



“Today Matters!”

Indian Hill Elementary

Student and Family Handbook 2018-2019

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This handbook is prepared to serve as a guide to Indian Hill Elementary students. In it you will find the policies and procedures that are followed at Indian Hill. We hope that you will find this handbook a convenient reference during the school year.

Table of Contents

<p>Indian Hill Pledge3</p> <p>Welcome To Indian Hill Elementary4</p> <p>Daily Schedule.....5</p> <p>Mission Statement For The Students Of Indian Hill5</p> <p>Indian Hill Students Will:.....5</p> <p>Our Vision5</p> <p>General Information6</p> <p>Health Records6</p> <p>Attendance.....6</p> <p>Absences6</p> <p>Student “Check Out” Procedure6</p> <p>Emergency Dismissal6</p> <p>Books/Supplies From Home7</p> <p>Cafeteria7</p> <p>Student Dress8</p> <p>Lost And Found8</p> <p>Field Trips8</p> <p>Library Books8</p> <p>Physical Education/Recess.....8</p> <p>Treats8</p> <p>Use Of Telephone9</p> <p>Lockers.....9</p> <p>Newsletter.....9</p> <p>Parent Visitations.....9</p> <p>Report Cards.....9</p> <p>Parent/Community Participation9</p> <p>Homework.....9</p> <p>Title I District Policy 2018-201910</p> <p>Parent Right To Know Clause.....11</p> <p>Indian Hill Elementary Parent Involvement Policy.....11</p> <p>Omaha Public School.....11</p> <p>Indian Hill Family Compact13</p> <p>A Partnership In High Student Achievement13</p> <p>District Student Handbook - Elem.....15</p> <p style="padding-left: 20px;">Contents</p> <p style="padding-left: 40px;">Academics, Curriculum, & Instruction</p> <p style="padding-left: 40px;">Accident Insurance</p> <p style="padding-left: 40px;">Accreditation</p> <p style="padding-left: 40px;">Advertising and Promotion in the Schools – Policy No. 1060</p> <p style="padding-left: 40px;">Attendance Best Practice</p> <p style="padding-left: 40px;">Child Abuse and Neglect</p> <p style="padding-left: 40px;">Child Find</p> <p style="padding-left: 40px;">Children’s Online Privacy Protection Act (COPPA)</p> <p style="padding-left: 40px;">Dating Violence Prevention – Policy No. 5420</p> <p style="padding-left: 40px;">Directory Information</p> <p style="padding-left: 40px;">Emergency Drills/Crisis Plan</p> <p style="padding-left: 40px;">Equal Access</p> <p style="padding-left: 40px;">Health Services</p> <p style="padding-left: 40px;">Multi-Tier System of Support for Behavior</p>	<p>Nutrition Services</p> <p>Parent(s)/Guardian(s) Communication & Access to the Schools</p> <p>Personal Contact Changes</p> <p>Protection of Pupil Rights Amendment (PPRA)</p> <p>School Counseling</p> <p>Sexual Harassment</p> <p>Social Media Practices</p> <p>Stranger Danger</p> <p>Student Fines & Fees</p> <p>Student Records</p> <p>Students Responsibilities and Rights</p> <p>Textbooks/Library Books</p> <p>Volunteers</p> <p>Withdrawal from School</p> <p>OPS Student Code of Conduct..... Buff Pages</p> <p>Early Childhood Interventions and Responses</p> <p>Level 1-4 Interventions and Responses/ Violations</p> <p>Glossary</p> <p>Weapons Poster</p> <p>Additional Information</p> <p style="padding-left: 20px;">Behavior Rules For Conduct Off School Grounds, Not At A School Function – Policy No. 5103</p> <p style="padding-left: 20px;">Behavior Rules For Participants In Co-Curricular Activities and Athletics – Policy No. 5103</p> <p style="padding-left: 20px;">Book Bags</p> <p style="padding-left: 20px;">Dress and Personal Appearance</p> <p style="padding-left: 20px;">Make-Up Work During Suspension</p> <p style="padding-left: 20px;">Misconduct Between Semesters or Between School Years</p> <p style="padding-left: 20px;">No Trespass/Ban and Bar Restriction</p> <p style="padding-left: 20px;">Personal Cell Phone/Portable Device Guidelines for Students</p> <p style="padding-left: 20px;">School Exclusion and Due Process Rights</p> <p style="padding-left: 20px;">School Resource Officers (SRO)</p> <p style="padding-left: 20px;">Student Searches – Policy No. 5406</p> <p style="padding-left: 20px;">Secret Organizations</p> <p style="padding-left: 20px;">Student Attendance – Policy 5008</p> <p style="padding-left: 20px;">Student Signature Receipt of School Rules</p> <p style="padding-left: 20px;">Summer School and Due Process</p> <p style="padding-left: 20px;">Surveillance Cameras – Students</p> <p style="padding-left: 20px;">Tobacco, Alcohol, Drugs</p> <p>Unauthorized Visit To Other Campuses</p>
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Indian Hill Pledge

TODAY I pledge,
while I'm at school,
To show respect,
and keep my cool.
Kindness matters,
to be happy and safe
Throughout our school,
in every space.

I will do what is right
working hard all day,
Because TODAY MATTERS
in a really big way!

Welcome To Indian Hill Elementary

Indian Hill is one of the finest elementary schools in the area! With your continued support and cooperation we will continue this tradition. Indian Hill Elementary provides the best staff, environment and resources to help your child succeed and reach the highest level of achievement. We encourage you to take pride and interest in our school. Indian Hill Elementary creates a positive atmosphere with high expectations for all.

The purpose of this handbook is to help answer questions regarding Indian Hill Elementary School. After you have reviewed this book, we ask that you discuss these expectations with your child. Please impress upon your child the importance of sharing the following information with you:

- Daily Assignments
- Notice of upcoming events
- Monthly newsletters
- Any other notices that may be distributed throughout the year

Children are more successful when they have the mutual support of their parents, community and school. By working together, we can help children develop to their fullest potential and make this a productive school year. Time invested in your child is time well spent.

You can help your child by:

- Reviewing their homework and other papers daily.
- Giving them a quiet place to complete homework
- Ensuring they get a good night's sleep
- Getting them to school on time
- Making sure they attend every day because TODAY MATTERS!

Please contact your child's teacher, one of the counselors, the assistant principal, or myself if you have any question or need any assistance.

Sincerely,

Bob Holzapfel, Principal

DAILY SCHEDULE

8:35	Breakfast begins. No students should arrive before 8:25 AM School grounds are not supervised until 8:25 AM
8:35	First Bell- PATROL ON DUTY . Students arrive at school
8:50	Tardy Bell-Classes in session. PATROL OFF DUTY
11:00	Lunch periods begin*
1:00	Lunch periods end
4:05	All grades dismissed. PATROL ON DUTY
4:15	PATROL OFF DUTY
4:25	TEACHERS OFF DUTY

*Each class has 40 minutes for lunch/recess.

Mission Statement For The Students Of Indian Hill

We, as students of Indian Hill, will contribute to a respectful, responsible and safe learning environment. As high expectations are set, we will strive to achieve our goals. We will contribute positively to our school and community. We will strive to maintain a high level of academic performance. We will continue to make each day count because Today Matters! Let's start strong, stay strong and finish strong!

Indian Hill Students will:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

Our Vision

Our vision sets high student achievement as a priority, with positive expectations for students, staff and community. We want Indian Hill Elementary to be a safe place where students see a future for themselves.

GENERAL INFORMATION

Nebraska statutes require each school district to keep a continuous census of pupils. Each parent or guardian is asked to complete and/or to update the following cards: (1) a Student Enrollment Packet and, (2) a family census card.

Parents are also asked to provide the following information: (1) All pertinent records from the previous school, (2) the child's birth certificate for new students (a copy will be made by the school), (3) emergency dismissal information.

Health Records

A physical examination by the physician of your choice is required for kindergartners and student new to the Omaha Public Schools.

Parents are asked to provide their child's history of immunizations, inoculations, communicable disease record and other information the school personnel should know about the child's health.

Attendance

The importance of regular attendance cannot be overemphasized! Children should be in school every day that they are physically able. The law requires that a child must attend school during the entire school year. No child can be expected to successfully do his/her classroom work if attendance is irregular. **Excessive absences may contribute toward a child's failure to progress satisfactorily in school.** If a student is frequently absent for health reasons, please provide documentation from your child's doctor. Please know that if absences are frequent and ongoing, the appropriate authorities will be notified.

Absences

If a child is going to be absent or tardy from school, parents are expected to call the school explaining the reason. Please call school between 8:00-9:00 AM, at 531-299-1600. A note should be sent when the child returns to school.

A request to have a child excused from classes must be in writing, giving the reason for the planned absence. When possible, medical and dental appointment should be made outside of school time.

We are aware that there are times when children must be tardy (for example due to appointments with doctor or dentist) and so we encourage children to come to school regardless of the time- it is better to be tardy than to miss a whole day of school. Students will have the opportunity to be recognized for each quarter of perfect attendance plus recognition for perfect attendance for the entire school year.

Perfect attendance will be rewarded at the end of each semester. Students must have 0 absences and 0 tardies.

Student "Check Out" Procedure

For the protection of your child, NO STUDENT WILL BE DISMISSED FROM SCHOOL BY A PHONE CALL OR NOTE. All students must be checked out at the office by a parent or guardian.

A child will be released only to the parents unless the school has been notified by the parent that they have granted permission for someone else to pick up their child. This permission must be given in writing. Late arrival and early check out will count against your child's attendance.

Emergency Dismissal

Each student has an emergency dismissal information card. In the event of early dismissal due to severe weather or other conditions requiring the school to close before the regular dismissal time, the directions given on the dismissal card will be followed.

Parents and guardians are asked to keep the school office informed of **1) any changes in home address or telephone number 2) any changes in a work phone 3) any changes in emergency contact persons who are called when neither parent can be reached and 4) any changes in emergency dismissal directives.**

Thank you for your cooperation!

Books/Supplies From Home

Textbooks and most supplies are provided by the school district. Children are responsible to take care of all supplies provided for their use. Pupils may be asked to furnish a limited number of supplies; teachers will send parents a letter with items that can be brought.

Students are expected to pay for lost or damaged books, supplies and equipment. Students and/or their parents will be required to pay for willful damage to any school property which may include broken windows, defaced building or destruction of school equipment.

Books taken home MUST be in a bag or covered. PLEASE LABEL ANY PERSONAL PROPERTY! WE ASK CHILDREN NOT TO BRING TOYS OR MONEY TO SCHOOL UNLESS A REQUEST HAS BEEN SENT. **Students are directed not to bring unnecessary items to school without the express approval of their teacher for a class/ school project. Unnecessary items are: games, sporting equipment, radios, phones, lasers, electronic games, trading cards, skates, shoe skates, and collectibles.** Students who bring these personal items to school do so at their own risk. If these items are lost, stolen or damaged, they will not be covered by the district's insurance or school district funds. Personal items will be confiscated by school staff if brought to school and will be held for the student's parent to pick up. If confiscated items are lost, stolen or damage while in the schools possession, the school will not be responsible for replacement or repair such items.

Please make sure all coats, hats, books and bags have the name of the student written in them!

SAFETY PATROL POSTS AND DUTY TIMES

31ST & "U" Street

32ND & "U" Street

Morning Duty 8:30-8:45 AM

Afternoon Duty 4:05-4:15 PM

CAFETERIA

Our cafeteria serves breakfast and lunch daily. The menu for both is sent home on a two week calendar. Indian Hill participates in the Grab and Go breakfast program.

Eating at school with other students can be enjoyable and a learning experience for all. We expect our lunchroom atmosphere to be a pleasant, relaxing time for children. Children are permitted to visit quietly as they eat. We expect the same courtesy and respect shown to all school personnel who assist in the cafeteria that we expect children to show to their teachers. Children are expected to follow all cafeteria guidelines.

Children may bring their lunch and buy milk or eat a hot lunch. Students bringing their lunch are asked not to bring pop.

Please consider eating lunch with your child on his/her birthday. If the birthday is on a day when school is not in session, come another day. When possible, please call school in advance so we may plan for additional guests.

Cafeteria Guidelines

We encourage students to taste everything. Children are not forced to eat everything.

Good manners and good eating habits are expected. Students are expected to be courteous to others. Disruptive students will not be able to sit with their classrooms at lunch.

Lunch Payment

After the first week of school, lunches may be paid for by the week, every MONDAY in the office before school. Please send the money in an envelope with the child's name and room number on the outside. Online lunch payment option through district parent portal.

Student Dress

The home and the school need to cooperate in the matter of appropriate dress. School is your child's place of business. A child's dress should be such that he/she can work most effectively in his/her place of business. Shoes should be appropriate and safe for traveling up and down stairs, running and playing on the gravel and hard surfaced playground areas. The school does prefer that students refrain from wearing flip flop sandals due to safety concerns. Tennis shoes should be provided for recess and Physical Education class. T-shirts with crude or inappropriate sayings, or alcohol related messages will not be allowed. Shorts that are too short, ragged/cut-off, too tight will not be allowed. Hats and head gear will not be worn during school hours unless they are worn for religious reasons. Hoods may not be worn in school. Halter tops, net, or midriff tops, sagging jeans are not considered appropriate and acceptable to the standards we expect of our students. Any attire, which disrupts the learning environment or is too revealing is inappropriate. Any student that comes to school wearing inappropriate clothing may be sent home to change.

Lost and Found

If your child loses an article, the child should contact the office. It is a good idea to label articles (gloves, hats, coats, backpacks, lunch boxes, sweaters, tennis shoes) with your child's name. Articles found at school or on the playground are often placed in the Lost and Found bin outside the school cafeteria.

Field Trips

It is possible that children will have the opportunity to move beyond the classroom and into the community for educational study trips. Permission slips for these trips will be sent home. A parent or guardian must sign the permission form in order for the child to participate in the field trip experience. All bus rules will apply to field trip experiences.

Library Books

Our Media Center is open to students during the week. Books should go home in a protective bag. Each child has the responsibility to be sure that library books are returned in good condition on the date due. Students/Families are responsible for paying for books that are lost or damaged.

Physical Education/Recess

Students at Indian Hill Elementary are required to participate in Physical Education classes. Any student unable to participate in this activity must bring a statement from his physician. This is also the same for recess. All students are required to participate in recess according to the school's Health and Wellness Plan.

Treats

Children are not to bring treats from home for their classmates at any time unless they are approved by the teacher and commercially prepared and individually wrapped. Funds for special treats are provided by the school's Adopt a School Partners. In an effort to make healthier choices within our school, the Health and Wellness team would encourage parents/guardians to bring up pencils, books, or a healthy snack to celebrate student birthdays.

Use of Telephone

Messages for students may be taken when there is an emergency or when it is essential a student receive information. In order to not disrupt the learning environment, students are not called to the office or phone to receive the messages. Students may use the phone for emergencies, not to take care of routine matters. We ask staff to return calls when they have planning time or before and after school.

Lockers

Each student will be assigned a locker which could be shared with a classmate. The lockers are used to store student's coats and backpacks. No locks will be permitted on the lockers.

Newsletter

All information regarding Indian Hill Elementary is available in alternate formats for non-English speaking individuals. Please call the school at 531-299-1600 for further information or assistance. Newsletters are sent home once a month. School information is also shared on the school website. Be sure to "Like" our Facebook page to stay current on events and other school related activities!

Parent Visitations

Parents/Guardians are encouraged to visit their child's classroom at any time. If a parent wishes to confer with a teacher you are asked to arrange for an appointment at a time outside regular class hours. If a parent wants to visit a student's classroom the school asks that the visit be kept to 10-15 minutes. Parent-teacher conferences are held twice during the school year. The scheduled dates are listed on the district calendar located in this handbook.

All doors to the school building are locked during the school day. You will need to use the video/intercom system located outside the front entry doors for entrance into the building. All visitors will need to report to the front office for a visitors pass and check in prior to going to the classroom. All student visits must be arranged with the teacher prior to the visit.

Report Cards

Report cards are sent home with students four times each year at the end of each quarter. Parents are asked to sign and return the signature envelope each time the report card is sent home.

Parent/Community Participation

Indian Hill Elementary encourages all parents and community members to actively participate in all school functions, conferences, and activities. Many opportunities are available for families to interact with the staff and community of this great South Omaha area school. We will have parent/teacher conferences twice during the school year (October & February). At Indian Hill we strive to have 90% or more of our parents/guardians to participate in conferences. Conferences are a wonderful opportunity to be involved and better acquainted with your child's education. Additional activities include that of quarterly parent coffees and parent classes.

Homework

The National Commission on Excellence in Education and most parents and educators believe that too much TV and too little homework equals minimum performance. The staff of Indian Hill Elementary shares in this view and because of this we have formalized the following policy:

Homework is expected to be turned in on time every day.

All students in grades Kindergarten, 1st, & 2nd grade will be expected to read 15-20 minutes at a minimum every night.

All students in 3rd, 4th, 5th, & 6th grade will have approximately 30 minutes of homework nightly.

Your student's classroom teacher will communicate their specific homework policy at the beginning of the school year.

We expect to develop excellent study skills and excellent work habits. If these are formed in the early school years, they will assist the student throughout life.

Any student who is absent will be required to make up the daily assignments missed.

This homework policy will be discussed with all the students by their teachers. Please discuss the importance of this policy at home with your student also.

Title I District Policy 2018-2019

Omaha Public Schools recognizes that a child's education is the responsibility shared by both school and parent/guardian and family. This shared responsibility requires that parent/guardians and family members actively participate in the education of their children and that they are informed of the educational practices affecting their children. In compliance with federal law, Section 1118(a) (2), ESEA, the Omaha Public School District agrees to implement the following statutory requirements:

1. To involve parents and families in the development and review of this plan.

An annual meeting will be held in the winter at which time parents and families will; review and update the parent and family engagement policy, identify appropriate parent and family activities for the school year, and determine the most appropriate means of communicating with all parents and families in a language/format they can understand.

2. To plan effective parent and family engagement activities.

School staff will partner with parents and families to plan and implement a variety of activities designed to enhance parents' opportunities to support their child's academic achievement throughout the school year. This may include; providing support materials they can use at home, parent training events, volunteer opportunities within the school, increasing communication with school staff, etc.

3. To build capacity for strong parent and family engagement.

The school district will build capacity through workshops, meetings, and materials providing assistance to parents and families of children served by the school.

- Family Leadership Institute
- Minnesota Humanities

4. To coordinate and integrate parent and family engagement strategies with other programs.

The school district will coordinate and integrate parent and family engagement programs and activities with other community programs such as; Head Start, Title III and Migrant programs, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers program, YMCA, public library, public preschools, etc.

- 30 + community partners

5. To conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy.

The content of the policy is reviewed by parents and families at the annual parent and family engagement meeting. A survey of parents is conducted to determine if their needs have been met and barriers prohibiting their participation in their child's education have been identified and reduced.

6. To involve parents and families in activities.

Parents and families will be invited and encouraged to participate in the development and implementation of a variety of activities related to their child's education through personal contacts, phone calls, auto-dialer, flyers, e-mails, newsletters and district website announcements. This may include such things as; parent-teacher conferences, parent training activities, back-to-school welcome events, curriculum nights, make-and-take events, student performances, extracurricular activities, etc.

Last Review Date by Parents:

Thursday, February 15, 2018 – 5:30PM

Location: Teacher Administrative Center (TAC)

Parent Right To Know Clause

At the beginning of the school year, any District that accepts Title I , Part A funding must notify parents that they can request information regarding their child's teacher and his/her qualifications, including certification and endorsements. Parents can also request information about paraprofessionals working with their children. Nebraska requires that Title 1 schools must also provide each parent a timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not No Child Left Behind qualified.

Indian Hill Elementary Parent Involvement Policy Omaha Public School

Indian Hill Elementary School intends to follow the Parental policy guidelines in accordance with the No Child Left Behind Act of 2001 as listed below. The policy and the plan to implement it have been developed jointly and in agreement with parents from our building. It will be reviewed and updated annually with parent input. The policy will be distributed to all parents at the beginning of the year in a language they can understand.

- Parents are involved in the planning, review and improvement of the school's Parent Involvement Policy through and the Parent/Student/School Compact at our Annual Parent Meeting where they will be informed of Building's Title I participation:
 - Parent-Teacher Conferences
 - Parent Night Agenda
 - Fall Curriculum Night/Open House-fall
 - School Improvement Process
- Opportunities for parents to get involved in their child's/children education will be held at different times of the day to allow for better participation. Some of these opportunities are:
 - Back To School Night
 - School Open House
 - Annual Parent Meeting
 - Donuts/Coffee with the Principal
 - Parent/Teacher Conferences
 - Science Night
 - Reading Night
 - Math Night
 - All School/Community Pep Rally
 - District activities
- Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare or home visit expenses to enable parents to participate in school related meetings and training sessions. Accommodations will be provided for parents with limited English proficiency, parents with disabilities, and parent of migratory children.
 - Transportation to parent-teacher conferences as needed

- Parents have the opportunity to be involved in the planning, review and improvement of the building's Title I School wide program through:
 - Climate Survey
 - Annual Parent Meeting
 - School Improvement Process Committee

- Parents will be provided in a timely manner, information regarding curriculum, academic assessments used and proficiency levels through:
 - The student handbook
 - Parent-Teacher Conferences
 - School/district website
 - Monthly Newsletter
 - Coffee/Donuts with the Principal
 - Results of Standardized Tests
 - Progress reports and report card
 - Curriculum specific family nights

- The school provides materials and training to help parents to work with their children to improve their child's achievement through:
 - Parent Night Handouts
 - District standards handout
 - Kindergarten Round Up
 - Workshops for parents
 - Take home activities (reading/math)
 - Science Night
 - Math Night
 - Reading Night
 - Open House

- Parents of all students are welcome and encouraged to get involved with their child's school and education. An interpreter or transportation will be provided upon request. Staff is available for phone conferences and home visits if needed. Accommodations will be provided for parents with limited English proficiency, parents with disabilities and parents of migratory children.
 - Workshops for parents
 - Open House
 - Bilingual Liaison
 - District Interpreters
 - Science Night
 - Math Night
 - Reading Night

Indian Hill Family Compact

A Partnership in High Student Achievement

To accomplish our mission, Indian Hill Elementary staff and parents/guardians have high expectations of themselves and of the students. In an effort to provide the highest quality instructional program to the students and to show how the school and family will work together to advance student achievement, the School-Family compact is provided to each family. Consistent support of the goals will assist your child in learning.

Shared Responsibility for High Achievement

As a school, we will:

- Provide high-quality curriculum and instruction in a supportive and effective environment to enable children to meet the challenging state academic standards
- Expect students to achieve their highest potential
- Offer special assistance and appropriate amount of time to students who progress at different rates
- Set firm and fair safety/discipline policies
- Communicate with families frequently about student progress
- Provide guidance and support to parents on helping their children with their learning goals

As a family, we will:

- Communicate with the school to support a high quality academic program
- Discuss with our child the importance of working hard at school
- Read at home together and encourage our child to read at least 15 minutes a day
- Become familiar with the support Indian Hill's mission & Vision
- Participate in school activities
- Make sure our child comes to school on time each day, rested and ready to learn
- Talk with our child about the dangers of drugs, alcohol, and weapons

As a student, I will:

- Work hard and do my best everyday
- Use my free time wisely
- Be respectful, Be responsible, Be safe in all areas of the school.
- Ask for help from teachers when I need it
- Be on time daily, attend school regularly and be ready to learn with my assignments completed

I agree with and support the goals of this compact!

Student _____ Date _____

Parent _____ Date _____

Teacher _____ Date _____

