

George Stone School Handbook



A Multi-Grade Teacher Training
Laboratory on the Campus
of Union College

2019 -2020

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Welcome to George Stone School!

Union College Department of Education operates George Stone School as a grades K-8 teacher-training laboratory school. The purpose is to maintain a classroom population representative of a typical small school setting; thus, the enrollment is generally limited to twenty-five students.

Families who desire a Christian education in a small school environment are invited to get acquainted with George Stone School!

Mission Statement

George Stone School encourages its students to fall in love with Jesus and prepares them to be life-long learners, critical thinkers, and tomorrow's leaders. Through a rigorous academic and holistic education, students are empowered with spiritual commitment, personal responsibility, integrity, leadership skills, and a caring social awareness and sensitivity to the community and world around them. George Stone School students are prepared for success in this life on earth and for eternity in heaven.

Multicultural Equity

George Stone School promotes a curriculum and classroom environment which promotes:

- 1) Affirming the culture, history and contributions that shall include, but not be limited to, African Americans, Asian Americans, Hispanic Americans and Native Americans.
- 2) Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race.
- 3) Valuing multiple cultural perspectives.
- 4) Providing all students with opportunities to "see themselves" in the educational environment in a positive way on a continuing basis.

Letter to Parents

Dear Parents and Friends,

Welcome to George Stone School! We are the unique laboratory school on the campus of Union Campus. We have grades K-8 and provide a multi-grade experience for the Elementary Education teacher candidates.

Each year we renew our commitment to provide the best education for our students. We implement all curriculum adopted by the North American Division of Seventh-day Adventists Department of Education. We feel this is so important in our laboratory experience. Union College Elementary Education students spend a lot of time here at the school, and it's important they see adopted material.

Since Union College students are in our school all school year long, our school maintains a low teacher-student ratio. It is important that our teacher candidates are able to put into practice what they are learning in the classroom. We always strive to keep current with the latest research in the field of education.

We exemplify a “small school” atmosphere. The kids look out for and help each other whenever they can. From the time our students are enrolled, they know that we work together. We love the family atmosphere that exists in both our classrooms. The students assist each other in all areas, including academically.

Recent research has validated the value of the multi-grade classroom. According to this research, children in a multi-grade classroom have equal or greater achievement than students in a single grade classroom. We know all students are different and learn differently. We tailor our educational program to a student's strengths and adjust assignments for their weaknesses to accommodate the learning differences.

We know that your child will make a wonderful addition to our school, and it is our hope that we can help them grow academically, personally, and most importantly, spiritually.

Please feel free to visit us and contact us if you have questions or concerns. Also, please keep our school family in your prayers.

Sincerely,

Peter Adams
Principal, George Stone School

History and Philosophy

America's heartland today is still dotted with many one and two-teacher elementary schools. In fact, 87% of all Seventh-day Adventist (SDA) elementary church schools are of this type. Special training for teachers planning to teach in these small multi-grade schools was virtually non-existent until the fall of 1977 when Union College opened the George P. Stone Elementary School.

George Stone School, a Seventh-day Adventist multi-grade, teacher-training laboratory school serving grades K-8 with two teachers, is operated under the direction of the Teacher Preparation Committee of the Division of Human Development. George Stone is fully approved by the State of Nebraska and is a vital component of Union College's elementary teacher preparation program.

From its beginning, it has been dedicated to fulfilling 3 major purposes:

1. *To provide practical laboratory experience for teachers-in-training.*

Each year, student teachers are placed at GSS to do a quarter of supervised teaching. While this change-over to less-experienced teachers can pose problems in program continuity, there are many advantages. In addition to a constant influx of new ideas presented by highly motivated, enthusiastic teachers, seldom can a classroom be found today with an excellent student-teacher ratio. All student teachers' daily plans are submitted 3-4 days ahead of time for approval and suggestions, and their work is regularly monitored by the classroom master teachers.

2. *To provide the best possible Christian education.*

We believe that the best possible education is balanced and Christ-centered. Special emphasis is placed on helping students not only discover, inquire and experience Bible stories and spiritual truths, but also encounter God Himself. Opportunities are regularly provided for sharing God's love with one another, through service projects, and with others in the community.

3. *To provide an environment offering development of the whole child.*

We believe that every student must be expected to develop to his/her own potential, in an atmosphere free from anxiety and ridicule. Opportunities are provided for critical thinking and decision making. Academic progress is monitored and assessed daily. Progress reports indicate the level of attainment, study habits, and social development of the student.

Because programs are carefully planned, considering each student, completion of work is expected during school hours. Seldom, if ever, is homework assigned. We believe that six and one-half hours of academics is enough for children and that free evening hours should be rich interaction times between parents and children.

Regularly assigned classroom duties provide opportunities for development of initiative and responsibility. All students are taught habits of healthful living and participate in planned, teacher-supervised playtimes where valuable lessons of sportsmanship are learned. Every effort is exerted to make school an atmosphere of cooperation and concern for others.

Union College
Division of Human Development
Department of Education
George Stone School
Faculty

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**George Stone School Calendar
2019-2020**

August 2019

7 Registration Forms due – 2:30-6:00pm
14 First Day of School
22 Parent Orientation Meeting – 6:30pm

September 2019

2 Labor Day Holiday – No School
12 Project Impact
9-12 6th Grade Environmental School
16-Oct. 4 NAD Iowa Assessments Gr 3-8

October 2019

11 End of 1st Quarter
21-24 Parent/Teacher Conference week

November 2019

27 Minimum Day
28-29 Thanksgiving Vacation – No school

December 2019

20 End of 1st Semester
23-Jan. 3 Christmas Vacation

January 2020

6 School Resumes
20 M.L. King, Jr. Holiday – No School

February 2020

17 President's Day – School in Session

March 2020

6 End of 3rd Quarter
16-20 Spring Vacation
23-26 Parent/Teacher Conference week

April 2020

May 2020

14 Eighth Grade Graduation & Closing School Program
15 Last Day of School and End of 2nd Semester

Section II - General Information School Operations

School Hours

8:15 – 3:20 Monday through Thursday

8:15 – 1:00 Fridays

Refer to school calendar for school hour exceptions.

Attendance Policy

For George Stone School to do the best possible job of educating the students entrusted to it, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student and the school faculty at all points in the process. Regular and punctual attendance is required for a successful school learning experience. Lifetime habits of responsible punctuality are developed early.

Morning Arrival Routine

Students should arrive no later than 8:10 a.m., take care of their belongings, and be in their seat for attendance by 8:15 a.m. A child is tardy after 8:15 a.m. The entrance door will be locked and a tardy student will need to ring the doorbell to gain entrance. Once students arrive or have been delivered to GSS, they must immediately enter the building and follow morning procedures.

Students may arrive as early as 7:45 a.m. to quietly and independently work in their seats.

Bicycles may be ridden to and from school and must be locked in the bike rack area during the day. Bikes must not be ridden around campus. Please review safety rules with your children. It is a state law that all children riding these vehicles wear helmets. Bicycles must be registered with UC Campus Safety (402-486-2528).

After School Routine

Students will exit the building with a teacher and sit on the benches until their ride is identified. Students should be picked up directly after school ends. Those whose family plan includes them leaving campus by walking or riding their bikes, must leave campus directly after school is dismissed.

Teachers have responsibilities that prevent them from supervising any late-leavers. Your promptness is appreciated.

Union College regulations prohibit elementary students from waiting unsupervised by an adult anywhere on campus.

Students will be released only to custodial parents unless the teacher has been notified by the custodial parent of a change of plan. A picture I.D. may be required before the student will be released to anyone other than the custodial parent or guardian.

Absences/Tardies Notification

A phone call, text message, or email from the parent notifying GSS of your child's absence is requested by 9 a.m. Parent-written notes explaining an absence and/or tardiness are expected upon the student's return to school.

Excused Absences

Excused absences are defined as:

1. Medical appointments, with verification from physician
2. Personal illness/injury
3. Death in the immediate family
4. Court appointments, with verification
5. By special permission of administration

According to Nebraska Education Code (Neb. Rev. Stat. 79-201), if a student is absent more than 5 days per quarter it is considered excessive. The principal and the student's teacher will meet with the parent(s) to see the cause of the absences and develop a plan to improve attendance. A student who is absent more than 20 days during the school year will be given written notice to comply and may be asked to withdraw from George Stone School and the principal will report the excessive absences to the county attorney of the county in which the student resides as required by law.

Students Leaving Campus During School Hours

Parents taking their student(s) off campus at any time during school hours are requested to make arrangements beforehand. This includes such as medical/dental appointments and parent/child lunch dates.

For safety reasons, we must have a note signed by a parent or guardian anytime a student needs to leave early from school and is being picked up by other than the parent/guardian, even if that pickup person is on the Authorized Pickup List, completed by the parent/guardian at registration.

Medical and Dental Appointments

Medical and dental appointments should be made for students outside of school hours when possible. Medical offices will provide a note of verification for attendance records.

Parent Partnership

It takes a partnership of the school, family, and church to promote the total development of each child in his/her intellectual, physical, social, and spiritual growth. GSS administration and faculty believe effective communication and cooperation between home and school promotes this rich and consistent learning environment for each student.

On a formal basis, parent-teacher conferences take place after first and third quarters on designated parent conference days. To discuss a student's performance, concerns, and progress at other times, parents may arrange a conference for after school hours. Parents should schedule a conference as opposed to "stopping in," to ensure the appropriate setting and time.

Parents of our students are welcome to visit the school. Please schedule all visits in advance, especially to schedule a conference time with the administrator or teacher. Conferences with teachers are scheduled for after school hours.

Parent Pledge

By registering a student at George Stone School, the parents and/or guardians acknowledge that they understand and agree to abide by and support the stated mission and purpose of the school. Secondly, they agree to support and abide by the judgment of the faculty as it applies to the conduct of their students and the standards of dress expected and delineated in the handbook. Finally, such registration also implies a willingness to meet the financial obligations according to the agreed upon time(s), including all tuition, fees, or other charges.

Conflict Resolution

The success of the students depends in a large measure upon the fullest cooperation between parents, teachers, and the school administration. If a student complains to their parents concerning school matters, in which the student feels that they have been mistreated; parents should withhold judgement and follow the Biblical principle of Matthew 18.

The Biblical model for resolving differences is:

1. Request a conference with the teacher.
2. If not resolved, request a conference with the teacher and principal.
3. If not resolved, request another conference, which shall include a third party.

Media Release Policy

George Stone School is a college laboratory school and it is used to train future teachers. Videos and pictures of student training are used for instructional and evaluation purposes. The media release form is part of the registration packet:

The Union College Human Development Division and George Stone School regularly use photos and video for instructional and evaluation purposes. Due to George Stone School's partnership with Union College, parents/guardians of students that attend George Stone School authorize Union College students and staff, to take pictures/videos of their students for use in their classes for instructional and evaluation purposes and Union College functions and publications. Parents/guardians, give written consent to such use in their present form and to any changes, alterations, or additions thereto, and release the George Stone School and Union College from all liability in connection with all such uses. This Media Release will remain in effect until revoked in writing.

Rights of Divorced Parents

Divorced and separated parents maintain all parental rights with their children unless altered by a court order. The non-custodial parent may request a duplicate mailing which assures the non-custodial parents will receive a copy of whatever is sent home to the custodial parent.

If parental rights have been changed, George Stone School must have access to a copy of the current court order stipulating those changes. The faculty will follow the directives stated in it and other such directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.

Related to visiting children at school, attempts will be made to accommodate both parents. However, in cases of concern and dispute between parents, the custodial parent's directive will be followed. Parents are to resolve issues of child visitation or other custodial issues at away from the school campus.

Section III – Academic Information

Accreditation

George Stone School maintains current accreditation with the North American Division Accrediting Association of Seventh-day Adventist Schools, Colleges & Universities, the National Council for Private School Accreditation, and is approved by the State of Nebraska.

George Stone School operates in compliance with both the number of days required by the North American Division Board of Education and the required number of hours in the school year as required by the State of Nebraska: (Kindergarten: 400 hours, Grades 1-8: 1032 hours).

Curriculum

George Stone School utilizes the curriculum as mandated by the North American Division Board of Education and outlined in the NAD Elementary Textbook List. This curriculum encompasses all core curriculum areas, including both the reading and writing components of the Pathways Program.

Standards-Based Education Program

The standards-based movement is a focus for educational change at the national and state levels. The North American Division Seventh-day Adventist Department of Education (NAD) has also identified specific essential learnings in the content-based curriculum guides.

Standards guide teachers in identifying and focusing instruction on the essential knowledge, philosophy and skills students should learn while attending a Seventh-day Adventist school. A standards-based education program measures student work against specific goals instead of comparing it to other students.

For further explanation of state standards and North American Division standards, see:

Nebraska Standards <http://www.nde.state.ne.us/>

NAD Standards <https://adventisteducation.org/abt.html>

Computer/Internet Acceptable Use

In signing this document, parents and students state that

- they have read and understand the guidelines set for internet and computer use by the student,
- they understand that individuals and families may be held liable for any inappropriate behavior,
- the student agrees to policies stated herein.

Students will:

1. Be polite and courteous in all communications.
2. Be responsible with all computer hardware and software.
3. Respect others' passwords, folders, and work files.
4. Observe all copyright laws.

Students will NOT:

1. Access inappropriate materials.
2. Access the Internet during class time unless an assignment specifically calls for it or the instructor gives permission for access.
3. Send messages during class time unless instructed by the teacher to do so.
4. Send abusive /obscene messages to others.
5. Download applications and/or files (including games, screensavers, etc.) onto computers or servers unless the teacher instructs student to download that specific material.
6. Use inappropriately as determined by the teacher.

Penalty:

- The student will not have further access to the Internet for a period of time to be determined.
- The student may lose all computer use privileges at George Stone School.

E-Learning Days

When LPS closes school due to weather, George Stone School students should not come to the school but go to the school website, georgestone.org, and locate their classroom page. Teachers will provide directions and any necessary links for student assignments for the day. If a student/family doesn't have internet available, the teacher will make other arrangements. These assignments are required as a part of the curriculum and assessed as regular classroom work.

When LPS cancels school for bad weather, local radio stations, Channel 10/11 or the Lincoln Public Schools web site <http://www.lps.org/> will announce the school cancellation. When in doubt, please turn on your radio, T.V. or check the LPS web site, or www.georgestone.org. If you still have questions, then call a teacher.

Field Trips

Field trips provide an educational exposure that is not ordinarily available in a classroom setting. Teachers will provide parents with written notice when a trip is planned off campus. We appreciate the help of parents who make these trips possible by driving and chaperoning. Procedures for off-campus outings include:

- Students must have written permission from parents/guardians. Phone permission is not acceptable.
- Each student must wear a seat belt. Students must provide and use a DOT-approved child restraint as required by law.
- School regulations for behavior and dress apply, including no personal electronics.
- Students are not to eat in the vehicles transporting them.

Sponsors and drivers:

- Adult sponsors must have an approved and current background check through KS-NE Conference and are expected to stay with and supervise assigned students for the entire trip.
- Drivers of personal vehicles must have a current approved background check through KS-NE Conference and provide a statement of the conference-required car insurance from their insurance company.
- Drivers of college vehicles must be approved through the Union College Human Resources Department and obtain an approved KS-NE Conference background check.

Grade Eight Graduation Requirements

The following requirements must be met before students can obtain a diploma from George Stone School:

1. The student must attain a passing yearly average grade in the following subjects:
Math, Language Arts, Bible, Science and Social Studies.
2. All tuition and fees must be paid one week before graduation.

Guidance Services

On occasion, a student may need additional services beyond what George Stone School is able to provide alone. Lincoln Public Schools provides a broad variety of Special Education Services and collaborates with the community's private schools. The Student Assistance Process (SAP) provides a framework for assisting students whose educational performance and /or behavior seem to be interfering with academic progress. GSS administration and teachers will facilitate the SAP with LPS and parents.

Iowa Assessments

North American Division Adventist schools use the Iowa Assessments, a nationally standardized achievement test for students in grades 3-8. Student performance is compared with the national norm to assist in evaluating student growth. The class-room average on the *Iowa Assessments* is above the national norm. In fact, “CognitiveGenesis is a groundbreaking study that indicates that students in the U.S. Adventist schools perform a half-grade level better than the national average. And the longer they attend, the greater their academic success.” (nadeducation.org/cognitivegenesis) (adventisteducation.org/cg3.html)

Library and Media

Classroom libraries are maintained for ease of student access. Time is provided to independently select books of interest.

K-4 materials are leveled and labeled for easy self-selection for success. Students are taught to obtain/return books to the labeled basket independently.

Grades 5-8 materials are shelved in Dewey Decimal sections identified with section design tape on the spine. Students receive instruction in exploring literary forms and their characteristics, as they read for curricular and leisure reading. Students gain experience in refining research skills, in navigating the web, selecting internet resources, integrating research, understanding plagiarism, and creating works cited into their projects. A self-check in/out list records books on loan/returned dates and a personalized card is placed on the shelf for ease of return.

Recesses

Recesses are integral parts of the school program and fulfill the state requirements for physical education. All students are expected to be regular, active participants. When, because of health reasons, it is necessary for a student to miss recess, a parental note indicating the dates for this exception is expected.

Student Records

The Family Educational Rights and Privacy Act (FERPA) governs the establishment, maintenance and processing procedures for student records. This act obliges schools to develop procedures regarding notification of rights, release of records and student directory information. Information will not be released to any individual or outside agency without the written consent of a parent or guardian.

Notification of Rights

FERPA affords parents, or guardians, the following rights:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. The rights to request an amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that a FERPA authorizes disclosure to school officials with a legitimate educational interest without consent. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S.
Department of Education
400 Maryland Avenue SE
Washington, D.C. 20202-4605

Reporting Student Progress to Parents

The process of accurately reporting student progress must involve a variety of communication methods. These include parent-teacher conferences, phone calls, quarterly progress reports, Friday take-home folders (grades 1-4), and access to online files for grades 5-8.

Parent-teacher conferences are held at the closing of the first and third quarters. These formal conferences provide an opportunity for the teacher to elaborate on individual student achievement and effort as indicated on the report card. These conferences provide:

- Explanations of the progress report
- Explanations of the classroom activities
- Additional information to help parents understand the student's school performance
- Cooperative planning for problems which concern the school and the student
- Third-quarter conferences may include IOWA Assessment results for grades 3-8

Additional parent-teacher conferences may be scheduled to assist the teacher in helping the student achieve success.

Section IV – Student Life

Discipline Plan Philosophy

An essential element to a successful school is having a safe, nurturing environment in which to work.

Everyone benefits from positive discipline in the school. Students learn better and develop a feeling of pride because they are part of a productive, orderly environment. Teacher and student teacher instruction is more effective because they can spend more time helping students instead of dealing with behavior problems. School activities are more fun and rewarding because they are not disrupted by inappropriate behavior. The responsibility for discipline and for creating this type of environment rests with students, teachers, student teachers and parents.

All students enrolled at George Stone School will be made aware of appropriate behavior and will be held accountable for their actions, behavior and conduct at school as well as at school-sponsored activities and events. Acceptable behavior is expected, and unacceptable behavior will be subject to consequences. Discipline will be administered in a fair, firm and consistent manner.

Student conduct which may seriously affect the health, safety or welfare of students, student teachers and teachers or interfere with the educational process constitutes grounds for suspension or expulsion. These offenses are listed but not limited to:

- A. Willfully disobeying any reasonable request from a student teacher or teacher or principal, or voicing disrespect to those in authority.
- B. Use of violence, threat, intimidation, bullying, harassment or similar conduct in a manner that interferes with a student's feeling of safety.
- C. Willfully causing or attempting to cause damage to school property or theft involving school property.
- D. Causing or attempting to cause personal injury to any person, including students, student teachers, teachers and principal.
- E. Handling or possessing any object or material that is considered a weapon or fireworks.
- F. Engaging in the selling, using, possessing or dispensing of any controlled substance.
- G. Truancy or failure to attend school or complete assigned schoolwork.
- H. Repeated tardiness to school or failure to complete assigned schoolwork.
- I. The use of language, written or oral, or conduct including gestures which are profane or abusive to students, student teachers or faculty.
- J. Repeated violation of any of the school rules.

- K. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense.

In addition, teachers and student teachers may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student. The use of preventive discipline may be requested. These actions may include counseling, parent conferences, students remaining after regular school hours to do additional work, or in-school suspensions.

When, in the judgment of the staff, the student's connection with the school is no longer profitable to the student, or when the student's influence is detrimental to others, or when previous attempts to help the student have not brought about the necessary results, parents will be advised to withdraw the student from school.

Harassment

It is the policy of George Stone School to provide a learning environment free from discriminatory insult, intimidation and other forms of harassment. Harassment may be overt or subtle, but whatever form it takes, verbal, nonverbal or physical, harassment is insulting and demeaning to the recipient and cannot be tolerated in the school environment. Any student, who feels their right to a learning environment free of all types of harassment has been jeopardized, should report such incidents to the teachers or principal. This includes slandering or libeling the ethnic background, sex, race, religious preference or physical appearance of any student, teacher or student teacher. Teachers will contact the parents on the first offense.

School Rules

1. We are responsible for what we say and do.
2. We keep ourselves and others safe.
3. We take care of school property.

Dress

George Stone School strives to project a positive Christian image on campus and in the community. The principles that guide our dress code are modesty, simplicity, and a focus on learning instead of fashion. Proper grooming and modesty should be reflected in the appearance of students at school and school-sponsored activities.

- Neat, clean, modest attire is expected.
- Collared shirts, polo-shirts, striped and solid t-shirts and any shirt artwork or messages that are in harmony with Christian principles.
- Knit sweaters/cardigans may be worn over shirts in the classroom.
- Shorts, skirts and dresses must all be at knee-length.
- Leggings/yoga style pants are only appropriate under knee-length (or longer) clothing.
- Shoes are to be closed-toed and closed-heeled for students.
- Union College has requested non-marking sneaker/sports-type shoes for our gym play. These may be the same shoes used for school.
- Layers provide warmth for outdoor wear; consider layering sweaters or hoodies with jackets for recesses in cold months.
- Attire inappropriate or distracting for school includes that which:
 - promotes non-Christian groups or activities
 - provides minimal coverage: reveals bare mid-riffs, sleeveless/tank tops, underwear, baggy pants, short shorts, or short skirts
 - appears unnatural: un-natural hair color, tattoos, piercings
 - jewelry, including silicon, woven, or elastic types

Lunches

Students should bring a prepared lunch.

- Pack any dishes or utensils required.
- Students are not to trade food with other students.
- Please do not include caffeine drinks in school lunches.
- A microwave is available for student use; however, three minutes multiplied by several students takes up much of the lunch period.
- The stove and oven are not available for student lunch use.

A limited weekly hot lunch program is offered. Menus and costs for these options will be sent to the parents prior to the start of this program.

Personal Items

Some personal items are needed at school, such as a backpack, lunch container, warm clothing for outdoors, gym shoes, music instrument for band (gr 4-8), and school supplies as designated on the teacher supply list.

Items that may not be brought to school include:

- riding toys such as skateboards, roller skates, scooters, shoes with wheels, or any other such pedestrian conveyance
- electronic/digital devices such as iPods, MP3 players, handheld games, cameras, etc.
- cell phone (see Phone Service Policy in Student Life Section)

Phone Services

There is limited time during the school day to take phone calls or respond to texts. Please limit your calls to emergencies or leave a message that the teacher can respond to later. Messages may be left on the school phone, the teacher's phone, or in email. *In case of emergency*, you may contact the principal's office at 402-486-2522.

Student use of the school phone is limited to urgent needs with the permission of the teacher. We value our classroom time and prefer to limit interruptions.

Student Cell Phones

Grades K-4 are not permitted to bring a cell phone to school.

Grades 5-8 may have a cell phone at the signed request of a parent. The phone must remain off and in the student's backpack during school hours. Students may request teacher permission to use their phone in the teacher's presence.

Section V – Student Safety

Drug Education and Policy

George Stone School promotes comprehensive, age-appropriate, developmentally-based drug, smoking and alcohol education and prevention programs, which include in the curriculum the teaching of incorrect use of drugs and abstinence from both smoking and drinking for all students in all grades.

Each student is held to a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs, cigarettes and alcohol on school premises. Violation of any of the above prohibited acts will result in possible suspension, long term suspension, expulsion or referral to appropriate authorities for criminal prosecution.

Emergency Drills

According to Nebraska law, schools are required to hold at least two fire drills during the first two weeks of school and eight additional fire drills during the school year. The students are taught to leave the building quickly, quietly, and in a safe, organized manner. Students are not allowed to get their coats.

Students also participate in tornado, lock-down, and evacuation procedures.

During fire, tornado, lock-down, and evacuation emergencies, students will not be released until the Union College Campus Security Officer determines that the threat has been neutralized.

Terrorist Threats/Acts

George Stone School prohibits any student from communicating terrorist threats or committing terrorist acts directed at any student, student teacher, faculty member or community member.

Weapons Ban Policy

Union College and George Stone School prohibit any weapons on campus at any time.

Weather Emergency

Parents may pick up their child from school anytime they feel uncomfortable about weather conditions if the school is not in active emergency mode. Your child will be released only to those on your Authorized Pick-up List, which can be updated in writing at any time.

Section VI – Health and Medical Information

Insurance

Each student enrolled in George Stone School has secondary accident insurance. When a student has an accident at school, the supervising teacher will complete a claim form and submit it to Union College for secondary supplemental payment. Please contact one of the teachers if you have any questions.

Medications

Teachers will not diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement:

Any student who is required to take medication during the regular school day as prescribed by a physician may receive assistance from the school personnel as follows:

1. A written statement from the physician detailing the time schedules, amount and method by which such medications are to be taken.
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

The medication must be delivered to the school office in the original container bearing the pharmacy label. This label must contain the name and place of business of the vendor, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed.

Students are not to share medications of any kind. For additional information see page 23, Medical Administration Guidelines.

Neither the school nor individual staff members will take the responsibility for a missed medication schedule.

Medication Administration Guidelines

George Stone School
3800 S. 48th St.
Lincoln, NE 68506
402-486-2896

Dear Parents,

LB1354, the Medication Aide Act, which went into effect July 1, 1999, states that the administration of medication to minors in the school setting should be a regulated activity. LB1354 sets up very specific guidelines and rules regarding the administering of medications by school personnel. Beginning with the 1999-2000 school year, our school initiated the following policies to be compliance with the provisions of LB1354.

1. All medications, including over-the-counter medications, must be stored with a teacher with a signed *Authorization for Administration of Medication at School* form on file. This form is valid for one school year.
2. Medications must be in the original bottle. All prescriptions administered to a student must be in the student's name.
3. No "as needed" instructions will be accepted on a prescription or over-the counter medication. There needs to be specific written directions for when and how often (number of hours between doses) this medication is to be administered.
4. Medication field trip permission must be completed and signed by the parent before any medication can be administered on a field trip.
5. School faculty must always ask if the student is taking any other medications before administering the prescription medication.
6. The school must designate the faculty member who can administer medications, and only that person may do so.
7. The school needs to be aware of any student with a life-threatening condition. This information about each student will be shared with the faculty to assist in case of an emergency.

Physicals

Students must be examined no more than six months before the first year of school attendance in either kindergarten or first grade. Physicals are also required before the seventh grade, or in case of transfer from out-of-state to any grade. Nebraska law requires a printed or typewritten form, signed by a licensed physician, physician's assistant or nurse practitioner stating that a physical examination was given. The form must also specifically name the person who received the exam and the date when the exam was given.

Parents or guardians may submit a written statement (waiver) if objecting to a physical exam. The waiver must be signed and dated by the student's parent or guardian and given to a George Stone School teacher.

Vaccine / Immunization Records

Students must show proof of immunization upon enrollment in George Stone School. Any student who does not comply with the immunization requirements will not be permitted to continue in school.

Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must present a waiver statement which is available on request. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

The following is a summary of Nebraska School Immunization Rules and Regulations. For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet.

<https://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/nebraska.aspx>
<http://dhhs.ne.gov/Pages/School-Immunization.aspx>

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
<p>Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)</p>	<p>4 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Students entering 7th grade</p>	<p>Must be current with the above vaccinations</p> <p>AND receive</p> <p>1 dose of Tdap (contain Pertussis booster)</p>
<p>Students transferring from outside the state at any grade</p>	<p>Must be immunized appropriately according to the grade entered.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases – Chapter 3; revised and implemented 2011)

Updated 01/26/2018

Section VII – Admissions/Registration Information

All students must apply to attend for the current school year.

Returning Students

All required forms are due on or before Registration Day.

1. Application completed and submitted with \$30 registration fee (or coupon)
2. Payment of Textbook+ Fee (\$125)
2. Vaccine/Immunization record must be current before attending school
3. Agreements (*all* on one page)
 - a. Agreement for students
 - b. Agreement for parents/guardians (multiple sections)
 - c. Authorization for student pick up
4. Medical Consent Form (used in case of emergency medical care)
5. Gr 7: Physical Examination (within past 6 months)

New Students:

1. Application completed and submitted with \$30 registration fee.
2. Payment of Textbook+ Fee (\$125)
3. References with satisfactory scholastic and citizenship are required.
4. Report cards from previous two years have been received and evaluated.
5. Placement/achievement tests required have been taken.
6. Interview with the Admissions Committee successfully completed.
7. Placement and status will then be determined.
8. After an Admission Committee meets, parents will be notified of acceptance.
9. Outstanding tuition balances from previous schools have been cleared.
10. Certified copy of student's birth certificate; a certified copy has the raised seal of the child's birth state and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.
<https://www.lps.org/about/important/2018-2019/booklet/ib-eng.pdf>
11. Vaccine/Immunization record must be current before attending school.
12. Agreements (all on one page)
 - a. Agreement for students
 - b. Agreement for parents/guardians (multiple sections)
 - c. Authorization for student pick up
13. Medical Consent Form (used in case of emergency medical care)
14. Physical exam report (completed within last 6 months)
15. Release of student records (only if student has records at a previous school)

*A **Request for Administration of Medication at School** is available if needed. The completed request is required prior to medications being at school. A Physician/Health Care provider must complete a section of the request.

Section VIII – Financial Information

Registration

A \$30 registration fee will be due at the time of registration. In addition, there is a *Textbook+ Fee* of \$125 per student. These fees help to offset some of the miscellaneous expenses incurred by students during the school year (Textbooks, testing, technology, field trips, school pictures, programs, etc.).

Tuition

Payment of Accounts

Tuition is to be paid in 10 equal payments. The first payment is due on registration day. The remainder of the payment schedule is listed below.

September 15	December 15	March 15
October 15	January 15	April 15
November 15	February 15	May 15

Statements will be mailed about the first of the month and are due on the 15th.

On-Time Payment Policy

Statements will be mailed about the first of the month and are due on the 15th. A discount of \$10 will be applied to each account that is paid in full on or before the 15th.

Financial Policy

- ◆ It is the financial policy of the school to limit the past due accounts of a student or family to a maximum of two months tuition. No student may remain enrolled when staying enrolled will cause the student's bill to be more than two months past due.
- ◆ The only exception to the above policy would be if the parent or responsible party submits to the Finance Committee or Principal an acceptable payment plan, in writing, of the past due amount. Any further delinquency on the regular account or on the approved plan would mean removal of the student from school.
- ◆ Unpaid accounts of the previous school year must be paid before a student can register or receive discounts. A student transferring from another school must show that his/her previous account is paid in full before enrolling at George Stone School.
- ◆ For **all** students a diploma, or final report card, cannot be issued until the student's account is paid in full.

Tuition Rates

Tuition is \$375 or 385/month per student in K-8, with the exception of multiple children in one family. See below:

	1 child in GSS	2 children in GSS (rate per student)	3 children in GSS (rate per student)
K-4	\$375	\$360	\$350
5-8	\$385	\$370	\$360

Discounts

Discounts	Percent of Tuition for Each Child
Tuition paid in advance for the entire year	3%
Two students attending George Stone School from the same family	4%
Three students attending George Stone School from the same family	7%

Mail monthly tuition checks addressed to:

George Stone School
3800 S. 48th Street
Lincoln, NE 68506

ADMISSIONS/REGISTRATION FORMS

Forms are available online at
georgestone.org
under the Admissions tab
or can be picked up
at George Stone School

Registration Day
August 7, 2019
3:00-6:00
GSS

A notary will be present to notarize the
Consent to Treatment form.