

George Stone School Handbook



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

2018 -2019

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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 Dept. 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. We have the latest research demonstrated at all times. It is important that our teacher candidates are able to put into practice what they are learning in the classroom.

We exemplify a "small school" atmosphere. The kids look out 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,

Mrs. Jenienne Kriegelstein
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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 is a multi-grade, eight grade, two teacher, SDA elementary school 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 three major purposes:

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

Each year student teachers do supervised teaching for one quarter. 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 for its elementary students.*

We believe that the best possible education is a balanced, Christ-centered one. Special emphasis is placed on helping each student establish and maintain a growing, loving relationship with Jesus. Through prayer and study students learn that the Bible is God's infallible rule of faith for the Christian and that God is their Creator and Sustainer who wants their hearts and lives. Opportunities are regularly provided for sharing God's love with one another, through service projects, and with others in the community.

George Stone School is strong in academics. 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)" Our basic philosophy is that every student must be expected to develop to his/her own potential, in an atmosphere free from anxiety and ridicule, yet challenging to growth. Personalized, continuous-progress programs are teacher-devised for every student. Each student is assisted in attaining mastery in each step of his/her program. Because programs are carefully planned to fit 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.

Academic progress is monitored and assessed daily. Progress reports indicate the level of attainment, study habits and social development of the student.

The moral development of students is guided carefully. Opportunities are constantly provided for critical thinking and decision making. There is much social interaction among students at George Stone. Every effort is exerted to make the classroom atmosphere one of cooperation and concern for others. Cross-age tutoring is a way of life. Regularly assigned classroom duties provide opportunities for development of initiative and responsibility.

All students are taught habits of healthful living and are expected to participate in planned, teacher-supervised playtimes where valuable lessons of sportsmanship are learned. Non-participation is by written parent request only and this is expected only on rare occasions.

General Information

George Stone School Calendar 2018-2019

August 2018

1 Registration Forms due – 4:00-6:00pm
13 First Day of School
23 Parent Orientation Meeting – 6:30pm

September 2018

3 Labor Day Holiday – No School
6 Project Impact
10-13 6th Grade Environmental School
24-Oct. 5 NAD Cogat Gr 4 + 7 & Iowa Assessment

October 2018

16 End of 1st Quarter
22-25 Parent/Teacher Conference week

November 2018

21 Minimum Day
22-23 Thanksgiving Vacation – No school

December 2018

19 End of 1st Semester
21-Jan. 2 Christmas Vacation

January 2019

3 School Resumes
14 M.L. King, Jr. Holiday – No School

February 2019

13-17 Basketball Tournament (UC)
18 President's Day – School in Session

March 2019

1 End of 3rd Quarter
4-8 Spring Vacation
11-14 Parent/Teacher Conference week

April 2019

15-19 Adventist Ed. Week
20 Adventist Ed. Sabbath

May 2019

9 Eighth Grade Graduation & Closing School Program
10 Last Day of School and End of 2nd Semester

Cell Phone Use

There is limited time during the school day to take phone calls. Please limit your calls to emergencies or leave a message in which the teachers will get back to you. It is expected that students would need to use the phone rarely and when they do, will be with permission of the teacher. We value our classroom time and prefer to limit interruptions. Personal cell phones may be given to your student's teacher at the beginning of the school day and may be retrieved after school. Thank you for your cooperation.

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 go out into the hall and get their coats. We may also engage in lock-down and evacuation drills during the school year. The school will also conduct tornado drills.

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. The following are guidelines recommended for off-campus outings:

- School regulations for behavior and dress are to be followed.
- Adult sponsors stay with and monitor assigned students for the entire trip.
- Students are not to eat in the cars transporting them. We want the driver's car to be clean when the trip is over.
- Students are not to take along electronic devices (CD players, iPod, games, etc.)
- Students must have written permission from parents/guardians. Phone permission is not acceptable.
- Each student must wear a seat belt at all times.
- Drivers of personal vehicles must have a current background check and the conference required car insurance.
- Drivers of college vehicles must be approved through the Union College Human Resources Department.

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.

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.

Lunches

Students are expected to eat in the designated lunch area unless their parent/parents come to the room and take them somewhere for lunch. While a microwave is available to heat food items, it is advisable to send prepared lunches. Several students heating meals, even at 3 minutes each, takes more time than the 30 minute lunch period allows. For safety purposes students may not use the stove or oven. Students should bring their own silverware. There is no trading of food among the students.

Please do not include caffeine drinks in school lunches.

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

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.

The Parents Pledge

By registering a student at George Stone School the parents and/or guardians agree to abide by the judgment of the faculty as it applies to standards of dress and conduct of their students. Further, such registration implies a willingness to meet the financial obligations that accrue out of tuition, fees or other applicable charges.

Parent-School Communications

The success of the school depends in a large measure upon the fullest cooperation between parents and the administration. If students make complaints to their parents concerning school matters in which they feel they are mistreated, parents should notify the

administration and withhold judgment until a proper investigation can be made. Unhappy consequences can often be prevented in this way.

Parents of our students are always welcome on campus. In order not to be disruptive to a class, arrangements for visiting should be made in advance.

Parents taking their students off campus at any time are requested to make arrangements beforehand.

There will be two scheduled parent-teacher conferences each school year. Any additional conferences or appointments will be scheduled at a time outside of school hours that is convenient for both the parents and teacher.

Problem Solving Procedures

The following procedure is based on the Biblical model found in Matthew 18 for resolving differences between individuals:

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.

Parties

Occasionally parents bring treats for their child's birthday or other special occasions. Please bring treats for every student in the school or classroom (K-4/5-8) and only during lunch time (12:00-12:30). Thank you for notifying the teacher in the classroom before bringing the treats.

Unless distributed to the entire class, invitations to attend private parties should not be distributed at school. Thank you for your consideration of all students.

Recesses

Recesses are integral parts of the school program and fulfill the state requirements for physical educational. All students are expected to be regular, active participants. When because of health reasons it is necessary for a student to miss recess, please send a note indicating the dates for this exception. Snacks after recess are not allowed.

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 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 will be asked to resolve issues of child visitation at school outside of the school setting.

Storm Emergency

If a tornado warning is issued, students will stay in the basement of Rees Hall until the warning is over. Parents may pick up their child from school when they feel uncomfortable about weather conditions. Your child will be released only to those on your Authorized Pick-up List, which can be updated in writing at any time.

Student Body

In order to keep George Stone School a small school for teacher training purposes, our total enrollment is generally limited to twenty five students. All eight grades are maintained and an attempt is made to keep the population resembling a typical classroom.

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 asked to withdraw the student from school.

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.

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.

4. 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

Student Release of Records

As noted in the previous section, no information will be released to any individual or outside agency without the written consent of a parent or guardian.

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.

Videoing/Pictures

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. A media release form is part of the registration packet.

Media Release Policy

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.

Weapons Ban Policy

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

Admissions/Registration Information

All students must apply to attend for the current school year. After an Admission Committee meets, parents will be notified of acceptance.

All forms are due at George Stone School on or before Registration Day, August 1.

Pre-registration begins April 30, 2018.

Returning Students:

1. Application/registration form
2. \$30 registration fee submitted.
3. Immunization record
4. Medical release forms
 - a. Medical Consent Form
 - b. Authorization for Administration of Medication at School Form
(if you request the teacher to administer medication)
5. Physical exam report for 7th graders
6. Authorization for Student Pick-up

New Students:

1. Applications have been properly completed and submitted.
2. \$30 registration fee submitted.
3. References have been received. Satisfactory scholastic and citizenship recommendations are required.
4. Copies of report cards from previous two years have been received and evaluated.
5. Required achievement tests have been taken.
6. Successful completion of an interview with the Admissions Committee.
7. Placement and status will then be determined.
8. Outstanding tuition balances from previous schools have been cleared.
9. Certified copy of student's birth certificate (State legislature requires that a copy of a student's birth certificate must be on file. The document parents receive from the hospital is not a certified copy. A certified copy has the raised seal of the birth state on it. If a birth certificate is unavailable, other reliable proof of a student's identify 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 document must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.)
10. Immunization records - State law requires that each child entering school for the first time must present to the school office at the time of registration for school, evidence that he/she has the required vaccination. See page 23.
11. Medical release forms
 - a. Medical Consent Form
 - b. Authorization for Administration of Medication at School Form
(if you request the teacher to administer medication)

12. Physical exam report
13. Authorization for Student Pick-up
14. Release of student records (only if student has records at a previous school and needs to be transferred to George Stone School)

George Stone School Registration Forms

Registration Forms discussed above can be found starting on page 27.

Attendance Policy

General Policy

In order for George Stone School to do the best possible job of educating the students entrusted to them, 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.

Excused Absences

Excused absences are defined as:

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

Excessive Absences

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.

Parent Notes Regarding Absences/Tardies

A phone call or note from the parent notifying us 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

A child is considered tardy after 8:15 a.m.

Early Dismissal

For safety reasons, we must have a note signed by a parent or guardian anytime a student needs to leave early from school or is being picked up by someone other than a parent.

Before & After School Routines

Once a child arrives at school, he must not leave the school grounds without parent or teacher supervision. Students should go home directly after school ends.

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.

Since teachers have responsibilities that prevent them from supervising any late-leavers, a fee may be charged to cover supervision costs. **Union College regulations prohibit elementary students from waiting unsupervised by an adult anywhere on campus.**

Cancellation of School

George Stone School follows the decision of the Lincoln Public Schools concerning school dismissal for bad weather. Local radio station, Channel 10/11 or the Lincoln Public Schools web site <http://www.lps.org/> will announce school cancellations due to the weather. When in doubt, please turn on your radio, T.V. or check the LPS web site. If you still have questions, then call a teacher.

E-Learning Days

When school is closed due to weather, students should 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.

School Hours

8:15 – 3:20 Monday through Thursday

8:15 – 1:00 Fridays
Refer to school calendar for school hour exceptions

Academic Information

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; that they understand that individuals and families may be held liable for any inappropriate behavior; and that 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.

Standards-Based Education Program

The standards-based movement is a focus for educational change at the national and state levels. The Seventh-day Adventist Department of Education has also identified specific essential leanings in our content-based curriculum guides and the primary components in Journey to Excellence, the core of Adventist Education.

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. Students work toward attaining goals.

For further explanation of state standards, Essential Learning and Journey to Excellence see:

Journey to Excellence

<http://www.journeytoexcellence.org>

Nebraska Standards

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

Seventh-day Adventist Curriculum Guides

<http://circle.adventist.org/>

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.

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 on-line 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 report card

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

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

Fundamental School Standards

Discipline Plan Philosophy

An essential element to a successful school is having a safe, pleasing 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 are able to 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.

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

Neat, clean, modest attire is expected. Shorts of walking length may be worn. Clothing promoting non-Christian groups or activities, slacks, or shirts which bare the midriff, tank tops, or baggy pants may not be worn, nor is there a place for any jewelry, even of the silicon, woven, or elastic types. Closed-toed shoes should be worn by students. Union College has requested non-marking sneaker/sports-type shoes for our gym play. These may be the same shoes used for school.

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.

Electronic Equipment, Personal Items and Bicycles

Students may not bring radios, tape players, electronic games, disc players, CDs or other electronic devices to school or take them on school trips. Personal cell phones may be required to be given to the student's teacher at the beginning of the day and may be retrieved after school. Students may not bring roller skates, in-line skates, skateboards, shoes with wheels, scooters, ripsticks, or any similar equipment to school. Bicycles may be ridden to and from school, but bikes may not be used to ride around campus.

Health Information

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 medication schedule that is missed.

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

http://dhhs.ne.gov/publichealth/pages/immunization_school_i.aspx

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age (*Hib not required after child reaches 5 yrs. of age) 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 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. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age (*Pneumococcal not required after child reaches 5 yrs. of age.)
Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 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.
Additionally, for 7th Grade only	Must be current with the above vaccinations AND receive 1 dose of Tdap (must contain Pertussis booster)

Source: Nebraska Immunization Program, Nebraska Department of health and Human Services, 2011. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/tl73.htm> (Title 173: Control of Communicable Diseases – Chapter 3; revised and implemented 2011)
Updated 1/25/2017

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.

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.

Financial Information

Registration

A \$30 registration fee will be due at the time of registration. This fee covers some of the miscellaneous expenses incurred by student during the course of the school year.

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 \$355/month K-8, with the exception of multiple children. See below:

	1 child in GSS	2 children in GSS	3 children in GSS
K-4	\$355	\$341	\$331
5-8	\$365	\$351	\$340

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