Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.
Dear Student and Families,

Welcome to Belmont Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about the policies and practices of our school. Please carefully review the contents with your child. The “Important Information” booklet provided by Lincoln Public Schools also gives critical parent/student information. Note that dates for school events are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 402-436-1124.

On behalf of the entire staff, we look forward to working together to make this a productive and successful year of learning and growing.

Kim Rosenthal
Principal
Belmont Elementary School Mission: Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.

**CREATING A SUCCESSFUL ENVIRONMENT**

At Belmont all students will meet high academic and behavior expectations and will be safe. Students are responsible to conduct themselves in a manner that will create a safe learning environment. All appropriate behaviors are included in Belmont’s three guidelines for success. We will work together to help our children to:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

**BEFORE AND AFTER SCHOOL CARE**

Belmont Community Center  
402-477-8854  
Belmont Recreation Center  
402-441-6789

**IMPORTANT INFORMATION NEEDED**

Census forms will be completed online a ParentVue. There will be computers available for families to use during Open House. **For the safety of your child,** it is necessary to give the school the name of a person to contact in case you can not be reached.

It is very important that parents/guardians notify the school of any change in address and/or telephone number. **The office must have a current telephone number on file in case we must contact you in the event of an emergency.**
Belmont Elementary School Mission: Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.

Arrival and Dismissal
Drop Off /Pick Up
Only
Do not park and get out of vehicle

No Student Drop off/Pick up

Drop Off/ Pick Up
Traffic Pattern Parking Lot

Belmont Swimming Pool

Morning Arrival Student Entrances

Belmont Recreation Center
Belmont Elementary School
Educare of Lincoln
BELMONT ELEMENTARY ARRIVAL AND DISMISSAL PROCEDURES

For the safety of our students, families and staff, please follow these procedures for arrival and dismissal. Students may not be at Belmont prior to 7:45 a.m.

ARRIVAL PROCEDURES

- The Belmont campus is closed until 7:45 a.m. Students arriving for breakfast should not arrive before 7:45 a.m., as there is no supervision until that time.
- Breakfast is served between 7:45-8:00. After students eat breakfast, 1st -5th grade students report to the gym. Kindergarten students report to the kindergarten hallway.
- 8:00-8:10 a.m. 1st-5th grade students not eating breakfast will report to the gym. Kindergarten students will report to the kindergarten hallway.
- Playing outside or in the park before school is not an option for safety reasons.
- School begins at 8:15 a.m. After 8:15 a.m. all students use the main entrance and must check in with the office to be marked tardy and receive a slip to enter class.
- All parents/adults entering the building must first check in the office.

BELMONT TRAFFIC DROP OFF AND PICK UP AREAS

Student Safety is our number one priority. Please follow these directives:

- 14th Street Curb Cut Out: Do not park and get out of your car at arrival/dismissal. While in the curb cut out, continue to pull forward to keep the traffic moving.
- Judson Street: During arrival and dismissal we have a one way traffic flow moving west. There is no parking on the south side of Judson Street.
- Educare/North Lot: Drop children off in the southwest corner of the parking lot and loop around the Belmont swimming pool parking lot.
- Manatt Street: You may park on Manatt Street to pick up your children.
- If you choose to get out of your car to drop off or pick up your child(ren), park in the Educare/North parking lot or the Belmont Swimming Pool lot. Do not park your car in the 14th Street curb cut out.
- When crossing 14th street, students, parents and/or families must use the cross walk at all times.
- For the safety of all children, do not double park on 14th Street when dropping off or picking up children.
- To ensure children do not cross in the street, pick up and drop off your child(ren) on the passenger side of the vehicle.
- Making a U-turn on 14th Street is illegal. This is very dangerous with oncoming traffic on a very busy street.

DISMISSAL PROCEDURES:

- Teachers will escort all students to their designated exit area at 2:55 p.m.
- Kindergarten and 1st grade students will be dismissed from door 1 / the front entrance/14th Street.
- 2nd grade students will dismiss from door 4 / Judson Street.
- 3rd grade students will be dismissed from door 6 / Judson Street.
- 4th grade will exit through door 3. Teachers will escort students to the corner of 14th and Manatt Street.
- 5th grade teachers will escort students to the corner of 14th and Manatt Street.
- We ask that you not park in the Educare/North lot and wait for your children to find you in the parking lot.
- You may park in the Belmont Swimming Pool/South and have your child(ren) meet you there.
- All students must go directly home, to daycare, or to a school sanctioned activity after dismissal.

LATE PICK-UP

All children not picked up by 3:05 will be brought into the building. Parents will be contacted by phone. If we cannot reach a parent or students are not picked up by 3:15, children will be taken to the Belmont Rec Center for supervision. Parents will be responsible to pay a $8.00 fee to the Belmont Rec Center.
JOIN US FOR LUNCH!

Lunch scheduled by class

Students  $2.45
Adults and visitors  $3.65
Milk only  $ .50
Prices subject to change.

LUNCHROOM PROCEDURES

SNAP is the name of our cafeteria cash register system. With the SNAP cash register system a parent/guardian deposits money into an account. Students will access funds by using a finger scanner. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

Negative Account Balances
Students who do not have sufficient funds to pay for lunch will make a call home, or a note will be sent to remind parents of the need for money.

Free/Reduced Lunch and Breakfast
If your child received free/reduced lunch and breakfast last year, your application is valid for the first 30 days of school this year. Eligibility for the free/reduced lunch program is determined by federal guidelines. All families must complete a new application on line. See LPS website.

The United States’ Department of Agriculture and the Nebraska Department of Education competitive Foods Policy states that “no food may be sold or served that competes with the national School Lunch and/or Breakfast programs one half hour prior to the serving period.” This means that no food may be sold (i.e. pop, snack machines, fund raisers). No Food may be brought in as treats for class rewards, or class parties one half hour prior to the serving periods. Also, parents may not bring in food for children other than their own.

RECESS/LUNCH TIMES

Kindergarten:  10:45-11:15
1st Grade:  11:15-11:40
2nd Grade:  11:40-12:05
3rd Grade:  12:05-12:30
4th Grade:  12:30-12:55
5th Grade:  12:55-1:20

Belmont Elementary School Mission: Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.
Life Goal—I can follow directions even if I don’t want to.
SCHOOL IMPROVEMENT GOAL
School Improvement Goals

The goals for continuous school improvement at Belmont Elementary are:
1. All students will increase their reading skills in all content areas.
2. All students will increase their use of mathematics in all content areas.

VISITORS

Parents/guardians and community members are encouraged to visit school. Children not enrolled at Belmont may not visit unless accompanied by an adult. It is recommended that visitors limit their visit to 30 minutes. When visitors do come to school, we ask that they check in with the secured entrance monitor and wear the name tag provided to them. Wearing this name tag will assure all staff that approval has been given by the office to visit.

Please schedule a classroom visit with the classroom teacher. You are always welcome to join your child at lunch. Parents/guardians must contact the office if students will be having a lunch guest other than the legal guardian.

STUDENT USE OF TELEPHONE

Students will be permitted to call home regarding school matters after getting permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after-school activities or going home with a friend before arriving at school. Please keep your student’s daily plan consistent, so they are not confused about where they need to be. The office will not send phone calls into classrooms during instruction.

BFA

The Belmont Family Association (BFA) is a vital part of Belmont’s success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. Scheduled BFA meetings are listed on the calendar. All families are encouraged to attend BFA meetings and activities. You can find us on Facebook – Belmont Family Association. Our email is belmontfamilyassociation@gmail.com
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<td>Prime Time Reading 5:30 pm - 7:00 pm Rec Center</td>
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<td>Prime Time Reading 5:30 pm - 7:00 pm Rec Center</td>
<td>5th Grade Sheldon Art Gallery</td>
<td>4th Grade Prairie Immersion - Spring Creek 4th &amp; 5th Grade Curriculum Night 5:30 pm</td>
<td>4th Grade Prairie Immersion - Spring Creek Food Market - 2:55 pm - 3:30 pm No Clubs</td>
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<td>PLC Day Dismiss 80 minutes early</td>
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<td>Kindergarten Curriculum Night 5:30 pm BFA Meeting 5:00 pm</td>
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<td>MAP Growth Assessment - Kindergarten, 1st, 2nd, and 3rd Grade August 26th - September 20th 4th &amp; 5th Grade September 3rd - September 20th</td>
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*dates subject to change
COMMUNICATING STUDENT PROGRESS: Report Cards & Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice a year in October and March. Please consult the Belmont School Calendar for Parent-Teacher conference dates. Parents with immediate questions about their child’s academic progress are encouraged to contact the teacher at any time.

CONTACTING YOUR CHILD’S TEACHER

Parents/Guardians are encouraged to call their child’s classroom teacher to arrange for conferences or when questions arise that can be handled with a brief discussion. The best time to reach a teacher by phone is before the student-day begins or after school. During instructional time, phone messages will be taken for teachers. For involved problems such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged.

SCHOOL NEWSLETTER

The Belmont Newsletter contains announcements, information, school events, etc. This newsletter is sent monthly through School Messenger and Friday Folders.

WEEKLY COMMUNICATION FOLDERS

Typically, school news will be sent home via Friday Folders for kindergarten and 1st grade and binders for 2nd through 5th grade. Please return the folder the next day including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Belmont School.

SCHOOL WEBSITE

Information is regularly updated on our website: belmont.lps.org

SCHOOL FACEBOOK

Check out school happenings on our Facebook Page! "Like" us at www.facebook.com/belmontcougars

ACADEMIC ACHIEVEMENT

Academic achievement based on district curriculum standards and work/study habits will be reported on the report card.

COMMUNICATION

Cougar Tracks is a monthly newsletter sent home by the principal. An electronic version is available to parents who provide their email address to the Belmont office. Classroom teachers will send home regular communication to inform parents of current curriculum studies, upcoming events, classroom events, etc

COMMUNITY NEWS

"Community News" is a newspaper distributed by Lincoln Public Schools, free to all elementary students the first week of every month from September through May. "Community News" replaces most informational flyers and can be used as a guide to community activities for students. The monthly school lunch menu is included in each issue of "Community News."

SCHOOL MESSENGER

The district-wide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has you updated phone number and email address.

PARENTVUE

Parents may access communications, attendance information and more for their child through ParentVue. A "button" linking you to ParentVue can be found on your school website.
## October 2019 Calendar

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<td>Family Activity Night 5:30 pm - 7:00 pm Belmont Rec Center</td>
<td>SNAC Meeting - 6:00 pm - 7:00 pm Belmont Rec Center</td>
<td>Newsletter Sent Home Picture Day!</td>
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<td>Last Day of 1st Quarter Clubs</td>
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<td>3rd &amp; 5th Grade Morrill Hall Parent Teacher Conferences</td>
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<td>Health Screenings 3rd &amp; 5th Grade Morrill Hall</td>
<td>Health Screenings 3rd &amp; 5th Grade Morrill Hall</td>
<td>Last Day of 1st Quarter Clubs</td>
<td>Last Day of 1st Quarter Clubs</td>
<td>Food Market - 2:55 pm - 3:30 pm</td>
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<td>Prime Time Reading 5:30 pm - 7:00 pm Rec Center</td>
<td>Parent Teacher Conferences</td>
<td>3rd &amp; 5th Grade Morrill Hall</td>
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<td>2nd Quarter Club Registrations Sent Home</td>
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<td>CLC Showcase Night 5:30 pm - 7:30 pm</td>
<td>2nd Quarter Club Registrations Due 1st Quarter Ends</td>
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<td>No School for Elementary Students</td>
<td>2nd Quarter Starts</td>
<td>Gifted Parent Forum 6 pm - 7 pm Pound Middle School Auditorium</td>
<td>2nd Quarter Club Confirmations Sent Home</td>
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<td>Halloween Carnival 4 pm - 6pm Belmont Rec Center</td>
<td>First Day 2nd Quarter Clubs</td>
<td>PLC Day Dismiss 80 minutes early Early dismissal 1:33 pm No Preschool</td>
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*Life Goal— I can take good care of myself even though I'm mad.*

*dates subject to change*
REPORTING ABSENCES:
If your child is unable to attend school, call the office at 402-436-1124 by 8:30 a.m. If the school has not been notified, a call will be made to your home or work. If you can not be reached, emergency contacts will be called.

MAKE-UP WORK
We appreciate parent/guardians’ conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for completion of work and notify the office.

Please call the school in the morning to request homework to be picked up after school.

AFTER SCHOOL CLUBS AND ACTIVITIES
Throughout the school year, a variety of interest clubs and activities are offered to our students. Club and registration information will be sent home with students, additional activities available to students (some for only designated grade levels) include: chorus, band and orchestra.

BULLYING
If you feel that your child is being bullied by peers, please contact your child’s teacher or the building principal, Kim Rosenthal. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must include:

- Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Hurtful aggressive physical and/or verbal behavior.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

As an added prevention piece, please discuss with your child adults in the building who they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, the administrator, school counselor, school psychologist, school social worker or any other adult in the building that they have built a positive relationship with.

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District’s Second Step program.
### November 2019

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<td><em>Kindergarten - Lincoln Children's Museum</em></td>
<td><em>Family Activity Night 5:30 pm - 7:00 pm at Belmont Rec Center</em></td>
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<td><em>Community Cafe - 5:45 pm - 7:45 pm at Belmont Cafeteria</em></td>
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<td><em>Veteran's Day Parade</em></td>
<td><em>Picture Re-Takes</em></td>
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<td><em>Food Market 2:53 pm - 3:30 pm</em></td>
<td><em>No Clubs</em></td>
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<td><em>BFA Meeting &amp; Box Top Count Night 5:30 pm</em></td>
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<td><em>PLC Day Dismiss 80 minutes early</em> Early dismissal 1:33 pm</td>
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*Dates subject to change*

- Newsletter Sent Home
- Report Cards Sent Home
- Schools are Closed

It's always okay to do your best and ask for help.
Belmont Elementary School Mission: Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.

Belmont Elementary School Mission: Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.

BELMONT ELEMENTARY SCHOOL
Behavior Intervention Support Team
B.I.S.T. = Teach and Protect!

At Belmont Elementary School...

It is never okay to be disruptive!

It is never okay to be hurtful!

It is always okay to do your best and ask for help!

It is always okay to be kind and helpful!

For your child to learn, perform, and behave at grade level or beyond your child needs to behave well in school. At Belmont, our expectations are Be Safe, Be Responsible, Be Respectful. Belmont uses a variety of supports to help students to experience success! The most important support is the partnership between the family and school. Please feel free to contact the school if you feel your student needs additional supports.

- Classroom and school-wide behavior expectations
- Specific classroom engagement strategies
- Specific positive reinforcement
- Small group instruction to work on missing skills
- Behavior Intervention Support Team (B.I.S.T.)
- Data-based decision making
- Access to counselor or school social worker
- Check in and Check Out or other behavior contracts
- Class Meetings
- Communication to home
- Student Triage
- Protective Plans

BELMONT ELEMENTARY SCHOOL
3425 N. 14th Street
Lincoln, NE 68521
Phone: (402) 436-1124
Website: belmont.lps.org

Please Partner with Us!
For your child to learn, perform and behave at grade level or beyond your child needs to behave well in school. At Belmont, our expectations are Be Safe, Be Responsible, Be Respectful. Belmont uses a variety of supports to help students to experience success! The most important support is the partnership between the family and school. Please feel free to contact the school if you feel your student needs additional supports.

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BELMONT ELEMENTARY SCHOOL
3425 N. 14th Street
Lincoln, NE 68521
Phone: (402) 436-1124
Website: belmont.lps.org

Belmont Elementary School Mission: Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.
It's always okay to be kind and helpful.

*dates subject to change
What is MTSS?
A Multi-Tiered System of Supports (MTSS) is a term used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic, communication, and behavioral instruction and intervention. In LPS, many educators referred to this in the past as RTI.

LPS MTSS Vision Statement
Lincoln Public Schools provides a PK-12 district-wide, general education process that systematically identifies individual student needs, provides research-informed interventions, and monitors student progress through data driven systems. This problem-solving approach addresses academic, behavioral, communication, and social needs increasing the likelihood students will meet grade level district expectations.

Purpose of MTSS
• Supports students who are struggling academically and socially/emotionally
• Supports staff to differentiate interventions based on individual need
• Builds consistency and common practices/language across the district
• Used to potentially identify students for special education (according to Rule 51)
• Not every student who receives MTSS support is on the special education ‘track’
• Intended to be an intervention process to prevent special education verification
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<td>4th Grade Heritage School - McKeighan</td>
<td>3rd Quarter Starts</td>
<td>4th Grade Heritage School - Sweeney</td>
<td>Community Cafe - 5:45 pm - 7:45 pm at Eiseley Library</td>
<td>Newsletter Sent Home</td>
<td>Club Confirmations Sent Home</td>
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<td>3rd Quarter Clubs Start</td>
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*dates subject to change

**Life Goal**—I can follow directions even if I don't want to.
Belmont Elementary
Title I Parent and Family Engagement Policy

Belmont intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.

In General,

Belmont shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements. Parents shall be notified of the policy in an understandable and uniform format and, to the extent, practicable, provided in a language the parents can understand. The policy shall be made available to the local community and updated to meet the changing needs of parents and the school.

Specifically,

- Belmont shall provide opportunities for the participation of parents and family members including those with migratory children, limited English proficiency, or have disabilities. Parent shall be notified of this Parent and Family Engagement Policy, information related to school and parent programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the parents can understand;

- Belmont shall convene an annual parent meeting scheduled at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of Belmont’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

- Belmont shall involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of this Parent and Family Engagement Policy;

- Belmont shall provide opportunities for parents and family members to participate in decisions relating to the education of their children. Belmont shall provide other reasonable support for parental involvement activities;

- Belmont shall provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. Belmont will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand;

- Belmont shall educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners;

- Belmont shall coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.
ELPA Assessments for all ELL Students in February

2 3 4 5 6 7 8
9 10 11 12 13 14 15
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- **Family Activity Night**
  5:30 pm - 7:00 pm
  Belmont Rec Center

- **SNAC Meeting**
  6:00 pm - 7:00 pm
  Eiseley Library

- **Newsletter Sent Home**

- **Gifted Parent Forum**
  6 pm - 7 pm
  Pound Middle School Auditorium

- **4th Grade - Young Peoples Concert**

- **Food Market**
  2:53 pm - 3:30 pm
  No Clubs

- **Last Day of 3rd Quarter Clubs**
  4th Quarter Club
  Registration Sent Home

*dates subject to change*
Life Goal–I can take good care of myself even though I’m mad.
It's always okay to do your best and ask for help.
*Life Goal–It’s always okay to be kind and helpful.*
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**June 2020**

Community Cafe 5:45 pm - 7:15 pm at Eiseley Library

**ENJOY THE SUMMER!**

*dates subject to change*
BELMONT SCHOOL-PARENT COMPACT
2019-2020 School Year

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high academic standards. At parent-teacher conferences, the compact shall be discussed as it relates to the individual child’s achievement.

Teacher/School:

*It is important that students achieve. I agree to do the following:*

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.

2. Regularly communicate with parents on their child’s progress.

3. Demonstrate professional behavior and positive attitude.

4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

5. ____________________________________________________________________________

   Parent Signature ____________________________

Parent / Caring Adult:

*I want my child to achieve; therefore I will encourage him/her by doing the following:*

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child’s learning.

2. Support your child’s learning—volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.

3. Make sure my child is at school every day and on time, unless he/she is ill.

4. Respect and cooperate with other students and adults.

5. Return completed schoolwork on time.

6. ____________________________________________________________________________

   Student Signature ____________________________

Student:

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. Be at school every day and on time unless I am sick.

2. Come to school each day prepared with supplies and an attitude to learn.

3. Be responsible for my own behavior.

4. Be at school every day and on time unless I am sick.

5. Return completed schoolwork on time.

6. ____________________________________________________________________________

   Student Signature ____________________________

*Belmont Elementary School Mission: Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.*
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Belmont Elementary School Mission: Strong relationships throughout the Belmont Community promote high learning and behavioral expectations.
INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Belmont Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.