

WELCOME TO THE CAMBRIDGE ELEMENTARY SCHOOL

Dear Students and Parents:

Welcome to the Cambridge Elementary School. We are very pleased that you and your family are a part of this excellent school system.

This handbook is designed to assist the students and parents to come better acquainted with the elementary school. It should help you understand the operations of the curricular and co-curricular programs. As citizens of this school, each student is expected to follow established rules for the welfare of the entire student body.

Each parent is encouraged to take some time to review the information in this handbook. Parents are also encouraged to contact the administration with any questions or concerns.

Sincerely

Don Sackett
Elementary Principal

MISSION STATEMENT

The mission of the Cambridge Public Schools is to prepare life-long learners for success in an ever-changing world by providing high quality, innovative opportunities in a safe, supportive environment.

PHILOSOPHY OF EDUCATION

It is our belief that all students have differing abilities and learn at different rates; each student's interest in education varies and each pursues it to a different degree and in a different manner. Therefore, the educators in the Cambridge Public Schools must serve the individual student in regard to his/her capacities and abilities and provide a suitable and well-balanced educational environment in the areas of physical, mental, emotional, social, moral and cultural development.

The educational program recognizes its responsibility to provide each individual with the necessary skills to become a well-adjusted, competent, productive and responsible citizen.

NON-DISCRIMINATION STATEMENT

It is the policy of the Cambridge Public School not to discriminate on the basis of sex, handicap, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies, other agency-administered programs, and all related publications. If you feel you have been discriminated against, or have inquiries regarding grievance activities, or compliance with Title IX, Title VI, or Section 504, contact Mr. Ron Streit, Superintendent, 308-697-3322.

STAFF

ADMINISTRATION

Mr. Ron Streit.....	Superintendent
Mr. Dan Keyser.....	Secondary Principal Assistant Athletic Director
Mr. Don Sackett	Elementary Principal Curriculum Director
Mrs. Kristi Shifflet	Bookkeeper
Mrs. Sherri Edgerton	Secretary
Mrs. Jackie Keyser	Secretary

FACULTY

Mrs. Chris Hosick	Kindergarten
Miss Sara Schuelke	First Grade
Ms. Jessica Samuelson	First Grade
Mrs. Mary Jo Vontz	Second Grade
Mr. Jeff Lehr	Third Grade
Mrs. Judy Mousel	4 th Grade
Mrs. Sue Long.....	5 th Grade
Mr. Andy Long	6 th Grade
Mrs. Peggy Hilton	K-6 Vocal Music
Ms. Jodie Liess.....	Instrumental Music
Mrs. Leanna Sackett.....	Media Specialist/Tech Coordinator
Mrs. Lori Cribelli	Title I
Mrs. Tara Gunderson.....	Special Education
Mrs. Angie Hagedorn.....	School Nurse
Mrs. Roxanne ten Bensel	Speech Therapy
Mrs. Cindy Hoyt.....	Counselor
Mr. Beau Studley	Art
Mr. Les Painter	Physical Education

SCHOOL DAY

School Hours

Kindergarten-Third Grade	8:10 a.m. – 3:30 p.m.
Fourth-Sixth Grade	8:10 a.m. – 3:35 p.m.
Buses leave at 3:45 p.m.	

Friday Hours

Kindergarten – Sixth Grade	8:10 a.m. – 2:35 p.m.
Buses leave at 2:45 p.m.	

Dismissal for Noon Lunch

11:10 a.m.	Kindergarten
11:15 a.m.	First, Second and Third Grade
12:05 p.m.	Fourth, Fifth, and Sixth Grade

School Bells

7:45 a.m.	Breakfast
8:00 a.m.	First Bell. Children may come into the building.
8:10 a.m.	Tardy Bell. All children in their respective rooms.
11:55 p.m.	First Afternoon Bell. Grades 1-2-3 come in from playground. Classes begin at 12:00.
12:45 p.m.	Grades 4-6 come in from playground. Classes begin at 12:50.

ADMITTANCE BELL WILL BE AT 8:00 A.M. CHILDREN ARRIVING EARLY MUST REMAIN OUTSIDE UNLESS THE CHILD IS EATING BREAKFAST. BREAKFAST WILL BE SERVED FROM 7:45 A.M. TO 8:05 A.M. TARDY BELL WILL BE AT 8:10 A.M. CHILDREN ARE ASKED NOT TO ARRIVE TO SCHOOL BEFORE 7:45 A.M. FOR BREAKFAST. ALSO, ALL CHILDREN MUST REMAIN IN THE CAFETERIA UNTIL THE TARDY BELL RINGS.

CLASS DISMISSAL

No student is to leave the classroom without permission from the teacher. Class is considered in session until released by the teacher.

Students may not leave the school grounds during the day without permission from the principal and the parents. Written notes from the parents are required.

ABSENCES

Good attendance is important in establishing proper classroom progress. About the only absence you cannot plan for is an illness. **IF A STUDENT IS UNABLE TO ATTEND SCHOOL, IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE SCHOOL BEFORE 9:00 A.M.** The phone number is 697-3322.

In the event that your child will be missing school for reasons other than illness, please send a note to the building principal or call the school indicating the circumstances of the anticipated absence. It is the student's responsibility to request and complete the make-up work.

EXCUSES

A child who must remain indoors for an illness will need to bring a note to school DAILY. If a child needs to remain out of an activity, there will need to be a note from a doctor.

Students may not leave the school grounds during the day without permission from the principal and the parents. Written notes from the parents are requested.

ATTENDANCE POLICY

Students who are absent from school lose out on valuable explanations of material, miss important interaction with their teachers and peers, and often perform at a level below their potential. A student's attendance is one of the factors that teachers shall consider when assigning student grades. State law places the responsibility of school attendance on the parent and also requires students to be in attendance a minimum of 1032 hours a year for elementary and 1080 hours a year for secondary (79-201).

1. Following guidelines specified in state law, a limitation of five (5) absences per quarter, ten (10) absences per semester, or twenty (20) days cumulatively per school year has been established. Absences shall not be classified as excused or unexcused, providing such student absences occur with parental knowledge and permission. Student participation in a school-sanctioned activity (generally those activities that have a faculty member present) will not count toward the allowable limits. All other absences, including illness and appointments, will count toward the five-day per quarter limit or ten days per semester limit. Absences without parental knowledge and permission will be subject to student discipline penalties.
2. Parents/Guardians will be notified when their child accumulates four absences in any quarter and/or eight absences per semester. For any quarter in which the number of absences exceeds five days or any semester in which the number of absences exceeds ten days, the Superintendent or his designee shall see that services which shall include, but need not be limited to the following are provided to the student and his/her parent or guardian.
 - a. One or more meetings between a school administrator, the student's parent or guardian, and the student, if necessary, to report and attempt to solve the truancy problem, unless the administrator has documented the refusal of the parent or guardian to participate in such meetings;
 - b. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the student in an alternative education program that meets the specific educational and behavioral needs of the student, would help solve the truancy problem;
 - c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem. supplemented by specific efforts by the school to help remedy any condition diagnosed; and

- d. Investigation of the truancy problem by the school counselor to identify conditions which may be contributing to the truancy problem. If services for the student and his/her family are determined to be needed, the school counselor shall meet with the parent or guardian and the student to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

If the student in question continues to be or becomes truant habitually, the attendance officer of the District, or the Superintendent or his/her designee, shall serve a written notice to the violating student, warning him/her to comply with the provisions of Section 70-2001. If, within one week after the time such notice is given, such student is still in violation of the attendance policy, the attendance officer or Superintendent or his/her designee, shall file a report with the county attorney of the county in which such student resides. In addition to notifying the county attorney of such fact in writing, reasonable efforts to inform the county attorney by telephone, as well, shall be made.

At any time during the school year when a student shall have been absent more than 20 days cumulatively, the attendance officer or Superintendent or his/her designee shall report that fact to the county attorney of the county in which such student resides. In addition to notifying the county attorney of such fact in writing, reasonable efforts to inform the county attorney by telephone, as well, shall be made.

3. Students who accumulate more than ten (10) absences in any semester will be entitled to remain in class even if they have been denied credit. Students who have more than twenty (20) absences in all classes will be referred to the Superintendent (truant officer).
4. Students who have been denied credit for exceeding the ten (10) day limit in any semester may appeal to the principal to have consideration given to circumstances contributing to the excessive absences.
5. It shall be the responsibility of the parent to notify the school, in advance, of any planned student's absence. It shall be the student's responsibility to secure a make-up slip from the principal and to gather assignments from the respective teachers.
6. It shall be the responsibility of the parent to notify the school by 9:00 a.m. on days when the child is absent.
7. It is the student's responsibility to make up any work or tests missed due to being absent. Students will be given two days for make-up for each day absent, up to a maximum of five (5) days. If at all possible, make-up work should be completed before the planned absence. If a student is absent on a day of a pre-announced test, the student shall be required to take that test on the day he/she returns to school; exceptions to this requirement may be made by the teacher.

TATTOOS

Tattoos that are visible on the body will not be permitted.

WEARING APPAREL

Students are encouraged to dress appropriately for the weather conditions. On days that your child has physical education class, clean soft-soled shoes should be worn and clothing should be appropriate for physical activities.

Students are to wear the clothing in the morning that they plan to wear for the day. Too many students change their clothes immediately when they arrive at school and parents do not know what their child is wearing.

During the months of August, September, October, March, April, and May when HOT weather might occur, the students may wear regular length shorts. Short shorts will not be permissible.

Halter tops, baggy-loose fitting tank tops, sun suits, and cut off shirts or shirts such as crop-tops, midriff, or short tops are NOT permissible.

Hats and caps are NOT to worn in the school building. Students are asked to remove their hats upon entry into the building.

Writing on clothes that represent a negative message, death, sex, violence, drugs, or alcohol will not be permitted. Students wearing such clothing will be asked to change the clothing article.

Shoes must be worn during the school day.

CLOSED CAMPUS

Students shall not leave the school during the school day without permission from the principal. If a student becomes ill at school, the student's teacher, principal, school nurse, or office staff will make arrangements for the student to leave school.

Any student who leaves the school campus without administrator permission shall be subject to disciplinary action.

The school campus will be closed from 8:00 a.m. to 3:35 p.m. All students will be expected to remain at school over the lunch period. Students who eat lunch will have two options: eat the school lunch or bring their lunch. All lunches must be eaten in the lunchroom. This policy has been developed for supervision and student safety reasons.

GENERAL SCHOOL RULES FOR CHILDREN

All students will be expected to:

1. Walk in hallways, stairways, and throughout the building.
2. Use appropriate language.
3. Use appropriate voice levels.
4. Respond courteously to others.
5. Be respectful to their teachers and their fellow students.
6. Take good care of school property.
7. Remove all hats or caps while they are in the building.
8. Maintain playground safety, which includes no tackle football or any other games that are rough in nature.

VIOLENCE FREE POLICY

It is everyone's responsibility to keep our school free of violent acts of any kind. Students, staff, parents, and guests have a right to feel safe in our school building. To help ensure a violence-free environment, the Cambridge Elementary School has adopted a stringent stance concerning the following: Fighting, hitting, kicking, biting, and or verbal abuse of an individual(s).

Definition: Any physical and or verbal attack on another individual(s) to extort items or favors, induce fear, expresses anger, or may cause physical harm.

Consequences: In-school or out-of-school suspension for at least the remainder of the day the incident happened with the possibility of up to five (5) days out-of-school suspension with a due process hearing for possible expulsion and possible notification of law enforcement. Parents or guardians shall come to the school to remove the student if deemed necessary. Students will be accountable for work missed.

BULLY FREE POLICY

One of the missions of the Cambridge Elementary School is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all students and staff. Inappropriate behaviors (bullying, intimidation, taunting, verbal abuse, put downs, swearing, teasing, rude gestures, sarcastic remarks, fighting, hitting, stealing, etc) are identified and all students and all staff are required to avoid such behaviors. Strategies and practices are implemented to reinforce positive behavior and to discourage negative behavior and to protect everyone from inappropriate behavior. The Cambridge Public Schools will use Purple Hands as a method to deter bullying in the school.

STUDENT RIGHTS AND RESPONSIBILITIES

The conduct of each student at school should promote a general atmosphere, which will help all students make the most of learning opportunities. Students will not be permitted to disrupt the learning environment.

Penalties governing such behavior may include counseling, parent conferences, detention, restriction from extracurricular activities, or in-school and out-of-school suspension.

CELL PHONES, IPODS, ETC.

Cambridge Public Schools acknowledges that students possess and utilize cellular phones, portable DVD players, iPods, MP3 players, and other personal technological communications and musical devices on a regular basis. Use of all such technological and musical devices will be prohibited within the school building during the school day, unless the student has received administrative approval. Use of communications devices during all school activities will be prohibited. Use of any communications device where there is an expectation of privacy is prohibited. Any student found to be in violation may be subject to disciplinary action as deemed appropriate by the administration and confiscation of the electronic device.

STUDENT SUSPENSION

Policies for in-school suspension, out-of-school suspension, and expulsion from school have been set by the Board of Education. Student suspension or expulsion may occur if a student's behavior or action interferes with the education rights of other students; if a student's conduct poses a hazard to the safety of himself/herself or other students; if the student causes vandalism to the school; if the student possesses tobacco, alcohol, or drugs at school; if the student possesses a weapon at school, if a student sexually abuses another person, or any other action that constitutes grounds for this discipline.

The local rule for penalties for possession or use of a weapon at school or on school property follows federal and state guidelines: such students shall be expelled for one full calendar year.

Student suspension includes sexual assault on or off school grounds. LB 1199 provides statute that allows for student expulsion from school when criminally charge (section 79-267(8)).

NUISANCE ITEMS

Nuisance items such as toys, games, baseball cards, and other items may cause disruption and may be damaged or lost. These items are NOT the responsibility of the school and students are discouraged from bringing such items to school. Toy guns, knives, slingshots, and other hazardous implements are not to be brought to school.

LOST AND FOUND

All lost articles found at school are placed in a lost and found box next to the office. Students should check the box periodically for any articles they may have lost. In the lower grades, it would be helpful if children's coats, sweaters, mittens, caps, and overshoes were labeled with the child's name.

REPORTING TO PARENTS

The system for reporting to parents of elementary students includes written reports, progress reports, and parent-teacher conferences. Report cards will be sent home after each quarter.

Parent-teacher conferences are scheduled for both semesters. Specific information as to the time and date of our school's parent-teacher conferences will be publicized well in advance of the scheduled conference.

Your child will bring Friday folders, bulletins and papers home from school. It is important that you read these in order to be informed about school events. Your interest in reading them will encourage your child to continue bringing them home.

LUNCH/BREAKFAST

Nutritious hot lunches are served each day in the school cafeteria. Lunches for students grades K-6 will be \$1.85, and \$1.95 for grades 7-12. Adult lunch prices have been set by the state at \$2.85 each.

For those students who carry lunches, milk will cost \$.25. All additional servings of milk will cost \$.25. Milk for the kindergarten student will be \$10.00 per semester.

Again this year, a school breakfast program will be available to students. Meal prices shall be \$0.75 for students in grades K-12 and \$1.10 for adults. Students who qualify are eligible for free and reduced price meals.

Breakfast service will begin at 7:45 each morning. Non-bus students who wish to eat school breakfast must report to the cafeteria no earlier than 7:45 a.m. or no later than 8:05 a.m. Children who ride the school bus must report to the cafeteria immediately upon arrival at school. Breakfast will be served to those students who ride the school bus, regardless of whether the bus is on time.

The Cambridge Public School's lunch program is computerized. Computer technology limits the amount of time the school's clerical staff will be required to devote to the school breakfast and lunch programs.

Each child in a family will not be required to bring individual checks for payment of meals; one payment is credited to the family's account, and all children in that family can draw on that account.

Reports will be generated by the computer when a family's balance falls below a certain level. The parent will be notified that it is again time to send lunch money. The school's lunch program operates on a cash basis; charging of meals will be strongly discouraged. Sometimes in the past, some family lunch accounts have gotten quite large and collection has been a problem. Children of families owing \$50 or more will be denied school meals until payment is made or an approved repayment plan is in place.

ACTIVITY TICKETS

Activity tickets will again be sold this year. The cost of an activity ticket will be \$15.00 per student (K-12), \$40 per adult, or \$100 per family (family members include parents and children in grades K-12). This price represents a savings over purchasing individual contest tickets throughout the year. If an activity ticket is lost, a duplicate will cost \$.50.

LIBRARY SERVICES

The media center is open daily and students are encouraged to check out books. To ensure maximum use of the library, students are encouraged to promptly return books when due.

TEXTBOOK AND MATERIAL FINES

It is the responsibility of each student to give proper care to instructional equipment, materials and supplies. Whenever carelessness leads to destruction or loss of equipment or materials beyond normal use, the student and parent will be assessed the cost of replacement.

VISITORS

1. Parents or legal guardians of students are encouraged to visit school
2. All visitors are asked to report to the school office at the beginning of their visit.
3. All visitors other than parents or legal guardians must obtain approval of the principal.
4. Children may not attend school as visitors except on a short-term basis (for a period of one-hour) and with prior permission of the principal.
5. Parents are asked not to bring small children as they distract students.

TELEPHONE CALLS

Teachers are conducting classes from 8:15 a.m. until 3:30 p.m. If there is a need to visit with a teacher, please call and arrangements will be made for that teacher to visit with you.

Children will not be called to the phone. Instead, a message will be taken and given to the student. Children will be discouraged from using the phones to call home just to see if they can play at some other child's home after school. WE ASK THAT ALL DAILY ROUTINE MESSAGES BE EXPLAINED TO THE CHILD BEFORE THE CHILD COMES TO SCHOOL. There have been many messages called in that could have been handled at home.

WEATHER AND SCHOOL CLOSINGS

The decision to close schools due to extreme weather is normally made before 6:00 a.m. When weather conditions necessitate an early dismissal or cancellation of school, it will be broadcast over radio stations KRVN in Lexington, KICX in McCook, and KOLN-KGIN TV in Lincoln/Grand Island. The Trojan Hotline, 697-9800, will carry school cancellation messages. Please do not call the school officials to learn whether there will be school.

The decision to close school, delay starting times, or dismiss early is made by the Superintendent. The final decision on whether a child should attend or stay at home is the responsibility of the parent.

SAFETY PRACTICES

Pupil safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents in stressing safety practices. Parents should discuss with children the safest route to school, the necessity to use sidewalks, the reasons for crossing streets only at corners, and the caution to refrain from trespassing on private property.

Parents of families who live on the east and south part of town are asked to discuss with their children about the proper use of the crosswalks available on the southeast and south intersections of the school. These crosswalks help insure the safe crossing of the streets by our children. Parents are asked NOT to park in the crosswalk or double park when delivering or picking up their children before and after school.

FIRE AND TORNADO DRILLS

The school has a plan to provide for the safety of each student in the event of a fire or tornado. Drills are held periodically during the year to insure speed and efficiency in getting the students to their assigned places of safety.

HEALTH AND ACCIDENTS

Nebraska State Law 79-444 requires evidence of specific immunizations and physical examinations of all students prior to entering Kindergarten and 7th grade. By law students not complying with the requirements of this statute may not be permitted to attend school until the matter has been resolved

If your child should become ill or injured at school, the school will contact the parents. The school will not send a child home unaccompanied unless specific instructions are given to the administrator by the parent at the time the illness is reported.

Medicines will not be administered or provided by school staff without prior special approval from the Superintendent's office or by a signed parent approval form issued in the handbook. Medications for a student will be administered only when accompanied with a written directive from the parent and brought in a container labeled with the physician's prescription. In most instances no more than a two-week supply should be kept at school.

Parents are encouraged to adjust the time of dispensing medication so that administering at school can be avoided, if possible.

PETS

Students are responsible for obtaining specific prior approval from their teacher before pets may be brought to school. Dogs and cats will be brought by parents and must be accompanied with a certificate of vaccination validated within the last three years.

Please see that dogs and other pets are kept home and not allowed to follow pupils to school.

HEAD LICE

As in any public/community place where people gather together, transmission of head lice will occur. To help protect each student from contraction of head lice, it is important that our school take preventative steps. The following procedure will be followed when a case of head lice has been confirmed at school.

1. Parents/guardians of the child involved will be notified.
2. The student will be sent home for an approved treatment for head lice.
3. A letter will be sent to all parents/guardians of the elementary students that will inform them that head lice have been found in the school. The letter will educate the parents/guardians on the nature of head lice, proper treatment of head lice, follow-up measures to be completed at home for the prevention and spreading of head lice.

The following steps will be taken when a student who has been sent home with head lice returns to school.

1. The students will be checked for head lice by school or medical personnel. If evidence of head lice is still found, the student will be sent home.
2. If the student who is checked for head lice by school or medical personnel and is found to be clean of head lice, the student will be readmitted to school. The student will be rechecked within five (5) days. Two consecutive five-day checks will be made.

The Cambridge Elementary School may conduct an all school head check by medical staff when conditions warrant.

SMOKING, DRUGS, AND ALCOHOL

The use of tobacco and the possession or use of alcohol or drugs are prohibited in the school, on the school grounds, or during any school sponsored activity. It shall be the policy of the school district to stress that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to the student. Any student found to possess, use, or be under the influence of any such prohibited substance shall face a penalty of suspension according to due process law. In cases where there is conflicting evidence, a student shall not be subject to discipline unless the greater weight of the evidence establishes that the student violated the prohibitions contained in the policy. Age-appropriate and developmentally-based drug and alcohol education and prevention programs shall be available for all students. Upon request, students and their parents shall be given information regarding the availability of drug and alcohol counseling, rehabilitation, and re-entry programs in the area.

INSURANCE

School insurance will be available for students to purchase. Although the school is making the program available, the school receives no financial benefit. The school is making the program available for the benefit of the students. Other than collecting premiums, the school shall have no involvement in the administration of the insurance program. All question and claims shall be directed to Insurance Central, the local agent of record.

TRANSPORTATION

Bus service is provided for qualifying students who have made arrangements for transportation with the administration.

INDIVIDUAL SCHOOL PICTURES

Plans have been made to have individual school pictures taken. More information will be provided as the scheduled date approaches.

BICYCLES/SCOOTERS/SKATE BOARDS

Students are to park their bikes and scooters in the appropriate rack upon arrival and leave them there until dismissal. Students are asked NOT to ride their bikes in the BUS LOADING AND UNLOADING AREA while the buses are being loaded and unloaded. Skateboards are not permitted and are not to be brought to school.

COMMUNITY RESOURCES

If you have a talent in a special area, a collection, films, or slides of visits to foreign countries or historical areas of the world that might be of interest to the class's study, the school would appreciate hearing from you.

FIELD TRIPS

Educational field trips within and outside the community may be taken by various classes during the school year. A permission slip signed by the parent or guardian is required before the child may go on a trip out of town.

SUPPORTIVE PROGRAMS

The following programs are available in the Cambridge Elementary School to help broaden the education of our students and to help specific students with specific needs.

A. Title I

The Title I program is federally funded and is offered to students in Grades 1-6 who have specific academic needs in the areas of reading and/or mathematics. The students work in small groups or on an individual basis. The purpose of the program is to help each student gain and retain basic skills in these subject areas.

B. Physical Education and Music

Physical education and vocal music is offered to all students in kindergarten through sixth grade.

C. Instrumental Music

Students are introduced to band at the end of fourth grade. In fifth grade students meet every other day (alternating woodwind and brass students) until they have a preliminary understanding of how to play their instruments. After that, the fifth grade band meets twenty-five minutes a day. The sixth grade band meets twenty-five minutes each day. Both bands will perform in two concerts during the year.

Most students own their own instruments; a few of the larger more expensive instruments are provided by the school. Students who use school instruments as their primary instrument are required to pay a \$20.00 usage fee which will be applied toward instrumental maintenance and repairs. Elementary band students will need to purchase their band books used for class instruction. Thereafter, music is provided by the school. The band director has reeds and oil which may be purchased.

Elementary students must bring their instruments to school daily. Home practice is important for reviewing daily lessons and developing proper playing technique. Daily practice of fifteen (15) minutes is recommended.

Students are instructed on proper care and cleaning of their instruments. When done regularly, the instrument should provide many years of service. Music stores can professionally check and clean band instruments. Annual professional inspections are recommended.

D. Resource Program

The resource program is offered to students in Grades K-12 who have a specific identified learning disability. The students are instructed on a small group or individual basis.

E. Speech Therapy

The Speech Therapy program is offered to students in Grades K-12 who show a need for assistance in the area of articulation or language development.

F. Gifted Programs

Our school has a variety of gifted programs that are offered at various grade levels. These programs include Math Olympiad, Invention Convention, and Academic Bowl for grades four through six and Future Problem Solving for grade six.

G. Counseling Services

A counselor is available to all elementary students. Counseling services will provide students with help through personal and educational problems. Counseling services are an integral part of the school's services to each individual child supporting the instructional programs of the school.

INTEREST AND ENCOURAGEMENT

Although circumstances differ, there are some things that nearly all parents can do:

1. Take an interest in what your child is doing in school; ask questions about things he/she is studying. Show your child that you think learning is important.
2. Help your child pick out interesting books from the library. If children are young, read to them and have them read to you.
3. Plan enrichment experiences, which are related to your child's studies.
4. Help him/her get more information about topics being studied in school. Take advantage of opportunities such as travel and special guests.
5. Set an example for your child through your own behavior. Children are more likely to read if they see that their parents enjoy reading.
6. Provide opportunities for your child to apply what he/she is learning; for example, by telling time and counting change. Games, which involve reading and arithmetic, are interesting ways to learn.
7. Encourage the child to write a diary, invitations, friendly letters, and notes of thanks.
8. Have the child help you with tasks done at home. Cooking, shopping, gardening, sewing, carpentry and other do-it-yourself activities are all areas in which a child can learn by doing.

NO CHILD LEFT BEHIND

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the Cambridge Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade level and subject area in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also, get information about other graduation certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and if so, the qualifications of the paraprofessional. The request for the information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Cambridge Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet requirements of the Act.

STUDENT FEES WAIVER POLICY

It is the policy of the Cambridge Public Schools to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under the United States Department of Agriculture child nutrition programs shall be provided fee waiver or be provided the necessary materials or equipment without charge for (a) participation in extracurricular activities (b) admission fees and transportation charges for student spectators attending extracurricular activities (c) materials for course projects (d) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free or reduced price lunch program is not required to qualify for free or reduced price lunches for the purpose of this section. Materials for course projects to be provided eligible students shall be required to be approved by administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

The Principal shall annually publish the Districts student fee policy in the appropriate student handbooks which are provided the general student population.

The School Board hereby establishes a Student Fee Fund. The Student Fee fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for (a) participation in extracurricular activities (b) postsecondary education costs (c) and summer or night school.

STUDENT ACCESS TO COMPUTER INSTRUCTION AND RESOURCES REGULATIONS

GENERAL INFORMATION

Internet access is available to students and teachers in the Cambridge Public Schools. We believe that this access offers vast, diverse, and unique resources that include the latest technology and information available to mankind throughout the world. Our goal in providing this device is to promote educational excellence in the Cambridge Public Schools by facilitating resource sharing, innovation, and communication for students and teachers.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individuals. This will give students and teachers access to electronic mail communication with people all over the world; information and news from around the world as well as the opportunity to correspond with the providers of this information; public domain and shareware software of all types; discussion groups on a wealth of topics; and access to many university library catalogs, clearinghouses, and databases.

With this access to computers and people all over the world, also, comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Cambridge Public Schools have taken all available precautions to restrict access to controversial information. We firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Cambridge Public Schools.

Because internet access is coordinated through a complex association of government agencies and regional and state networks, it is necessary that all end-users adhere to terms and conditions to insure smooth operation of the network. Because Internet is used as part of the school's instructional program, conduct will be subject to the school's code of conduct formalized by individual standards of responsibility, school standards of responsibility, and district policies regarding standards of responsibility. At the same time, the Cambridge Public Schools places a high value on a student's right to freedom of expression. The terms and conditions for use are provided here so that all will be aware of the responsibilities, which accompany the privileges of use. In general, this requires efficient, ethical, and legal utilization of the network resources.

If a Cambridge Public School user violates any of these provisions, his or her account with Internet will be terminated and future access could possibly be denied. The signature(s) on the Parent-Student Acknowledgement page of the Cambridge Public School's Elementary Handbook is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions of Internet usage carefully by parents, students, and staff. The signature(s) on the Parent-Student Acknowledgement page of the Cambridge Public School's Elementary Handbook must be on file at the Cambridge Public Schools before individual access to Internet is allowed for any user.

COMPUTER ASSISTED INSTRUCTION (Presumed Use):

It shall be the policy of the Cambridge Public School District's Board of Education that teachers in the school system may use Internet as part of the instructional program within a classroom or computer lab. Students may participate in this instruction without a student Internet account. The teacher shall be held responsible that the material on Internet is appropriate to the instructional objectives. It shall be the responsibility of any parent not wishing his/her child to participate in this kind of use to contact the building principal

STUDENT INTERNET ACCESS (Optional Use)

The types of optional use will cover the following situations.

Type 1 Access: Students who take a class during the regular school day that requires individual research or exploration may have supervised access to the Internet. Students would have individual access for that class and would be guided by a staff member in accordance with the curriculum.

Type 2 Access: Students may use the Internet outside of class before/during/after school under supervision. All possible care will be taken that the students "surf the Net" in a manner appropriate to the school setting. Students will be expected to abide by all rules of this policy and general school rules.

TERMS AND CONDITIONS:

The following terms and conditions should be read carefully by parents, students, and staff. A signed copy of the application from the Parent-Student Acknowledgement page of the Cambridge Public School's Elementary Handbook must be on file at the Cambridge Public Schools before access to the Internet is allowed by any user.

- 1) **Acceptable Use** - The purpose of access to Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Use must be in support of education and research and consistent with the educational objectives of the Cambridge Public Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use of the Internet for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- 2) **Privileges** – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

- 3) **Netiquette** – Students and staff are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a) Be polite and use appropriate language.
 - b) Do not reveal your personal address or telephone number, or those of other students or teachers.
 - c) Electronic mail (e-mail) is not guaranteed to be private.
 - d) Do not use the network in such a way that you would disrupt the use of the network by other users.
 - e) Keep your account password private, and log off the network after each use. You must understand that all activity involving your account is your responsibility.

- 4) **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy any hardware, software, or data belonging to the school or another user. This includes the uploading or creation of computer viruses.

- 5) **Security** – Security is a high priority, especially when the system involves many users. All available software and hardware options will be considered in providing a secure environment for student use. If you feel that a security problem on Internet has been identified, you must notify a supervisor. Do not use another individual's account. Attempts to log-in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied individual access to the Internet.

- 6) **Indemnity** – The Cambridge Public Schools make no warranties of any kind, whether express or implied, for the Internet service. The Cambridge Public Schools will not be responsible for any damages. This includes loss of data resulting in delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. The Cambridge Public Schools will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via Internet is at the user's risk. The Cambridge Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

AGREEMENT FOR INTERNET ACCESS

Students will be allowed Presumed Use. If you will not allow the access described under COMPUTER ASSISTED INSTRUCTION (Presumed Use), please call your child's principal.

Student: I understand and will abide by the above Terms and Conditions for Internet. I further understand that violation of the terms and conditions above is unethical. I also understand that activity on my account may be periodically monitored by the certificated staff. Should I commit any violation, my individual access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Parent or Guardian: As the parent or guardian of this student, I have read the terms and conditions for Internet. I understand that this access is designed for educational purposes. I understand that the Cambridge Public Schools will, to the extent possible, control access to network news sources, chat groups, and electronic bulletin boards that are considered inappropriate. However, I also recognize it is impossible for the Cambridge Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I further understand that my child's privileges may be restricted or suspended for failure to adhere to the terms and conditions set forth above. I am aware that my child may, without signing this agreement, be given limited access to specific resources available on Internet within a supervised classroom environment. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. The parent's signature on the Parent-Student Acknowledgement page of the Cambridge Public School's Elementary Handbook acknowledges the terms and conditions set in this policy.

PARENT-STUDENT LEARNING COMPACT

For student success in learning, parent participation, along with the student and teacher participation is a must. By signing the signature page of this handbook, parents, along with the student, will agree to provide the support a child needs for success. Please read the following Parent-Student Learning Compact.

Parents/Caring Adult: I understand that my participation in my child's education will help his/her achievement and attitude. The parent will provide a quiet place/time to do schoolwork and encourage their child to complete the schoolwork on time. They will make sure their child gets adequate sleep, has a healthy diet, and is at school on time. They will try to spend at least 15 minutes each day reading with their child or listening to their child read. Each parent will communicate with their child's teacher regularly.

Student: The student will agree to return completed homework on time, be to school on time, be in attendance, and be responsible for his/her behavior. Each student will help keep school a safe place, refrain from bullying activities, and be respectful to and cooperate with other students and with all school staff.

PARENT/STUDENT ACKNOWLEDGEMENT

Each year, the parents and students of the Cambridge Elementary School are asked to read the Cambridge Elementary Handbook carefully. Parents and students are asked to familiarize themselves with the ongoing rules and regulations and with any new changes adopted by the district that is printed in this handbook.

To ensure that everyone is aware of the district's expectation, it is required to have on file a copy of each parent/guardian and student's signature showing that they have received and read a copy of the Cambridge Elementary School Handbook and the Parent-Student Compact Agreement.

(Parent's Signature)

(Student's Signature)

(Date)

INTERNET AGREEMENT

I have read the terms and conditions for the use of the Internet at the Cambridge Public Schools according to the policy set by the Cambridge Board of Education in this handbook.

(Parent's Signature)

(Student's Signature)

(Date)

MANILA/WEB SITE AGREEMENT

As the parent or guardian of _____(child's name), I will allow my child's picture to be published on the school's staff manila site and/or web page. I understand students will only be identified by class or groups of students. I understand that no first and last names will be used on the manila staff site or web page, which will directly identify my child.

(Parent's Signature)

(Date)