made up before the absence occurs, if possible.
5. The classroom teacher and students may use a homework contract for grading purposes.

INTERNET SAFETY AND ACCEPTABLE USE POLICY

It is the policy of Amherst Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

(b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, 3-12th grade students (and all parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. PK-2nd grade students will have the Internet Safety and Acceptable Policy explained to them in language they can understand. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of the technology resources:

Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a family member or friend, paying bills online, using the Internet to access information during a teacher's planning time.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during instructional time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

- Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
- Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
- Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- Users shall not copy, change, or transfer any software without permission from the network administrators.
- Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

- To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
- To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
- To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
- To engage in or promote violations of student conduct rules.
- To engage in illegal activity, such as gambling.
- In a manner contrary to copyright laws.
- In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

LUNCHROOM

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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.

Rules:

1. Students are to enter the lunchroom (old gym) in single file and in an orderly fashion.
2. Students are to eat their meals quietly and with good manners.
3. Students are to receive permission from the lunchroom monitor before leaving their lunch table.
4. Students should leave the lunchroom neat and clean.
5. No food may be taken out of the lunchroom.

MISSION STATEMENT

Providing a safe, caring environment, the Amherst Public Schools will challenge all students to develop their potential while maintaining progressive learning, building self esteem and creating the desire for life long successful learning.

NON-DISCRIMINATION STATEMENT

The Amherst School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Amherst High School Principal.

Complaints or concerns involving discrimination or needs for accommodations or access should be addressed to the High School Principal. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, [\(816\) 268-0550 \(voice\)](tel:8162680550), or [\(877\) 521-2172 \(telecommunications device for the deaf\)](tel:8775212172), or ocr.kansascity@ed.gov. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer."

PARENT-TEACHER CONFERENCES

Parents will be informed of their child's progress through regularly scheduled conferences, report cards, and mid-term progress reports. Teachers will notify parents if a student demonstrates drastic changes in work performance and grades.

**Should a concern arise about your child, feel free to contact the teacher
so a conference can be arranged either before or after school.**

PARENTAL AND FAMILY ENGAGEMENT POLICY

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children

PARTIES

Class parties may be held for Halloween, Christmas and Valentine's Day. Parent volunteers will usually be in charge of refreshments for these events.

The school discourages the passing out of items such as birthday party invitations and May Day baskets, unless every child in the room receives one.

PROMOTION

Promotion of students shall be based upon the student's satisfactory completion of the prescribed work, taking into account the student's ability to do the work.

RECESS

Students in grades PK-6 will have recess times scheduled as part of their day. All students will participate in these activities unless a note has been sent by the child's parent requesting that the student stay indoors due to illness or injury. Please specify the number of days this is to be in effect. Students are expected to be safe, treat others fairly and kindly, and follow all playground rules.

Plan for weather and dress appropriately. The staff member on recess duty will determine when students will be required to where coats, hats, and gloves.

Playground Rules

1. Students will walk quietly from their classroom or the lunchroom to recess, escorted by their recess supervisor. Students will walk when returning to their classrooms after recess.

2. Students will remain at their assign area during recess. If a student needs to leave the recess area for any reason they will get permission from the recess supervisor. If a student has lost their recess privileges, the teacher keeping them in must notify the recess supervisor prior to recess.

3. Students are not allowed in classrooms or hallways during recess without adult supervision.

4. Games will be open to all students. Supervisor's decisions on rules will be respected and accepted by students.

5. No fighting or arguing.

6. No rough play. Students may not play tackle football, gymnastics, karate, or any other activity supervisors deem inappropriate.

7. No baseballs, softball or bats are allowed during recess.

8. The recess supervisor will designate areas for students to read, draw, do class work and socialize. Students playing games are to stay out of these areas.

9. Students will use appropriate language and gestures at all times during recess.

10. Only three balls per basketball hoop are allowed.

11. Students are not allowed to randomly kick balls.

12. When students hear 3 short blasts on a whistle they should immediately sit down and be silent. Listen respectfully to the recess supervisor and not resume play until directed by the supervisor.

REPORT CARDS

Report cards will be issued every nine weeks in grades K-6. An evaluation for each curriculum area will be included on the report card. Written evaluations of a student's progress will be included when it is deemed necessary by the teacher or principal.

RESTROOM PROCEDURES

1. Students should try to use the restroom before school, at noon or during transition times during the day.
2. Students shall keep the restrooms clean. There should be no loitering or playing in the restrooms.
3. Students should return directly to the classroom walking quietly in the hallways.

SCHOOL ATTIRE

Student dress and grooming should not be so unusual as to create a disruption in school or interfere with the educational process as determined by school officials. Students will not be allowed to attend school wearing clothing that advertises alcohol, tobacco, drugs or sexual innuendos. If students wear such apparel to school, they will either be asked to return home for a change of clothing, or alter their dress so the advertisement is not visible.

- Caps, hats, or other headgear will not be allowed in school buildings.
- Baggy pants will not be allowed.
- Students without boots will not be allowed to play on the playground when there is snowy or muddy conditions.

Preschool through 6th grade students may wear shorts until November 1st and start wearing shorts again on April 1st.

"Realizing that dress and appearance affect some attitudes, students should dress in a manner conducive to good conduct and appearance in order to help create a good educational atmosphere in the school. It is the intent of the school that it be free from the threats or harmful influence of any groups which advocate drugs or disruptive behavior.

Any apparel, jewelry, accessory, notebook or manner of grooming, which by the nature of its color, arrangement, trademark or any other attribute donates membership in such groups will not be permitted. Such group-related clothing may vary and may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing or accessories.

Also, students will be restricted from attending school if their attire includes the following:

1. Clothing or articles which are excessively soiled, torn or ragged.
2. Clothing displaying vulgar writing or symbols or sexual reference clothing.
3. Clothing that is excessively revealing such as short mini-skirts, short-shirts, tank tops, loosely fitting and low cut halter tops, mesh shirts (unless a T-shirt is worn underneath), shirts which expose the midriff or sagging pants.
4. Clothing with alcohol, tobacco or controlled substance advertisement or references (including Lucky Brand Brewery, Red Dog, Marlboro, Joe Camel)
5. Hats, caps, and/or sunglasses will not be worn in the buildings during the school day. Bandannas will not be worn during the school day or at school activities.
6. The administration reserves the right to determine appropriateness of "student dress."

SCHOOL CLOSING

In the event that school is closed because of bad weather, the decision will be made the night before, or as soon as possible by the administration. Closing information will be made **using the Alert Solution, on television stations KHAS (5); KHGI (13), and radio stations KGFW (1340), KRNY (1460), and Y102.** Parents are urged to develop plans with their children so they will know what to do and where to go when school is dismissed early.

SCHOOL DAY

The school day runs from 8:10 a.m. to 3:27 p.m. on Monday through Thursday and from 8:10 a.m. to 2:24 p.m. on Friday. **Students are not to arrive at school before 8:00 a.m.** All elementary students who arrive at school before 8:10 will go to the west gym and be seated at their assigned table. Students will then be dismissed by grade to walk to their classrooms. All students will be dismissed at the 3:27 and should proceed to their bus, home or daycare immediately. Due to the school's daycare using the playground after school, the playground will be closed to other students until 6:00 p.m., unless a parent is supervising their child. Students being supervised by a parent will follow all playground rules.

SCHOOL TRANSPORTATION

Bus routes will be established only on improved and well-maintained county and state roads. While riding on a school bus, students are expected to abide by the following rules:

1. Students shall be on time at the approved bus stop. Bus schedules will not permit waiting.
2. Students should stay clear of the path of the bus. Wait for the bus to come to a complete stop before attempting to load.
3. The driver is in full charge of the bus and the students. Passengers shall comply with his/her requests.
4. The driver may assign seats to passengers.

5. Students should throw all trash, etc. in the waste cans provided. Nothing is to be thrown out of the windows.
6. No part of the body should be extended out of the bus windows.
7. Students are required to be quiet while the bus is stopped for railroad crossings.
8. Students shall not leave the bus from the emergency door unless a real emergency arises.
9. Students, unloading from the bus, shall not cross in front of the bus until the driver gives the signal.
10. Students will be unloaded only at approved school bus stops unless arrangements have been made with school personnel beforehand.

Students and parents are reminded that bus transportation is a privilege, not a right.

The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the bus.

SEXUAL HARASSMENT

Sexual harassment of any type will not be allowed. Students expect a learning atmosphere that is free from harassment and bullying. Upon receipt of a written harassment complaint, as in accordance with District #119 School Board Policies, the Administration will conduct a thorough investigation of the situation. Should the allegations be confirmed, the Administration will discipline the individual involved in accordance with the regulations set forth in LB 79-4 and LB 1250.

SPECIAL NEEDS SERVICES AVAILABLE

The Amherst School District has an ongoing goal of locating and identifying all children, birth through age 21, who have special needs. The District will provide any child or youth who has a disability an appropriate public education at no cost to the parents of the child. Children or youth with disabilities are those who have developmental delays, hearing impairments or deafness, vision impairments or blindness, emotional disturbance, health impairments, specific learning disabilities, speech and language impairments, intellectual disability, orthopedic impairments, autism, multiple impairments or traumatic brain injuries. In addition, children and youth with any disability which substantially limits a major life activity may receive accommodations to allow them access to an appropriate education (Section 504 of the Rehabilitation Act, as amended).

The Amherst School District requests your help in locating children and youth with disabilities who are eligible to benefit from Special Education or 504 accommodations. If you know of a child or youth who is a resident of the District, who may have a disability and is not receiving needed services, please contact the Superintendent. Also, if you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the same person.

STUDENT CONDUCT

The student shall be expected to:

1. Respect the rights and property of others
 - a. Refrain from damaging, defacing or destroying school and personal property.
 - b. Use drinking fountains, play equipment, and restrooms safely and with cleanliness in mind.
 - c. Do not throw objects that could injure another.
 - d. Do not push, trip, fight, or wrestle students at school or on the way to and from school.
2. Follow directions
 - a. Accept the leadership and authority of Teachers, the Principal and other staff members.
 - b. Cooperate with teachers and other students
3. Practice and develop good citizenship, character & safety.
 - a. Complete assigned work.
 - b. Be regular and punctual in attendance
 - c. Dress appropriately and neatly
 - d. Practice habits of good health and cleanliness
 - e. Exhibit honesty and courtesy
 - f. Use only acceptable language, no profanity or inappropriate gestures
 - g. Walk in hallways and on the sidewalks
 - h. Assist in keeping the ground and facilities free of papers and other debris
 - i. Know and obey traffic signals

STUDENT DISCIPLINE LB 503, 79-4, 1250, 988, 1161

Legislative Bill 503 was passed by the Nebraska Legislature in 1976. Its purpose is to insure elementary and secondary students in Nebraska their Constitutional rights.

An important provision of this law is that the rules and regulations of a school must be distributed to the students and their parents at the beginning of each school year, or at the time of enrollment. Your copy of the Amherst handbook states the rules that will be used as guidelines for your behavior during the school year. Students are requested to discuss these rules with their parents or guardians so that there will be no misunderstanding of these regulations.

You and your family should be aware that you may be suspended or expelled from school for the following reasons:

1. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. 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.
8. Public indecency.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a school vehicle or at school-sponsored activities or school-sponsored athletic events?
10. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes.
11. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.
14. Dressing or grooming in a lewd, indecent or offensive manner. This includes repeated violations of the student dress and grooming standards.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.
16. A student who engages in the following conduct may be expelled for a period of one calendar year.
 - a. The knowing and intentional possession, use, or transmission of a firearm in a school vehicle, or during any school event on or off school grounds. This conduct shall result in an expulsion for one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

The students of Amherst Public School will always be informed of any charges that would lead to their suspension or exclusion from school. The right of appeal is guaranteed to you in any decision that would cause your exclusion from school.

The following steps will be followed if a student should break a rule:

1. Private discussion with student.
2. Discussion with Principal or Counselor
3. Notification of Superintendent and Parents/Guardian.
4. Remediation.
5. Suspension/Expulsion.

If a student is suspended for school, he/she becomes ineligible for participation in **ALL CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES** on the days of the suspension.

LB 79-4 AND LB 1250 STUDENT DISCIPLINE:

LB 79-4 and 1250 provide the guidelines that school administrators must follow in the disciplining of students in the following areas. The law specifically spells out the suspension and expulsion procedures that will be used.

A student can be suspended or expelled from a school immediately when allegations are proven to be true. The Principal and Superintendent can suspend said individual from one (1) to five (5) days. The student's parents will be notified by a phone call and letter as to the charges and the discipline used to correct the problem.

Should it be necessary to expel a student, the expulsion can be immediate as the law specifies. The expulsion can range up to one year in length. Should the discipline problem occur near the end of a semester or school year, the

expulsion can be carried over to the next semester or school year. The following steps will be followed:

1. Private discussion with the student.
2. Discussion with the Principal or Counselor
3. Notification of the Superintendent
4. Notification of parents by phone of the problem and the expulsion. Parents will also receive a certified letter about the situation and the rights they have following due process procedures.
5. Expulsion.

Students have due process rights. Each student will have the right to appeal the decision following guidelines which will be provided to the parents and student at the time of suspension or expulsion.

STUDENT FEES

Eligible students can apply for various student fee waivers. Contact the school office for details and/or the forms required to utilize student waivers. Parents must fill out the required forms and turn them into the Superintendent's office for approval by August 31, 2018. Student fee waivers must fill out the required forms and turn them into the Superintendent's office for approval.

STUDENT INSURANCE

The school does not provide insurance for students. A packet of information will be distributed to each student at the beginning of the school year. The packet includes an opportunity for parents to obtain insurance on students. The coverage is explained on the policy. Those students who desire to take this insurance should fill out the information required and return it with the correct amount of money to the office. In order to reduce the chance of error, separate checks for each student would be appreciated.

TELEPHONE

In Calls: The office will always cooperate with parent or guardians in order to get a message to students during school hours. Messages will be written down and delivered to the student. Only in cases of extreme emergency will students be called out of class.

Out Calls: The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a local call should receive permission from the teacher, principal or secretary before using the phone.

VISITATION

Visitors are welcome to our school. For maximum protection of our children, visitors are asked to check in at the office before going to the classrooms.

Any child wishing to visit Amherst Elementary should have prior approval of the principal and classroom teacher.

WEAPONS AND VALUABLES

Students are not allowed to bring knives, guns, or any other weapon to school, either real or toy. It is recommended that students do not bring large amounts of money or valuable items to school. The school cannot assume responsibility if these items are lost, broken or stolen.

ELEMENTARY STUDENT HANDBOOK SIGNATURE SHEET

This receipt shall serve to demonstrate that you as a parent or guardian of a student attending Buffalo County District #119 have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities as described in Board Policy or Administrative Regulation. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. part 86, both federal requirements for the district to obtain federal funds. Your signature on this receipt acknowledges that you and your child or children who are student(s) attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs, tobacco and alcohol on school premises or as a part of the school's activities as described above and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student.

I further acknowledge that I have received and read the complete Amherst Public School Elementary Student Handbook and have discussed the contents with my child.

I give my permission to Amherst Public Schools to provide **emergency medical care** to my child in the event that I cannot be contacted.

I give my permission to Amherst Public School to take my child on field trips that is deemed educationally beneficial to my child.

As the parent/guardian, I grant permission for my child to use Amherst's iPods/iPads in accordance with the iPod/iPad guidelines and the rules stated in the Student Handbook. I understand that violations will result in disciplinary actions.

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No, **I DO NOT** want Amherst Public School to disclose directory information about my child outside of the school or District.

(\*\*\*\*Selecting "NO" removes your child's name from athletic programs, music programs, publishing honor roll/honorable mention, etc.\*\*\*\*)

Yes, **I grant permission** for Amherst Public School to disclose directory information about my child.

\_\_\_\_\_ Name of Child \_\_\_\_\_ Grade of Child in **2020-2021**

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Today's Date

As a user of Amherst's iPods/iPads, I agree to comply with all the rules. I understand that violations will result in disciplinary actions.

\_\_\_\_\_ Student's Name (printed) \_\_\_\_\_ Student's Signature \_\_\_\_\_ Today's Date

**Upon request, Amherst Public Schools will give parents information regarding state qualifications and licensing criteria for the grade level and subject areas in which a teacher provides instruction.**

Please sign and return this entire sheet of paper to your child's teacher by **Friday, August 14, 2020**.

\*\*\*\*\*One of these forms needs to be signed by the parent/guardian for EACH CHILD in grades Kindergarten through 6<sup>th</sup>\*\*\*\*\*