

George Stone School Handbook



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

2009 -2010

3800 S. 48th St., -- Lincoln, NE 68506 –402-486-2896

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Letter to Parents

Dear Parents and Friends,

Welcome to the George Stone Elementary School! This unique laboratory school began in the fall of 1977 and was the first of its kind in the nation. From its beginning it has been dedicated to fulfilling three major purposes:

1. *To provide practical laboratory experience for teachers-in-training.*
2. *To provide the best possible Seventh-day Adventist education for its elementary students.*
3. *To develop and implement curriculum materials especially suitable for SDA multi-grade schools.*

Each year we renew our commitment to provide the best education for our students. Our new reading program for grades 5-8 called Pathways will be implemented. The lower grades have used this new program for two years. Our focus will continue to be on outreach with the school participating in the annual Project Impact Day at Union College and fund raising for the Pennies for Peace program created by Greg Mortensen who will visit our school in September.

Our students continue to thrive in an environment rich in the latest in research instructional strategies. Not surprisingly, research conducted by the Northwest Educational Laboratory tells us that students in a multigrade classroom have high self-esteem and more positive attitudes toward school and toward their peers than students in a single grade classroom.

We are well aware that our students come from different backgrounds and have different abilities and expectations. We happily look upon our students with respect; help them find their God-given talents; acknowledge their intelligences; and listen carefully to them. We will strive to make this year the best year for learning your child has ever had and one that will draw him/her closer to Christ. Thank you for entrusting us with your most precious possession, your child.

Please feel free to visit us anytime and contact us if you have questions or concerns. Also, please keep the school and all of its students and faculty in your prayers.

Sincerely,

Dr. Joseph Allison
Mrs. Jackie Simpson
Ms. Theresa Wiegel

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History and Philosophy

America's heartland today still is 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 a ratio of one teacher per four students!

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 Tests of Basic Skills* is above the national norm. 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. No letter grades are given because all work is completed at a mastery level before additional work is attempted. 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 recess and swim periods where valuable lessons of sportsmanship are learned. Non-participation is by written parent request only and this is expected only on rare occasions.

3. *To develop curriculum materials especially suitable for multi-grade schools.*

George Stone follows closely the approved SDA Curriculum Guide for Small Schools and the Nebraska State Curriculum Standards. Occasionally, we deviate from the established program. The two regular teachers at George Stone are often asked to develop special materials for small schools. Such materials are then used first in our own school so strengths and weaknesses may be evaluated carefully. In addition to materials such as these created internally, we try out the most promising of the newly published commercial materials. This simply means that students at George Stone are constantly exposed to exciting educational innovations.

Arrival at School

Students should not arrive on school grounds until 10 minutes before school begins. When bad weather occurs, students are permitted to arrive earlier. Earlier arrivals must be worked out with the teachers.

Attendance Policy

Regular and punctual attendance is required for a successful school learning experience.

Excused Absences

Students will be excused for the following reasons:

- When severe weather conditions make attendance impossible or impractical
- When the student is ill or has other medical needs.
- When there is a family bereavement or crisis.

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 notes explaining absences and/or tardiness are expected upon the student's return to school. The County Health Department requires that these notes be kept on file in the school.

A child is considered tardy after 8:30 a.m. or, if out of the room for lunch, after 12:30 p.m.

Early Dismissal/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

Long, before-school waits are discouraged. Teachers are involved in teachers' worship and students are unsupervised. If a student must, on rare occasions, arrive before 8:15 a.m. they should enter the back door and quietly wait in the workroom. Once a child arrives at school, he must not leave the school grounds without parent or teacher supervision.

After arriving at school students should sit quietly in the workroom or classroom until asked to come into the classroom. Students who arrive after 8:15 may wait in the classroom

Students should go home directly after school ends. Long, after-school waits can turn into problem situations, so it is imperative that students be picked up promptly after school ends. Students will be released only to custodial parents, unless the teacher has been notified by the parent. A picture I.D. will 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.

As a courtesy to our Union College family, students should refrain from throwing snowballs or rocks and picking the flowers on the campus.

Cancellation of School

George Stone Schools 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.llps.org/> will announce school cancellations due to the weather. When in doubt, please do not call a teacher, but turn on your radio, T.V. or check the LPS web site.

Computer/Internet Acceptable Use

Student usage of computers and Internet is a privilege. Because students have the opportunity to access a wide array of information, it is important that all computer/Internet use be related to school work. The following behaviors will be considered unacceptable use of the computer/Internet:

- 1) Usage that is not consistent with the goals and objectives of George Stone School
- 2) Students giving out their address and/or phone number or those of other people.
- 3) Purposefully annoying other users.
- 4) Abusive messages to others
- 5) Use of inappropriate language
- 6) Physical misuse, abuse of equipment, the Internet or other system operation.

1st Offense: Loss of any combination of computer/Internet privileges for a period

- of 30 school days.
- 2nd Offense:** Loss of any combination of computer/Internet privileges for a period of 60 school days.
- 3rd Offense:** Loss of any combination of computer/Internet privileges for the remainder of the school year.

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 will 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 school after regular hours to do additional work, or in-school suspensions.

School Rules

1. *We are responsible for what we say and do.*

Bathroom Rules

Only one boy and girl per restroom at a time.
Take a bathroom pass when you leave the room.

Microwave Use

Sign up in the morning.
Wait for the teacher or microwave monitor to tell you when it is your turn.

Lunchtime Behavior

Trading of food is not allowed.
Throwing food is not allowed.
Conversation should be pleasant.

Classroom Conduct

Treat everyone as you wish to be treated.
Call each student by their given name.
Say, "Please", and "Thank you"
Apologize and make up for your mistakes.
Keep hands and feet to yourself.
Tell the truth.
Use indoor voices in the classroom.
Refrain from threatening, vulgar, abusive, profane gestures, harassing or swearing language.
Restrain from attempting to cause personal injury to any person or self.
Refrain from chewing gum.
Take hats off in the building.
Raise your hand if you wish to speak in class or need additional help on work.
Work consistently and quietly.
Refrain from disturbing other students.
All cells phones should be given to your teacher at the beginning of the school day for safekeeping.

Student Teachers, Teachers & Principal

Quickly obey all requests from student teachers, teachers and principal.
Speak respectfully to student teacher, teachers and principal.

Classwork & Assignments

Participate in classroom discussions and activities.
Cooperate with fellow students, student teachers, teachers and principal.
Assigned homework must be completed on time and handed in on time.

Use of Gym

Enter the gym only by the main entrance.
Wait outside the gym until a teacher signals you to enter.
Wipe feet before entering the gym.
Leave light switches and gym equipment alone.

2. *We keep ourselves and others safe.*

Fire Drill Procedures

Stand up and push your chair in.
No talking.
Exit by the appropriate door.
First person out holds door open for everyone.
A teacher is the last person out.
Meet by parking lot.
Wait for more instructions.

Tornado Drill Procedures

Stand up and push your chair in.
No talking.
Go to the Rees Hall basement.
Crouch down facing the wall.
Tuck your head down and cover your head with your arms.
Wait for the all clear signal.

When You Hurt Yourself

Tell the teacher immediately.
Wash the wound.
Pat dry the wound.
Apply bandage.

Hall Safety

Walk in the halls.

Hang up coats, jackets, hats and sweaters.
Place backpacks on the shelves provided.
Place boots under the coat rack.

Outdoor Safety

Obey the rules of the game.
Watch where you are running.
Use only happy voices.
Play for enjoyment.
Throw playgrounds balls so they hit only below the waist.
Stay out of the street and the trees.
Keep your feet to yourself.
Let a teacher assist you across the street, driveway and the parking lot.
Leave rocks, sticks and snow on the ground.
Bikes are used only to go to and from school.

Swimming Guidelines

Obey the lifeguard.
Spitting, in or out of the pool, is not permitted.
Snapping towels is not allowed.
Refrain from sitting on one another's shoulders.
Once out of the pool, dress quickly.

Health Procedures

Wash hands before lunch and after using the restroom.
Leave any object or material that is considered a weapon or fireworks at home.

Computer Guidelines

The use of the Internet is prohibited unless required by a teacher.
Only teacher-assigned work can be done.
Refrain from distracting other persons using computers.

3. *We take care of school property.*

Recess Equipment

Treat recess equipment carefully.
Put recess equipment away in proper place.

Cleanliness

Do school jobs thoroughly and quickly.
Refrain from writing in or on any book, wall or tables.

Keep work area and bins neat and orderly.
Keep school property neat and useable.

Dress

Neat, clean, modest attire is expected. Shorts of walking length may be worn. T-shirts 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 jewelry, even of the friendship or silicon type. Young, happy faces are beautiful, so make-up is not needed or allowed. Clear nail polish is accepted. Parents should mark all outdoor clothing (coats, boots, etc.) with some form of identification.

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 and Personal Items

Students may not bring radios, tape players, electronic games, disc players or CDs to school or take them on school trips. Personal cell phones are 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 or scooters, to school. Bicycles may be ridden to and from school, but bikes may not be used to ride around campus.

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. In the Spring, the school will also conduct tornado drills.

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 the College for secondary supplemental payment. Please contact one of the teachers if you have any questions.

Lunches

Students are expected to eat in the classroom 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, fills in far more time than the 30 minute lunch period allows. For safety purposes student may not use the stove or oven. Students must bring their own silverware. There is no trading of food among the students.

Please do not include caffeine drinks in school lunches. Milk is available through a milk program for a cost of \$35 per child per year. Payment is due on the first day of school. Our school requests 2% milk from Roberts Dairy.

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 a 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.

Parties

Occasionally parents bring treats for their child’s birthday or other special occasions. Please bring treats for every student in the school and only during lunch time (12-12:30).

Invitations to attend private parties are NOT to be distributed at school, unless distributed to the entire class.

If a student wants to distribute Valentine cards we ask that the entire class receive cards.

Prescription Medicines

State regulations require that any medicine left with a teacher or administered by a teacher must be given to the teacher in the original prescription bottle, and must be accompanied by a note from the doctor which tells what the prescription is for.

Over-the-counter medication (aspirin, cold tablets, cough drops, throat lozenges, etc.) cannot be given without verbal or written orders from a physician. These policies and procedures are established by the Nebraska State Department of Education and State Health Department.

Students may bring medication to school if parental permission and a physician's statement are filed with the school.

Phone Use – 486-2896

There is limited time during the school day to take phone calls. Please limit your calls to very important items or leave a message in which the teachers will get back to you. Since we have no secretary every call means an interruption in the classroom. Only on rare occasions would it be expected that students would need to use the phone.

Recesses and Swimming

Recesses and swimming 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 or swimming please send a note indicating the dates for this exception. Snacks after recess or swimming are not allowed.

Registration

According to Nebraska State Law, parents who are enrolling their child for the first time must provide:

- 1) A certified copy of the student's birth certificate. State legislature requires that a certified copy of a student's birth certificate must be one 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.
- 2) Immunization record
- 3) Field trip authorization
- 4) Medical release form
- 5) Registration form
- 6) Physical exam report for first-time to school students, 7th graders and transfer students.
- 7) Authorization for Student Pick-up

Report Card Philosophy and Explanation

George Stone is strong in academics. The class-room average on the *Iowa Tests of Basic Skills* is above the national norm. Our basic philosophy is that every student must be

expected to develop to his 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.

We recognize that children come to school with a variety of backgrounds and developmental abilities. Communication with parents and students is crucial to understanding each child's unique abilities, attitudes, and interests. This type of progress-reporting focuses on the whole child and covers the four areas of growth; spiritual, physical, social and mental.

Academic progress is monitored and assessed daily. We believe that all children can learn, and all children can be successful in school. To support successful learners in the elementary school, communication regarding student progress must be ongoing, involving all students and parents. Report cards center on a self-comparison of each student. This type of reporting reflects a student's mastery or progress rather than the student's relative group standing at one point in time. We believe these report cards support a differentiated philosophy of learning where all children can be successful. Students are assessed using the following growth standards.

Academic Achievement and Growth Indicators					Work & Life Habits
<i>4 = Exceeding Standards at Quarter</i>	<i>3 = Meeting Standards at Quarter</i>	<i>2 = Working Towards Standards at Quarter</i>	<i>1 = Below Standards at Quarter</i>		
<ul style="list-style-type: none"> - Exceeds expectations for age or grade level. - Exhibits exceptional quality work consistently. - Shows high level of knowledge and understanding. - Shows creative and new ways of thinking. - Applies learning to other subject areas and life situations. 	<ul style="list-style-type: none"> - Meets expectations for age or grade level - Meets requirements for quality work. - Shows knowledge and understanding. - Applies learning to other subject areas. 	<ul style="list-style-type: none"> - Meets some expectations for age or grade level. -Meets some requirements for quality work. - Demonstrates some knowledge and understanding. -Requires extra time, instruction, assistance and practice. 	<ul style="list-style-type: none"> - Not yet meeting expectations for age or grade level. - Seldom meets requirements for quality work. - Needs more exposure and modeling to develop knowledge and understanding. - Require an extended amount of time, instruction, assistance and practice. 	<ul style="list-style-type: none"> <i>X = introduced</i> - No basis for evaluation at this time. <i>NA = Not Addressed this Quarter</i> - No basis for evaluation 	<ul style="list-style-type: none"> V = Very Good S = Satisfactory N = Needs Improvement SG = Shows Growth

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 learnings in our content-based curriculum guides and the primary components in Journey to Excellence.

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, not in competition against each other.

For further explanation of state standards, essential learnings 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/>

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, weekly newsletters, quarterly progress reports and Friday take-home folders.

Parent-teacher conferences are held during 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.

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.

George Stone School Calendar 2009 – 2010

August		
	18	Classes Begin
September		
	7	Labor Day – No School
	21-24	6th Grade Environmental School
	22	Greg Mortenson's visit
	27	Open House 3-5 p.m.
	28	School pictures – 9 a.m.
October		
	5-9	ITBS Testing
	16	1 st Quarter Ends (43 days)

	19-23	Red Ribbon/Spirit Week
November		
	4	School Picture Retakes
	9	Parent Teacher Conferences – School Dismisses at 12:30
	9-13	Fall Week of Prayer
	24	Thanksgiving Dinner
	25	School Dismisses at 12:30
	26-29	Thanksgiving Vacation
December		
	12	Christmas Program - Rees Hall Chapel at 6:30 p.m.
	17	Annual Sleepover Begins at 6:00 p.m.
	18	School Dismisses at 8:30 a.m.
	18	1 st Semester Ends (42 days)
	19-3	Christmas Vacation
January		
	4	Classes Resume
	18	Martin L. King Day – No School
February		
	15	Presidents' Day – No School
	16	Kansas-Nebraska Teacher In-Service
March		
	12	3 rd Quarter Ends (47 days)
	13-21	Spring Break
	25-28	Music Festival
	29	Parent Teacher Conferences – School Dismisses at 12:30
April		
	12-16	Spring Week of Prayer
	12-16	Adventist Education Week
	17	Adventist Education Day
May		
	7	School Picnic
	8	Spring Program & Awards Night – Rees Hall Chapel at 6:30 p.m.
	20	8 th Grade Graduation – Shawnee-Porter Rooms – Ortner Center at 6:30 p.m.
	21	School Dismisses at 12:30 – 8 th Grade Skip Day - 2 nd Semester Ends (45 days)

School Hours

- 8:30 – 3:15 Monday through Thursday
To gain the blessings of group worship, students need to be in their places a few minutes before 8:30 a.m.
- 8:30 – 2:30 Fridays
Refer to school calendar for school hour exceptions

Student Body

In order to keep George Stone School a small school for teacher training purposes, our total enrollment is generally limited to thirty-six students. All eight grades are maintained and an attempt is made to keep the population resembling a typical classroom group as nearly as possible. George Stone School, in keeping with the counsel of E.G. White, accepts first graders no earlier than seven years of age unless the child has already completed kindergarten.

Student selections are made according to dates on application forms when vacancies occur. Once students are admitted, they may remain in George Stone until they graduate from the eighth grade unless their presence is felt to be detrimental to the school.

Student Immunization Record

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 the 2009 – 2010 school year. For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases – Chapter 3; revised and implemented 2004)

Student Age Group	Required Vaccines
Students entering school for the first time (K or 1 st Grade)	- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, - 3 doses of Polio vaccine,
Students entering 7 th Grade	- 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,
Transfer students from outside the State of Nebraska, regardless of grade (includes any foreign students)	- 1 dose of varicella (chickenpox) or MMRV if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella (no MMRV), separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2007 – 2008 school year this includes students in grades kindergarten, 1 st , 2 nd , 3 rd , 7 th , 8 th , 9 th , and 10 th , plus all out of state transfer students).
All students not listed above (grades 1 through 6 and 8 through 12)	- 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, -For the 2007 – 2008 school year Varicella is required for kindergartners, 1 st , 2 nd , 3 rd , 7 th , 8 th , 9 th , and 10 th graders, plus all out of state transfers.

Student 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 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.

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

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.

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 the weather conditions.

The teachers will release your child to a friend or neighbor only if they have your written permission. The school can not accept phone calls to dismiss students.

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.

Tuition

The first of 10 tuition payments is due the first day of school. Thereafter, tuition is due by the fifteenth of each month. Following is the monthly cost of tuition:

1 child in school	2 children in school	3 children in school
\$322	\$609.50	\$897

Milk is \$35 for the year paid at the beginning of the school year.

Please **mail** monthly tuition checks or make online bill payments addressed to:

Dr. Joseph Allison
Principal, George Stone School
Division of Human Development
3800 S. 48th St.
Lincoln, NE 68506

Those who pay without reminders are greatly appreciated.

Videoing/Pictures

Many times during the school year, video tapes are made and pictures taken inside George Stone School. These tapes and pictures are used for instructional purposes in college classrooms and public relation articles or photos. This procedure is routine at George Stone and permission by parents for children to be filmed is assumed with enrollment.

Visitation

Parents are always welcome at George Stone School. If other adults wish to visit, arrangements should be made ahead of time.

It is best not to request that our students be allowed to bring other children to visit during school hours. If you as the parent think it would serve a positive purpose, please contact the principal to discuss the matter.

Weapons Ban Policy

George Stone School and Union College prohibits any weapons such as firearms, knives (regardless of blade size), metal knuckles, chain, razors, razor blades, explosives, cutting tools, pistols, shotguns, rifles, nunchaku, noxious, irritating or poisonous gases, or any other tool or instrument capable of inflicting bodily injury as determined by the teachers and principal.

George Stone School Registration Forms

Following are registration forms required of all students. Please complete the needed forms for your child. All registration forms are due at George Stone School on the first day of school, August 18, 2009.

- **Application** – Every new student needs a completed form on file.
- **Field Trip Permission** – Every student needs a new completed form on file.
- **Consent for Medical/Surgical Care** -- Every student needs a completed and notarized form on file.
- **Medical Administration Guidelines** -- Complete this form only if you request the teacher to administer medication.
- **Release of Student Records** – Complete only if student has records at a previous school and needs to be transferred to George Stone School.
- **Physical Examination** – All 7th graders and first time students need a physical examination.

GEORGE P. STONE ELEMENTRAY SCHOOL
3800S. 48th St.
Lincoln, NE 68506

Consent for Medical/Surgical Care/Emergency Treatment & Medical Information

In presenting my son/daughter for diagnosis and treatment

I, _____ of _____
Parent / Guardian Name Address City State Zip

am the _____ of _____
relation (father, mother, etc) Student's Legal Name

at _____
Address City State Zip

I hereby give our (my) consent to George Stone Elementary for the period of August 18, 2009 to May 21, 2010 to arrange for routine or emergency medical/dental care and treatment necessary to preserve the health of our (my) child.

We/I acknowledge that we/I are responsible for all reasonable charges in connection with care and treatment rendered during this period.

Name: _____ Family physician: _____

Address: _____ Pediatrician: _____

_____ Surgeon: _____

Telephone #: _____ Orthopedist: _____

Name of health insurance carrier: _____ Child's allergies, if any: _____

_____ Date of last tetanus booster: _____

Group No. _____ Medicines child is taking: _____

Agreement No: _____

Signature: _____ Date: _____

In case of emergency I can be reached at: _____

_____ (Signature of Parent/Guardian)

Subscribed and sworn before me this _____ day of _____, 200_____.

_____ (Stamp and signature of notary)

Field Trip Permission Form

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

During the 2009 – 2010 school year George Stone School will be taking field trips sponsored by Jackie Simpson or Theresa Weigel. These “study trips” will be used to enhance or introduce a curriculum theme. For the benefit of the parents, a note will be sent home describing the purpose and activities prior to each field trip.

A signature from a parent or guardian is required to give permission for us to take your child/children on these field trips.

Please sign below:

My son/daughter _____ has permission to
(child’s name)
participate in school sponsored field trip(s).

Parent/Guardian Signature

Date Signed

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 to Administer Medications 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.

Authorization for Administration of Medication at School

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

Student Name _____ Birth Date: _____

Grade _____

This portion to be completed by physician/dentist/provider

Name of Medication	Dosage	Route	Time of Day
_____	_____	_____	_____

If given p.m. specify the length of time between doses _____

Inhalers: _____

Indicate if student must carry on his/her person

Student is capable of self-administration of medication _____ Yes _____ No

Possible side effects of medication _____

Emergency procedure in case of serious side effects _____

I request and authorize that the above-named student be administered/provided the above Identified Medication in accordance with the instructions indicated above from _____ to _____ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

Date of Signature Physician/Dentist/Provider Signature

Telephone Number Name: _____
(Print)

Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given.

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to give medication to my child in accordance with the health care provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.

Permission to carry inhaler _____ Yes _____ No Permission to self-administer medication _____ Yes _____ No

Date _____ Phone # _____
Parent/Guardian Caretaker Signature Home/Work

Physical Examination Requirements - Lincoln, Nebraska

The school shall require evidence of a physical examination by a qualified physician within six months prior to the entrance of a child into the beginner grade and the seventh grade, or in the case of a transfer from out-of-state to any other grade of the local school: provided no such examination shall be required of any child whose parent or guardian

shall object thereto in writing. A complete visual evaluation is required at the entry grade (1st grade or grade transfer from out of state). A vision professional may also complete the required visual examination. Waiver forms are available in each school. School Law 79-444 (1979). Physical examinations are recommended at the third and tenth grade in addition to the required examinations.

Name _____ School _____ Grade _____

Address _____ Zip _____ Age _____ Sex: M ___ F ___

PHYSICAL FINDINGS

Height _____ Weight _____

Blood Pressure _____ Pulse _____

Urinalysis _____

Hemoglobin/Hct _____

Audiometric Screening Report, if given

	500	1000	2000	4000
RE				
LE				

MEDICAL	Normal	Abnormal Findings
Appearance		
Eyes/ears/nose/throat		
Lymph nodes		
Heart (note murmur if present)		
Pulses (inc. Femoral)		
Lungs		
Abdomen		
Skin		
MUSCULOSKELETAL		
Neck		
Spine		
Shoulder/arm		
Wrist/hand		
Elbow/forearm		
Hip/thigh		
Knee		
Leg/ankle		
Foot		
Evidence of Scoliosis	no _____ yes _____	
Evidence of Hernia	no _____ yes _____	
Stigmata of Marfan's Syndrome	no _____ yes _____	

Immunizations given during today's visit:
 DTP ___ Td ___ polio ___ MMR ___ Hib ___ Hep B ___
 Varicella _____ other (list) _____
 (Please attach copy of immunization record on file.)
 Significant findings/Chronic Health Problems (Please review health history)

RECOMMEND FURTHER **PASS** **FAIL**

EVALUATION

(see comments below)
 Amblyopia _____

Strabismus _____

Internal Eye Health _____

External Eye Health _____

Visual Acuity
 20 feet: Right 20/___ Left 20/___ with/without glasses
 16 inches: Right 20/___ Left 20/___ with/without glasses

Required medication on a daily or episodic routine:

Please check classification

- Regular: Student may participate in the regular program of physical education, recreation, intramurals, athletics or related activities without undue risk or injury.
- Adapted: Student has a condition which might risk sustaining injury from participation in the regular program or needs a special adapted program as indicated by the consulting physician. Reexamine each year.
- Exempt: Student has a severe handicap which might risk sustaining injury from participation in the regular or adapted programs. These students should be re-examined for possible reclassification at the end of the exemption period.

Please check certification

- Certified Student has passed the physical examination successfully and is physically able to participate in interscholastic athletics. Activities student should not participate in. _____

Recommendations: _____

Your signature below indicates completion of physical exam and review of health history.

Examining Physical (Signature Required)

ate _____ Signed _____, M.D.

Examining Physician (Signature Required)

Physician Address _____ Physician Phone _____

Clinic/Practice Name (please print) _____

George Stone Elementary School
A Teacher-Training Laboratory on the Campus of Union College

Release of Student Records Form

Please complete the Release of Records form below and give/mail it to the administration of the last school your child/children attended.

RELEASE OF RECORDS

The student below has enrolled in George Stone Elementary School. Please forward his/her school records to:

Dr Joseph R. Allison
Principal
George Stone Elementary School
3800 S. 48th Street
Lincoln, NE 68506

Student's
Name: _____

Date of
Birth: _____

I give my permission for this record transfer.

Parents/Guardian
Signature: _____

Date: _____

George Stone School
Authorization for Student Pick-Up

Occasionally, custodial parents are unable to pick-up their child(ren) due to an emergency or scheduling problems. The faculty of George Stone School will release your child(ren) only to your pre-approved list of people. Each person you authorize to pick-up your child will need to provide a picture I.D. before your child will be released to them.

Please list the first and last names of authorized people who may pick-up your child(ren).

Name _____

Name _____

Name _____

Name _____

Name _____

Today's Date _____

Parent
Signature _____