

## **WELCOME TO STERLING PUBLIC SCHOOL**

Sterling has a tradition of providing a quality educational program. This tradition is based on the efforts and accomplishments of the staff, students, patrons, and parents that make up the Sterling Public School. The Sterling Staff is dedicated to teaching so that all students learn. Together with you, we will strive to provide the best education for each and every student at Sterling Public School. This handbook has been compiled to inform you of procedure and programs at Sterling Elementary. Our goal is to make this a convenient and practical guide. We hope you will take the time to read it and keep it all year. We welcome suggestions and recommendations to improve our school. Please feel free to call any of the staff members for further information.

**HELP US MAKE THIS A VERY MEMORABLE YEAR FOR YOUR CHILD!**

### **ARRIVAL AND DEPARTURE TIMES:**

Children may begin arriving on the school grounds at 7:50 a.m. No supervision of children is present until this time. Each child, upon arriving at school, will line up in the designated area for his/her grade.

Afternoon dismissal will be at 3:38 p.m. Monday through Thursday and 2:23 p.m. on Fridays. Upon departure, children are expected to go directly home. Exceptions to this are supervised activities or children who are being kept after school by the teacher.

### **KINDERGARTEN ADMISSION:**

Children must have reached the aged of five years or will reach such age 5 on or before October 15 of the current school year. A child may be admitted if they have reached the age of five between October 16 and February 1 only if the parent or guardian requests such entrance and provides an affidavit stating that the child attended kindergarten in another jurisdiction in the current school year, or the family anticipates relocation to another jurisdiction within the current school year.

A requirement for attendance is **(a)** birth certificate with a state raised seal signed by the proper official. Contact the State of Nebraska Bureau of Vital Statistics, P.O. Box 95887, Lincoln, NE 68589 or phone number 471-2871. For those born in other states you may have to contact the same bureau at that state capitol. **(b)** Proper immunization papers and physical examination on forms available at the school office.

### **SCHOOL CLOSING INFORMATION:**

If school is called off because of inclement weather the following radio/television stations will be notified: KOLN/KGIN TV; KLKN TV; KFAB; KWBE; KUTT; KZKX; and WOW by 7:00 a.m. on the morning school is closed or by 10:30 p.m. the evening before school is closed if possible. You can also expect a phone call from the school on our "SchoolReach" program telling of the closing. This system makes it very important for the school to have your correct telephone number, be it a landline or a primary cell phone and also a secondary number if you choose.

## **ATTENDANCE:**

One of the key factors in making each child's school experience a success is regular school attendance. We encourage parents/guardians to make every possible effort to see that their child attends school regularly. However, there are times when absence is unavoidable. The following procedures should be followed in case of absence or tardiness:

- A. Absence: Notification - Parents/guardians should notify the school office on the morning of a child's absence. Call the office by 8:00 a.m. if possible to give the secretary the information as to why your child is absent or tardy. You may also send a note with a brother or sister to be given to the teacher notifying us of your child's absence or tardiness.
- B. Written Excuse – A child must bring a written excuse signed by the parent or guardian to the teacher on the day they return to school stating the reason for the absence. This is not necessary if a phone call has been made earlier. If we do not receive a telephone call or written excuse, the student will be considered unexcused and will make up time after school.
- C. Leaving School - It may be necessary for a student to leave school during the day because of a doctor or dental appointment, etc. We encourage parents to make every effort possible to see that minimal school time is missed for these appointments. PLEASE SEND A NOTE with your child stating the time for dismissal, and the reason for arriving late or leaving school early. This will give the teacher an opportunity to make arrangements for make-up work, etc. If you are picking up/delivering your child between 8:05-3:40 please stop in the office and then pick up/deliver your child to their classroom.
- D. Prearranged Absence - On occasion students will have the need to be absent from the school for personal matters, family reasons, etc. Parents/guardians should notify the teacher as far in advance as possible, to enable the student and teacher to make preparation and make-up work available for the school days to be missed.

## **CLASSROOM VISITATION:**

Adult visitors to the Sterling Public School are welcome at all times, and parents especially are urged to visit their child's classroom. All visitors are asked to stop at the main office before visiting the classroom. Suggestions for visiting are:

1. Several 20-30 minute visits are better than staying too long at any one time.
2. After reporting to the office, please enter the classroom quietly.
3. Call the school and ask the teacher if the time planned is convenient. There are periods when visitations are not advisable, such as testing programs. We discourage preschool children from visiting. School age children may visit when accompanied by an adult.
4. We encourage visitations between September 15 and May 1. On holidays and birthdays children are not in their usual academic environment. We suggest you visit on other days that would show a more normal routine for your child.

5. Please keep in mind that while your presence is welcome, too many visits can be a distraction from the academic process. We recommend no more than one visit per month.

### **ACCIDENT/INJURY**

In the case of an accident during school the student's parent or guardian shall be notified. If the accident is of a serious enough nature to demand immediate medical treatment, the local rescue unit will be notified as well as the parent/guardian. If we cannot reach the parent/guardian we will notify the person listed on your child's information card to contact in case of emergency. It is very important to keep the office informed of any change of employment and work phone numbers or work hours. It is also important to keep us up to date with people to notify in case of an emergency and the parent/guardian cannot be reached.

### **GENERAL SCHOOL RULES**

The Sterling Public School student shall be expected to:

1. Accept the leadership and authority of all school employees.
2. Refrain from damaging, defacing, or destroying school and personal property.
3. Be kind, courteous, and honest.
4. Use acceptable language, no profanity or obscene gestures.
5. Walk; do not run, on the right side of hallways and stairways. Also, be quiet in these areas.
6. Assist in keeping the grounds and facilities neat and clean.
7. Do not throw things that are not to be thrown.
8. Get permission before leaving the premises or playground.
9. Have an extra pair of soft soled shoes for gym play.
10. Complete the assigned work.
11. Be regular and punctual in attendance.
12. USE THE CROSSWALK if crossing the road to enter school. DO NOT RUN to or from the bus.
13. Stay on the bus after the teacher dismisses class.
14. Practice appropriate table manners at lunch time.
15. To observe good grooming practices, and are expected to dress neatly and appropriately at all times.
16. Wear appropriate clothing for cold weather; coats, some type of ear/head covering, mittens or gloves, and boots when necessary.

### **PLAYGROUND RULES**

Playground activity during noon and recess is provided so your child may learn to play games and associate with his or her fellow students. Safety and courtesy along with free expression for playtime are the prime factors of learning during these periods. Students are expected to obey the following rules:

1. Teachers on playground duty are in charge!!
2. Any child wishing to leave the playground for any reason (go after a ball, go to the office, restroom, etc.) must have the permission of the playground supervisor.

3. Jump ropes may be used only for skipping rope.
4. Basketball hoops and backboards are for basketball games, not hanging or climbing.
5. No tackle games allowed.
6. No throwing of rocks, gravel or sticks on the playground.
7. No snowball throwing.
8. Do not leave a ball on the playground after you are done with it. If you see a ball on the ground where someone left it, return it to the room it came from.
9. Students need overshoes, rubberized boots, or an extra pair of waterproof shoes for outdoor wear in wet weather.
10. No running or pushing on the playground equipment.
11. One person at a time going down the slide and in a sitting position only.
12. Hard balls and bats are not allowed.
13. All equipment is to be used as it was designed.
14. Swings should be occupied by one student at a time and this student must be seated.
15. No balls are allowed on the playground equipment.
16. Playground games are open - anyone can play.
17. If there are any situations that develop not covered by the rules mentioned above, the teacher on duty will handle the event so as to insure the safety of the students.

### **HOMEWORK GUIDELINES**

It is the aim of the school to provide enough time for students to complete assignments during class time under the supervision of a qualified teacher. "Busy" work will not be assigned as homework. However, teachers may assign homework to a class or selected students, if the teacher feels that further independent practice is needed to reinforce understanding of (a) specific concept(s). The teacher may also require homework of a student who is not utilizing his/her school study time. Few, if any, homework assignments will be given to lower elementary students (grades K-2). The amount of homework assigned to the intermediate and upper elementary students will be minimal to regular assignments. Parents/guardians should provide for a quiet, regular study time at home to help the child develop good study habits. We appreciate any help and encouragement parents/guardians may give their child, but remember, the child will benefit more from doing their own homework.

### **SCHOOL WORK DURING RECESS**

The school believes that recess is any important part of the student's day. However, it may be necessary, if all else fails, to require a student to stay in during recess to work on assignments.

### **STAYING AFTER SCHOOL**

If a student is not using school time wisely for completing assignments and is not completing them at home either, we reserve the right to require him/her to stay after school to complete assignment under the supervision of a teacher. Parents will be notified if a student needs to stay after school.

## **LOST AND FOUND**

All articles found in the building are turned in to the office. Students missing any items should check with their classroom teacher and then the school secretary. We recommend that you label your child's name on EVERYTHING they bring to school. Items left at school after the end of the school year will be donated to the Salvation Army, Goodwill, or similar organization.

### **TOYS:**

Toys, comics, cards, guns, balls, skateboards, dolls, or any other items which may constitute a nuisance in school or on the bus SHALL NOT be brought to school unless it is to be used for a "Show and Tell" class assignment.

## **SCHOOL ATTIRE AND GROOMING**

Appropriate dress and appearance is the responsibility of the student and their parent/guardian. Children should come to school neat and clean. Clothing that draws undue attention and interferes or disrupts the learning process should not be worn. The following are the guidelines for proper dress.

1. Obscene pictures or remarks, alcohol/tobacco advertisements, negative statements, etc. are not allowed.
2. Tube tops are not allowed.
3. Mesh/fish net shirts must have a shirt without holes either over or under it.
4. Shirts should be at least waist length.
5. Shorts of appropriate length may be worn. Appropriate length shall mean "fingertip" length. Short shorts are not allowed.
6. Cut off shorts should be neatly hemmed.
7. Appropriate footwear must be worn (such as tennis shoes) for playground safety.
8. Appropriate footwear must be worn in order to play in the snow.
9. Shoes with rollers are not allowed.

## **TELEPHONE USE**

The school's telephones are for BUSINESS use. Students are not permitted to call home requesting items they forgot to bring. Emergency situations that require telephone use will be handled by the staff.

Students should make arrangements for participating in after school activities such as going home with a friend, scouts, Junior Lutherans, CCD, choir, etc., before leaving for school in the morning.

Use of the office phone will only be allowed in an emergency or when a student is ill. Student cell phones must be turned off while in the building from 7:45 a.m. to 3:45 p.m. Any student using a cell phone during this time will have it confiscated and brought to the office. The student may reclaim it at the end of the day. Repeat violators will be subject to disciplinary actions. Phone calls to students during class time can be disruptive and only emergencies will be put through. A student may return your call on his/her lunchtime. If you wish to call your child during their lunchtime which will be posted

## **REPORTS TO PARENTS**

The school year is divided into four reporting periods. Mid quarter reports will be sent home to let the parents know how the child is doing. Parents/guardians will receive a student report card after the completion of each grading period. Parent-Teacher conferences will be scheduled twice a year; once in the fall and once in the spring. Parents and teachers should feel free to schedule additional conferences as desired.

The grading scale used is:

<u>Kindergarten</u>	Grades 1-5
A - Almost Always	A - 94-100
S - Sometimes	B - 86-93
N - Not yet	C - 78-85
	D - 70-77
	F - 69 or below
	I – Incomplete

Incompletes will be given when a student's work is not complete. Unfinished work must be completed. Failure to do so will result in failing grade for that subject.

### **USE OF SCHOOL FACILITIES**

Permission for the use of the school facilities and equipment must be obtained from the Principal (Mr. Peterson) prior to the activity. The school's daily educational and athletic program shall always have priority in terms of granting permission for use.

### **COMMUNICATION**

Frequently, your children will bring home notes or a weekly bulletin from school. It is important that both parents and children read these to stay informed about school events. Parental interest in these bulletins will encourage your child to continue to bring them home.

It is very important that parents of younger students notify the school of changes in their child's normal routine, such as riding or not riding the bus, or going to a different sitter. This will enable us to better monitor your child's safety.

### **GIFTS FOR STUDENTS AND PARTY INVITATIONS**

Students should not bring gifts for other students to school unless it is a class function (Christmas party) or if a present can be given to each student in the classroom. If a student wants to give another student a special gift, it should be done outside school time.

Party invitations will not be allowed to be handed out in school unless all students in a class are invited. Groups of three or more students, going home on a bus different from their own, may create problems. Permission from the office should be received or other transportation arrangements should be made for extra guests.

## **CONDUCT AT OUT OF TOWN AND LOCAL EVENTS**

Students, when attending a local or out of town school event should be supervised by an adult. Students should refrain from excessive noise or disturbance and running. They should observe the rules of the home, as well as the host school. REMEMBER, the student is representing the entire school while at these events. Students will be expected to be attentive during the event and not run around.

## **BICYCLES**

Students who ride bicycles or scooters are to park them in the rack west of the gym. It is recommended that bicycles and scooters be locked and remain locked throughout the day. The school assumes no responsibility for the bicycles or scooters.

## **SCHOOL LUNCHES**

The Sterling School Lunch Program is a non-profit entity, which serves nutritious meals every day at the lowest possible cost. At least five different food items are offered each day. Grades 4-12 are allowed "The Offer-vs.-Serve Option", which means that they may choose three of the five food items offered and their meal still qualifies as a Government reimbursable lunch.

A computerized accounting system is being used. Customized statements will be handed to each child in the family on or about the last Friday of each month, August thru April; and then a final statement approximately ten days before the end of the school year in May. Notices will be in the weekly bulletins on the Friday that statements are being sent home. All money received will be entered into an individual child's account. For those students in kindergarten thru grade four, whose parents indicate they want their child to participate in the afternoon milk program, the price of milk ticket/tickets will be deducted from the family account and a milk ticket will be hand written. All expired tickets are kept on file if any questions should occur.

Breakfast/Lunch prices for the 2009-10 school year will be as follows:

### **Breakfast Prices**

K – 12 = \$1.25

Reduced = \$0.30

K – 4 Milk Program = \$0.30 or  
\$6.00/month

### **Lunch Prices**

K – 6 = \$1.65

7 – 12 = \$2.00

Reduced = \$0.40

Adults = \$3.00

Adult extra milk = \$0.40

Fill out the application forms for Free/Reduced mailed with the August Newsletter, available on the school web site [[www.sterlingjets.org](http://www.sterlingjets.org)] or at the school office. If you qualify and apply for free/reduced breakfast/lunches for your children, our school district will receive more State Aid and at the same time your children will receive free meals. RETURN THE COMPLETED APPLICATIONS AS SOON AS POSSIBLE!!!!

## **NONDISCRIMINATION**

The Sterling Public Schools district does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. Superintendent, Larry Harnisch has been designated to handle inquires regarding complaints, grievance procedures or the application of these policies or nondiscrimination. Appeals are handled by School Board President, Tom Nieveen.

## **SCHOOL PICTURES AND YEARBOOKS**

Sterling Public School contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times, and dates are distributed by notes from the school. A yearbook is compiled with pictures of all elementary students and faculty and is available to be purchased

## **BOOKS, SUPPLIES, AND FEES**

Textbooks will be issued to you by your teachers. The students are expected to take care of textbooks. Students shall be held responsible for all school property which they check out from school, and will be expected to reimburse the school for lost or abused items.

Parents/guardians of students in grades 1-5 are asked to furnish certain consumable items that their child will need such as pencils, erasers, paper, and crayons. Additional special requests may be made by the classroom teacher. Grades K-5 request that NO Trapper Keepers be sent to school due to unavailable room inside the individual desks.

## **SCHOOL INSURANCE**

The school insurance envelopes will be sent home with the first Friday Bulletin. These insurance applications need to be returned to the school office as soon as possible.

## **ACTIVITY CARD**

Activity cards can be purchased from the school office. These activity cards are for all HOME contests other than tournaments or NSAA sponsored activities. Prices are \$20.00 for students K-6.

## **FIELD TRIPS**

Each grade is entitled to at least one field trip per year. Parents will be notified by letter of where the trip will be and what the students will do on the trip. A permission slip will be a part of the notification letter and must be returned with a parent's signature before he student will be allowed to go on the trip. The number of parents going on the trip to help with the students shall be left to the discretion of the teacher.

## **FIRE AND TORNADO DRILLS**

Fire Drill Signal: A CONSTANT ringing of the FIRE bell.

Fire Drill Procedure: All the elementary students will file out of the building following the route illustrated in each room.

Tornado Drill Signal: Wait for an announcement from the office  
Tornado Drill Procedure: All the elementary students will file to the girls locker room according to tornado evacuation plans.

### **STERLING SCHOOL BOOSTERS ORGANIZATION**

All parents of students attending Sterling Public School are automatically members of the Sterling School Boosters Organization. This organization exists to support the activities of the school. Meetings are usually held 2-4 times a year preceding evening programs. The officers include a president, vice-president, secretary, and treasurer.

## **SPECIAL PROGRAMS**

### **ACHIEVEMENT TESTS:**

Achievement tests will be given to all students 2-5 in the spring of the school year. Results of the tests will be sent home.

### **SPECIAL EDUCATION PROGRAM**

This program provides additional individualized instruction or students who need additional instruction to be successful in the regular classroom.

### **TITLE I READING AND MATH:**

This program is designed to help those students who need reinforcement or re-teaching of a skill that has already been taught in the regular classroom. To qualify for this program, we take into consideration the child's score on the achievement test as well as their performance in the regular classroom.

### **SPEECH AND LANGUAGE:**

The speech-language pathologist at Sterling School is employed by the Educational Service Unit #4 and is currently at our school two afternoons a week. His/her job is to diagnose and assist preschool and school aged children with speech and/or language disorders. Most children are referred by their classroom teacher; however, a few are referred by parents. If you have any concern about your child's speech or language development, Contact the school office or your child's teacher and a conference can be set up with our speech-language pathologist.

### **PHYSICAL EDUCATION**

Classes are provided to grades K-5 five days a week.

### **MUSIC**

Classes are provided for grades K-5. Fifth and Sixth graders who are interested may participate in band provided by the high school band instructor.

### **LIBRARY:**

Sterling Public Schools has a self-contained library for student needs and research. Each class is scheduled an allotted thirty minutes a week to develop listening skills, enhance reading enjoyment, and to learn important library skills.

## **GUIDANCE**

Sterling Public Schools has a part time guidance counselor. She/he will provide services for the students. Sessions will be conducted in grades 1-5 for the purpose of developing positive self-esteem and student behavior.

## **COMMUNICABLE DISEASES**

**YOUR FAMILY PHYSICIAN MAY SHORTEN THE DURATION OR ABSENCE OF YOUR CHILD BY GIVING WRITTEN PERMISSION TO RETURN TO SCHOOL.**

### **CHICKEN POX:**

Child should stay out of school until most all scabs are gone. At least 7 days following the eruption of last vesicles.

### **COLDS**

Child should stay home during the acute stage (sneezing and running nose) even though temperature is normal.

### **COUGH**

Children should stay home if cough is persistent until it has subsided.

### **IMPETIGO**

State law requires that children be excluded from school until all lesions are completely healed.

### **MEASLES**

Child should stay out of school 10 days from onset. This is recommended for regular measles. You should check with your family doctor to determine whether your child has regular measles or three day measles.

### **THREE DAY MEASLES**

Child should stay home for 2 days after rash has disappeared.

### **MUMPS:**

Child should stay out of school until all swelling is gone and the temperature has been normal for three consecutive days (usually 9 days).

### **PINK EYE**

Child must be excluded from school until eyes are completely cleared up - or a written note from the doctor saying that the child is on medication and no longer contagious.

### **RINGWORM**

State law requires that child be excluded from school until all lesions are completely healed.

### **SCARLET FEVER**

Child should stay home at least 10 days. You should check with your family physician immediately for the protection of other family members.

### **SCARLATINA**

Child should stay home at least 7 days.

### **SEPTIC SORE THROAT**

Child must remain out of school until throat is well and temperature is normal. Usually one week.

### **WHOOPING COUGH**

Child should stay home from 7 days after exposure to 3 weeks after onset of typical whoop cough.

### **HEAD LICE**

Before you read the following information on head lice, please be informed that Sterling Public School must send the child home as soon as head lice is discovered. The child must not return to school until he/she has been treated as well as the home and all clothing. Therefore, we must insist that the child stay home until the condition is cleared up and NOT return to school until the following day.

Head lice can infest ANYONE - personal hygiene is not necessarily a complete safeguard against infestation. Parents/guardians of children who are found to be infested with head lice will be notified as soon as possible upon detection, since the child will have to be removed from school immediately and treated. Children can be readmitted the day following treatment; however, they will be inspected upon returning to school to assure that treatment has been administered. Parents can help in the detection of head lice by becoming aware of the signs of infestation. Head lice live on the scalp, particularly behind the ears and at the nape of the neck. Intense itching is the primary sign of infestation. Adult head lice measure 1/16 to 1/8 inches in length and are usually grayish in color; head lice eggs are called nits and are attached to the base of hair shafts.

The following steps are recommended to help in the control of head lice:

1. Check all family members/individuals closely associated with infested persons.  
Head lice do not live on pets.
2. Treat all infested individuals with either an over-the-counter insecticidal louse shampoo containing pyrethrums (example-Pyrinate A-200, XXX, or RID), or you may obtain a stronger prescription shampoo or lotion containing 1% lindane

(Kwell) or 0.5% malathion (Prioderm) through your physician. Regardless of which product is used, NONE is 100% effective against the egg stage; therefore, a second treatment is recommended one week after the initial treatment to kill emerging lice.

3. Machine wash in hot water or dry clean all coats, hats, scarves, pillow cases and other clothing possibly coming in recent contact (48 hours) with the head of infested person. Non-washable items should be put into plastic bags and stored at room temperatures or lower for TWO WEEKS which will kill all eggs, nymphs, and adults.
4. Soak all combs, brushes and other hair care items for an hour in either an insecticidal louse shampoo solution or in a 2% Lysol solution prepared by adding 1 1/2 tablespoons of Lysol to 1 quart of water. Another method is to heat the articles in water to 130 degrees for 5-10 minutes.
5. Thoroughly vacuum couches, chairs, mattress and other furniture that may have been in contact with infested persons or garments. Insecticidal aerosol sprays (R & C and YDP) are available and registered for the treatment of these objects.
6. Children should be encouraged not to share combs, brushes, caps, and other hair care and clothing articles that come in contact with the head.

NOTE: IF THE CONDITION PERSISTS – THE STUDENT WILL NOT BE ALLOWED BACK IN SCHOOL WITHOUT DOCTOR’S WRITTEN PERMISSION

## **GUIDELINES FOR STUDENT FEES**

**K-12** – A list of recommended items will be available. Not a waiver issue.

**Field Trip** – Admission fees will be the responsibility of the student. This is eligible for fee waiver.

**Activity Card** - The card will allow admission to school sponsored home games for the year. This does not include conference tournaments or NSAA sponsored activities.

\$20 per Grade K-6 student; \$25 per Grade 7-8 student; \$30 per Grade 9-12 student

### **Activity/Participation Fee:**

1. Grades 7-12
2. Required for Athletic participation and will allow for attendance at home activities.
3. \$25 per Grade 7-8 student/per year \$30 per Grade 9-12 student/per year.

*Eligible for fee waiver*

**Physical Education Classes:** Students are required to have appropriate clothes, shoes and socks. Not a fee waiver issue.

**Drivers Education:** Fee for Drivers Ed. is \$150. Payment or arrangements are due

before student is allowed to drive. Eligible for fee waiver issue.

**Class & Organizations:** Dues are responsibility of the student, but are eligible for fee waiver.

**Physical:** Responsibility of student, but are eligible for fee waiver.

**Cheerleaders:** Uniforms are responsibility of student or the group. A deposit for the uniform is the responsibility of the student, but is eligible for fee waiver.

**Speech & One Act Play:** Appropriate attire is responsibility of student.

**Math:** A calculator may be recommended and is the responsibility of the student but is eligible for fee waiver.

**Music:**

Band

- A. Instruments and lesson books are the responsibility of the student, but eligible for fee waiver.
- B. Personal consumables are the responsibility of the student (reeds, valve oil, etc.)
- C. Uniform cleaning is the responsibility of the student but is eligible for fee waiver.

Chorus – Appropriate attire for performance is the responsibility of the student.

**Athletics:** Shoes, practice shorts, socks and undergarments are the responsibility of the student. Not a waiver issue.

The school district will provide uniforms and normal protective equipment or pads for the students participating in extra-curricular activities. The school district will select the type of equipment which school officials may feel best meets the needs of the school.

The school district will not be responsible for the cost of, or providing equipment or clothing, which may be specially fitted or worn exclusively by a student.

Waivers must be submitted **prior** to the time of the activity or event.

**Title IX, Title VI, Section 504:**

The Sterling Public School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Larry Harnisch, Superintendent, 250 Main, Sterling, NE 68443 402-866-4761.

**TO: Parents/Guardian of elementary student at Sterling Public School**

**FROM: Larry Harnisch, Superintendent/Elementary Principal**

**RE: Sterling Elementary Schools Guidelines for 2009-2010**

For a school to provide meaningful, positive, learning experience, the school must have a well-defined organizational program. The purpose of this handbook is to familiarize students and parents with the school system.

Please read this handbook together with your child or children. If you have any questions, please call 866-4761.

**PLEASE SIGN AND RETURN THE ATTACHED FORM ON THE NEXT PAGE  
ACKNOWLEDGING YOUR HAVING RECEIVED AND READ THIS HANDBOOK.**

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**SCHOOL YEAR: 2009-2010  
PLEASE SIGN AND RETURN TO SCHOOL BY AUGUST 28, 2009**

I hereby acknowledge with my signature that

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(student(s))

have received and read the procedures and regulations outlines in this Sterling Public School Elementary Handbook.

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Parent/Guardian Signature

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Date

NOTE: Only one form will be required per family.