

Board of Education Regular Meeting

Monday, August 12, 2019 6:00 PM

Elm Creek Public Schools Media Center /Board of Education meeting room
230 Calkins Avenue
Elm Creek, NE 68836-0490

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda
6. Citizen's Comments
7. Consent Agenda
 1. Approval of Minutes of Previous Meeting(s)
 1. Approve minutes from the July 8, 2019 and July 23, 2019 Board of Education meetings.
 2. Payment of Invoices
 3. Financial Reports
8. Old Business
 1. Approve Superintendent as District Financial Officer
 2. Appoint Superintendent to be the Official District Representative for all Local, State and Federal Programs.
 3. Appoint Superintendent and Principals as Federal Program Officers.
9. New Business
 1. Approve Para/Maintenance Assistant position.
 2. Approve Para-educator recommendation for the 2019-2020 school year.
 3. Approve Policy Revision 5506: Safe Student Transportation Plan.
 4. Approve Elementary Student Handbook
 5. Approve Little Buffs Pre-School Student Handbook
10. Reports
 1. Transportation Committee Report
 2. Buildings and Ground Committee Report
 3. Principal's Report
 4. Superintendent Report
 1. NASB Area Membership Meeting
 2. Budget Worksession
11. Next Regular Meeting
12. Adjournment

**Board of Education Regular Meeting
Monday, July 8, 2019 6:00 PM**

- 1. Call to Order**
- 2. Flag Salute**
- 3. Open Meetings Act**
- 4. Roll Call**
- 5. Review of Agenda**

Motion to approve the agenda as presented Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

- 6. Citizen's Comments**
- 7. Consent Agenda**

Motion to approve the Consent Agenda as presented Passed with a motion by Jeff Meads and a second by Dana Steiner.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

- 7.1. Approval of Minutes of Previous Meeting(s)**
- 7.2. Payment of Invoices**
- 7.3. Financial Reports**
- 8. Staff Presentation**
- 9. Old Business**
- 10. New Business**

10.1. Hold Public Hearing to Discuss, Consider, and Receive Input on a Proposed Student Fee Policy. The public will be given opportunity to present information and opinions on a Proposed Student Fee Policy.

10.2. Discuss, Consider and Take Action to Adopt the Student Fees Policy 5416 and Appendix to Policy 5416.

Hearing was open at 6:17 and was closed at 6:18. 1 question about meal prices. Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

Motion to approve the Student Fees Policy 5416 and Appendix to Policy 5416. Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

10.3. Hold a Public Hearing to Discuss, Consider and Receive Input on the Parental Involvement Policy. The Public will be given an opportunity to present information and opinions on the Parent Involvement Policy.

10.4. Discuss, Consider and Take Action to Either Alter the Parental Involvement Policy 6400 and Title I Parental Involvement Policy 6410 and then Adopt the Policies as Altered, or to Reaffirm the Parental Involvement Policy and the Title I Parental Involvement Policy.

Hearing open at 6:19 and closed at 6:20. No public comments. Following the hearing, motion that the Board's current Parental Involvement Policy 6400 and Policy 6410 be reaffirmed without alteration. Passed with a motion by Suzanne Brodine and a second by JC Ourada.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

10.5. Discuss, Consider and Take Action on 2019-2020 Faculty Handbook.

Motion to approve the 2019-2020 Elm Creek Faculty Handbook as presented. Passed with a motion by Jeff Meads and a second by Alicia Beavers.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

10.6. Discuss, Consider and Take action on 2019-2020 7-12 Student Handbook.

Motion to approve the 2019-2020 7-12 Student Handbook as presented. Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

10.7. Discuss, Consider and Take Action on the 2019-2020 Activities Handbook.

Motion to approve 2019-2020 Activities Student Handbook as presented. Passed with a motion by Suzanne Brodine and a second by Dana Steiner.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

Motion to approve 2019-2020 Activities Handbook as presented. Passed with a motion by JC Ourada and a second by Dana Steiner.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

10.8. Discuss, Consider and Take Action on Anti-Bullying Policy 5415.

Motion to approve Anti-Bullying Policy 5415 as presented. Passed with a motion by Morgan Fouts and a second by Alicia Beavers.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11. Executive Session

12. Reports

12.1. Transportation Committee Report

12.2. Buildings and Ground Committee Report

12.3. Principal's Report

12.4. Superintendent Report

12.4.1. July planned attendance calendar

12.4.2. Sample New Construction Timeline

13. Next Regular Meeting

August 12, 6:00 PM

Elm Creek Public Schools Board of Education Meeting Room

230 Calkins Ave.

Elm Creek, NE 68836-0490

14. Adjournment

Motion to adjourn meeting at 7:17 Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

Public Meeting Agenda: July 23, 2019 at 4:00 PM - Board of Education Special Meeting

Download (/Public/DownloadAgenda/140?meeting=46023)

View Options:

- Show Everything
- Recommended Motion(s)
- Action(s)
- Attachments
- Hide Everything

July 23, 2019 at 4:00 PM - Board of Education Special Meeting Agenda

July 23, 2019 at 4:00 PM - Board of Education Special Meeting

1. Call to Order
2. Flag Salute
3. Open Meeting Act
4. Roll Call
5. Review Agenda

Action(s):

Motion Passed:

Motion to approve the agenda as presented Passed with a motion by Suzanne Brodine and a second by Dana Steiner.

6. Approve Fire Alarm Proposal from Electronic Contracting Company for the Elementary Building of \$46,239.00

Action(s):

Motion Passed:

Motion to approve the fire alarm proposal from Electronic Contracting Company for the Elementary Building in the amount of \$46,239.00 Passed with a motion by JC Ourada and a second by Morgan Fouts.

Attachments:

2019_07 fire alarm proposal (/Documents/FileViewerOrPublic/140?file=f28e3c1a-438d-4bc9-ac45-2b4c4ebc5c77&isFromMeeting=True) 7/22/2019 at 9:33 AM

7. Adjournment

Action(s):

Motion Passed:

Motion to adjourn Passed with a motion by JC Ourada and a second by Dana Steiner.

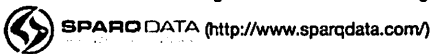
<< Back to the Public Page for Elm Creek Public Schools (/Public/Organization/140)

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returnurl=%2FPublic%2FAgenda%2F140%3Fmeeting%3D46023&defaultsubject=Contact%20Sparq%20Data%20Solutions%20%28from%20the%20Sparq%20Meetings%20footer%29)



SELECTED Data

Check Register

Arranged by:
Check Number

Direct

Dep. Invoice	Check Number	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
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Checks Printed

01 - GENERAL FUND

Bank Account :A - General Fund

00016548	08/12/2019	ALPHAREH		ALPHA REHABILITATION P.C.	
2599	07/31/2019		08/08/2019	Sped Services	407.75
				Check Total	407.75
00016549	08/12/2019	ARNOLDM		ARNOLD MOTOR SUPPLY	
76NV022146	07/31/2019		08/08/2019	Batteries	124.83
76NV022210	08/01/2019		08/08/2019	Batteries	67.98
				Check Total	192.81
00016550	08/12/2019	ASKSUP		ASK SUPPLY CO. LLC	
20553	07/31/2019		08/08/2019	Lights	36.20
				Check Total	36.20
00016551	08/12/2019	BAMFORD		BAMFORD, INC	
18550	07/02/2019		08/08/2019	Fire Sprinkl Inspect	2,220.00
				Check Total	2,220.00
00016552	08/12/2019	BLACKHILLS		BLACK HILLS ENERGY	
072519-01	07/25/2019		08/08/2019	225 East Boyd	135.89
072519-40	07/25/2019		08/08/2019	230 East Calkins	177.32
072519-04	07/25/2019		08/08/2019	122 North Church	34.10
				Check Total	347.31
00016553	08/12/2019	CASHWA		Cash Wa Distributing	
12092117	07/30/2019		08/08/2019	Cleaners	165.60
				Check Total	165.60
00016554	08/12/2019	CAVENEET		TANNER CAVENEET	
071519	07/15/2019		08/08/2019	Fuel - reimbursement	15.02
				Check Total	15.02
00016555	08/12/2019	CENTRALFIR		CENTRAL FIRE & SAFETY, INC	
20191104	07/18/2019		08/08/2019	Fire Extinguishers	902.00
				Check Total	902.00
00016556	08/12/2019	CENTURY		CENTURYLINK	
070719	07/07/2019		08/08/2019	Telephone Service	323.07
				Check Total	323.07
00016557	08/12/2019	CHARTERC		CHARTER COMMUNICATIONS	
072119	07/21/2019		08/08/2019	Internet	223.72
				Check Total	223.72
00016558	08/12/2019	CHEMSEARCH		CHEMSEARCH	
3816569	07/17/2019		08/08/2019	Hand Soap etc	1,255.25
3829115	07/31/2019		08/08/2019	Cast Out Block	231.95

SELECTED Data

Check Register

Arranged by:
Check Number

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice	Date	PO Number	PO Date	Description
					Check Total 1,487.20
00016559	2002842	08/12/2019	COMMITTEE	COMMITTE FOR CHILDREN	
		07/25/2019		08/08/2019	Posters
					164.00
					Check Total 164.00
00016580	4845-080719	08/12/2019	CONSTRUC	Construction Rental Keamey	
		08/07/2019		08/08/2019	Buffer-Sander, Sandpaper
					117.46
					Check Total 117.46
00016561	ECS100418	08/12/2019	DOUBLED	Double D Cleaners	
		10/04/2018		08/08/2019	Final Billing
					108.50
					Check Total 108.50
00016562	INV147252	08/12/2019	EAKESOFF	EAKES OFFICE PRODUCTS	
		07/30/2019		08/08/2019	Overage
					1,607.46
					Check Total 1,607.46
00016583	7321387	08/12/2019	ECOLAB	ECOLAB PEST ELIMINATION	
		07/18/2019		08/08/2019	Pest Elimination
					71.01
					Check Total 71.01
00016564	1108971	08/12/2019	ECOWATER	ECOWATER SYSTEMS	
		08/01/2019		08/08/2019	Soft Salt
					138.00
					Check Total 138.00
00016565	LN049885	08/12/2019	ELECTRONIC	ELECTRONIC CONTRACTING CO.	
		06/15/2019		08/08/2019	Monitoring
					81.00
					Check Total 81.00
00016566	080119-10	08/12/2019	ESU10	Educational Service Unit 10	
	080119-11	08/01/2019		08/08/2019	Technology
	080119-82	08/01/2019		08/08/2019	Network Op
					116.05
					Check Total 4,224.30
00016567	2616	08/12/2019	FAMILYRES	FAMILY RESOURCES	
		08/01/2019		08/08/2019	Sept-Oct-Nov
					375.00
					Check Total 375.00
00016568	070119	08/12/2019	FIRSTC	FIRST CARE MEDICAL	
		07/01/2019		08/08/2019	DOT Physical
					175.00
					Check Total 175.00
00016569	08012019	08/12/2019	FOSTERC	CURT FOSTER	
		08/01/2019		08/08/2019	Rent
					100.00
					Check Total 100.00
00016570		08/12/2019	FOSTFAMI	Foster's Family Foods	

SELECTED Data

Check Register

Arranged by:
Check Number

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice		Invoice Date	PO Number	Description	
08012019-12		08/12/2019		Cleaning Supplies	3.83
Check Total					3.83
00016571		08/12/2019	FRONTLINE	FRONTLINE	
INVUS105927		07/29/2019		T&A Implementation	4,600.00
INVUS105928		07/29/2019		Time & Attendance	3,500.00
Check Total					8,100.00
00016572		08/12/2019	GRACZYK	GRACZYK LAWN & LANDSCAPE	
46250		07/12/2019		Fball Field Services	325.00
47046		07/16/2019		Granular Fertilizer	794.00
47047		07/16/2019		Fertilizer	400.00
Check Total					1,519.00
00016573		08/12/2019	HARRIS	HARRIS SCHOOL SOLUTIONS	
MN00119444		07/01/2019		Fund Acct, AAWeb	4,586.93
Check Total					4,586.93
00016574		08/12/2019	HOMETOWN	Hometown Leasing	
080719		08/07/2019		Copiers	1,420.00
Check Total					1,420.00
00016575		08/12/2019	INNOVATIVE	INNOVATIVE OFFICE SOLUTIONS LLC	
IN2607044		07/29/2019		CONSTR PAPER, TAPE	400.07
Check Total					400.07
00016576		08/12/2019	ISLANDSU	Island Supply Welding	
206600		07/31/2019		CYL RENTAL	69.44
Check Total					69.44
00016577		08/12/2019	KEARNEYE	KEARNEY EYE INSTITUTE	
1019256-071119		07/11/2019		ARMSTRONG	149.00
Check Total					149.00
00016578		08/12/2019	KEARNQUAL	Keamey Quality Sew & Vac	
44621		07/31/2019		Vac Labor	29.99
Check Total					29.99
00016579		08/12/2019	KELLYSA	KELLY'S SALES & AG SERVICE	
19553		06/18/2019		2016 OIL CHANGE, INSP	111.45
19554		06/18/2019		2007 OIL CHANGE, INSP	111.45
19585		06/21/2019		2012 OIL CHANGE, INSP	108.95
19566		06/21/2019		2014 INSPECTION	65.00
19689		07/23/2019		LAWN MOWER	68.77
Check Total					463.62
00016580		08/12/2019	LINWELD	MATHESON TRI GAS	
51491742		07/31/2019		Shop	180.74

SELECTED Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	180.74
	00016581	08/12/2019	MCGRAW		MCGRAW-HILL COMPANIES	
	108941467001	07/31/2019		08/08/2019	Wonders	3,218.47
					Check Total	3,218.47
	00016582	08/12/2019	MENARDS		MENARDS - KEARNEY	
	83817	07/03/2019		08/08/2019	Waferbrd	11.97
	84220	07/10/2019		08/08/2019	Lugs, Bulbs, Tools	124.41
	84309	07/11/2019		08/08/2019	Caulk, PVC, Nails, Screws	224.07
	84521	07/16/2019		08/08/2019	Elementary	98.09
	84703	07/18/2019		08/08/2019	Caulk etc	53.86
	84734	07/19/2019		08/08/2019	Paint, Caulk Gun, Cleaners	229.51
	85481	07/31/2019		08/08/2019	Adhesive, Oil, Disinfectant	68.44
	85578	08/04/2019		08/08/2019	Tools, screws	28.84
					Check Total	837.19
	00016583	08/12/2019	MOSAIC		MOSAIC	
	AXT0719-31	08/02/2019		08/08/2019	July 2019	3,240.54
					Check Total	3,240.54
	00016584	08/12/2019	NASB		NEBRASKA ASSN.OF SCHOOL BOARDS	
	INV-03954-L16W 2	07/05/2019		08/08/2019	Johns - Workshop	75.00
					Check Total	75.00
	00016585	08/12/2019	NATLARTSC		NATIONAL ART & SCHOOL SUPPLIES, INC	
	699506	07/01/2019		08/08/2019	Office Supplies	784.25
					Check Total	784.25
	00016586	08/12/2019	NPPD		NEBRASKA PUBLIC POWER DISTRICT	
	071619-6740	07/16/2019		08/08/2019	Bus Barn	51.05
	071619-6744	07/16/2019		08/08/2019	Ballfield	55.75
	071619-6748	07/16/2019		08/08/2019	230 East Calkins	4,304.84
					Check Total	4,411.64
	00016587	08/12/2019	NRCSA		NE RURAL COMMUNITY SCHOOLS ASSN	
	2019-20	06/21/2019		08/08/2019	Dues Renewal	850.00
					Check Total	850.00
	00016588	08/12/2019	ONESOURCE		ONESOURCE	
	5834-20190731	07/31/2019		08/08/2019	BACK GROUND CHECKS	168.00
					Check Total	168.00
	00016589	08/12/2019	PAYFLEX		PAYFLEX SYSTEMS USA	
	AUG FEES	08/01/2019		08/08/2019	08-01-19 TO 08-31-19	150.00
					Check Total	150.00
	00016590	08/12/2019	PIONEERTE		PIONEER TELEPHONE	

SELECTED Data

Check Register

Arranged by:
Check Number

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice		Invoice Date	PO Number	Description	
080119		08/01/2019		Long Distance	84.94
				Check Total	84.94
00016591		08/12/2019	PRIMEC	PRIME COMMUNICATIONS, INC	
54535		07/29/2019		Technology	1,103.34
				Check Total	1,103.34
00016592		08/12/2019	SCHOLAST	SCHOLASTIC INC	
M6751312		07/24/2019		Klingelhoef	396.68
M6766288		07/09/2019		Elementary	822.26
				Check Total	1,218.94
00016593		08/12/2019	SCHOOLM	SCHOOLMATE	
IN000523527		08/08/2019		Planners	156.75
				Check Total	156.75
00016594		08/12/2019	SERVICE	SERVICEMASTER OF MID NE	
17139		07/31/2019		2010 Addition	3,784.87
17140		07/31/2019		Elementary Facility	4,061.15
				Check Total	7,846.02
00016595		08/12/2019	SIGNATURE	SIGNATURE SCHOOL PRODUCTS	
29254		06/24/2019		Markerbd Activity Tables	1,717.00
				Check Total	1,717.00
00016596		08/12/2019	STATENE	STATE OF NEBRASKA	
1173299		07/01/2019		NETWORK SERVICE FEE	229.49
				Check Total	229.49
00016597		08/12/2019	STONEC	CINDY STONE	
072919		07/29/2019		Fuel - Reimbursement	15.10
				Check Total	15.10
00016598		08/12/2019	USGAMES	US GAMES	
905452170		06/20/2019		PE SUPPLIES	1,280.40
				Check Total	1,280.40
00016599		08/12/2019	USPOSTAL	US Postal Service	
080819		08/08/2019		STAMPED ENVELOPES	629.15
				Check Total	629.15
00016600		08/12/2019	VERIZON	VERIZON WIRELESS	
9833494739		07/29/2019		CELL PHONE	47.68
				Check Total	47.68
00016601		08/12/2019	VILLAGEE	Village Of Elm Creek	
080819		08/08/2019			742.50
				Check Total	742.50

SELECTED Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
	00016602 072519	08/12/2019 07/25/2019	VILLAGEU	VILLAGE UNIFORM 08/08/2019 JULY INVOICES	20.00
				Check Total	20.00
	00016603 072619-0319	08/12/2019 07/26/2019	WELLSFARG	Wells Fargo Card Services 08/09/2019 Sign Holders, Display Stands	40.50
				Check Total	40.50
	00016604 60548843	08/12/2019 07/31/2019	WEXBANK	WEX BANK 08/08/2019 FUEL	443.16
				Check Total	443.16
	00016605 NO8875-800	08/12/2019 07/27/2019	WOODWARDS	WOODWARDS DISPOSAL SERVICE 08/09/2019 Doc Destruction	25.00
				Check Total	25.00
				01 - GENERAL FUND Totals:	59,738.09
				Total of Checks Printed:	59,738.09
				Report Total:	59,738.09

Check Register

SELECTED Data

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

Checks Printed

01 - GENERAL FUND

Bank Account :A - General Fund

00016615	08/12/2019	WELLSFARG	08/09/2019	Wells Fargo Card Services	209.66
072619-2385	07/26/2019			Wt Room Supplies	

Check Total 209.66

01 - GENERAL FUND Totals: 209.66

Total of Checks Printed: 209.66

Report Total: 209.66

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep. Invoice	Check Number	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
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Checks Printed

08 - Building Fund

Bank Account :E - Building Fund

00001022	08/09/2019	C-TECH	C-TECH RESTORATION INC		
4886	07/29/2019		MOLD ABATEMENT SERV		10,213.29

Check Total 10,213.29

00001023	08/09/2019	ESU10	Educational Service Unit 10		
080119-1030	08/01/2019		Security System		14,654.89

Check Total 14,654.89

08 - Building Fund Totals: 24,868.18

Total of Checks Printed: 24,868.18

Report Total: 24,868.18

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR August 12, 2019

GENERAL FUND - ACCT NO. 137766 (Reconciled 8-7-19)

BANK BALANCE July 1, 2019 \$ 834,088.77

RECEIPTS

Dual Credit Course Reimburse	\$	2,844.00
BUFFALO COUNTY	\$	35,698.62
DAWSON COUNTY	\$	169.10
PHELPS COUNTY	\$	513.99
State Aid	\$	-
TOTAL RECEIPTS	\$	39,225.71

AVAILABLE BALANCE \$ 873,314.48

DISBURSEMENTS:

Bills Paid July 11, 2019	\$	74,157.41
Payroll	\$	288,165.03
TOTAL DISBURSEMENTS	\$	362,322.44

BOOK BALANCE July 31, 2019 \$ 510,992.04

DEPRECIATION FUND - ACCT NO 14832 (reconciled 8-7-19)

BALANCE July 1, 2019	\$	23,031.42
Expenses	\$	-
INTEREST	\$	-
OTHER RECEIPTS	\$	-

BOOK BALANCE July 31, 2019 \$ 23,031.42

CERTIFICATES OF DEPOSIT THRU July 31, 2019

#6692	Bus Depreciation	\$	11,924.47
#6233	Track Maintenance - Issued 8/31/09	\$	16,842.44
#6013	Track Maintenance	\$	57,139.34
#6235	Unknown Capital Outlays - Issued 8/31/09	\$	16,821.43
#2232	Unemployment	\$	11,108.76
#6482	Track Maintenance - Issued 8/31/2011	\$	10,407.00
#6701	ECPS-(Issued 3-12-15)	\$	25,012.37
	CERTIFICATE TOTALS	\$	149,255.81

BUILDING FUND (Recondiled 8-7-19)

Balance July 1, 2019	\$	70,147.48
INTEREST	\$	28.43
DONATION	\$	1,000.00
CMH Interiors	\$	2,840.00
BALANCE July 31, 2019	\$	68,335.91

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR August 12, 2019

BOND FUND (OPENED 11-12-09)

Balance July 1, 2019	\$	450,502.80
RECEIPTS- BUFFALO	\$	3,940.20
RECEIPTS - DAWSON COUNTY	\$	19.31
RECEIPTS - PHELPS COUNTY	\$	42.35
DISBURSEMENTS (Principal & Interest Payment)	\$	-
BALANCE July 31, 2019	\$	<u>454,504.66</u>

SAM/DUNS ACCOUNT (REAP-1173)

(Reconciled)

BALANCE July 1, 2019	\$	10,193.40
DISBURSEMENTS	\$	-
BALANCE July 31, 2019	\$	<u>10,193.40</u>

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR August 12, 2019

LUNCH FUND

BANK BALANCE July 1, 2019 (Reconciled 8-7-19) \$ 6,764.27

RECEIPTS

LUNCH SALES	\$	3,250.38
EFUND PAYMENTS	\$	-
Federal Reimbursement Breakfast	\$	-
Federal Reimbursement Lunch	\$	-
State Reimbursement Lunch	\$	-
State Reimbursement Breakfast	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
TOTAL RECEIPTS	\$	3,250.38

AVAILABLE BALANCE \$ 10,014.65

DISBURSEMENTS

Food/Groceries/Milk Etc.	\$	-
General Expenses (Workshops)	\$	-
Supplies	\$	-
July Payroll	\$	3,412.05

TOTAL DISBURSEMENTS \$ 3,412.05

BALANCE July 31, 2019 \$ 6,602.60

August Bills

ATLAS BUILDING MAINTENANCE	\$	-
BERNARD FOODS	\$	-
CASHWA	\$	-
FOSTERS	\$	-
HEARTLAND REFRIGERATION	\$	-
HILAND (MILK)	\$	-
HUBERT COMPANY	\$	-
NE FOOD DISTRIBUTION PROGRAM	\$	-
NE SCHOOL NUTRITION ASSN	\$	-
THOMPSON	\$	-
VILLAGE UNIFORM (TOWELS ETC)	\$	-
	\$	-

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2018 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
ECHS	Elm Creek High School							
A	Athletics							
	3030		Uniforms	6,466.68	0.00	2,163.84	0.00	4,302.84
	3031		Basketball	2,502.88	25,507.28	29,840.04	0.00	-1,829.88
	3033		Cheer	1,017.73	7,751.25	13,100.95	-1,784.40	-6,116.37
	3034		Cross Country	-55.44	685.76	280.00	-545.76	-195.44
	3035		Football	627.41	9,627.57	16,587.04	-18.75	-6,350.81
	3038		Golf	-120.15	1,699.60	1,979.56	-1,639.60	-2,039.71
	3041		Track	2.16	15,463.50	20,566.20	0.00	-5,100.54
	3042		Volleyball	747.24	11,015.69	13,564.87	0.00	-1,801.94
	3044		Wrestling	-993.62	3,205.82	7,565.42	0.00	-5,353.22
		A	Totals:	10,194.89	74,956.47	105,647.92	-3,988.51	-24,485.07
B	Activities							
	1739		Speech	62.61	1,001.50	2,847.54	-282.78	-2,066.21
	1748		School Play	338.51	1,526.50	222.96	-970.25	671.80
	1749		One Act Play	-508.28	2,999.35	2,003.30	-611.58	-123.81
	2038		Drama	0.00	0.00	0.00	0.00	0.00
	2084		Fine Arts	0.00	0.00	0.00	0.00	0.00
		B	Totals:	-107.16	5,527.35	5,073.80	-1,864.61	-1,518.22
C	Clubs & Organizations							
	1740		ESports	212.28	3,991.32	4,448.79	-2,144.90	-2,390.09
	1742		Mock Trial	0.00	469.75	0.00	-327.90	141.85
	1743		Band Club	880.93	742.44	495.17	-247.47	880.73
	1744		Choir Club	0.00	0.00	0.00	0.00	0.00
	3001		Stu Council	1,641.27	1,307.83	1,949.61	-798.37	201.12
	3002		FFA	3,764.60	21,225.66	19,278.55	-2,451.89	3,259.82
	3003		FCCLA	5,332.60	7,493.25	7,121.73	-1,199.74	4,504.38
	3005		NHS	1,675.60	1,937.50	2,470.58	-250.00	892.52
	3032		Boys Basketball Club	399.09	6,989.00	6,483.48	-403.00	501.61
	3036		Football Club	1,956.37	4,425.10	2,392.87	-911.82	3,076.78
	3037		Girls Basketball Club	814.00	2,699.25	4,598.75	255.66	-829.84
	3043		Volleyball Club	1,136.76	929.25	884.99	-227.43	953.59
	3045		Wrestling Club	2,019.14	5,330.00	6,057.00	174.00	1,466.14
	3046		Cross Country Club	480.91	0.00	258.00	141.90	364.81
	3047		Golf Club	1,014.11	2,154.75	1,344.07	-679.00	1,145.79
	3048		Track Club	4,028.36	0.00	362.75	0.00	3,665.61
	3049		Quiz Bowl	873.27	1,483.30	75.00	-831.16	1,450.41
		C	Totals:	26,229.29	61,178.40	58,221.34	-9,901.12	19,285.23

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2018 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
D	Special Funds							
	1766		ACC RDR	2,452.27	1,516.22	1,219.00	0.00	2,749.49
	1767		Elem Playground	0.00	0.00	0.00	0.00	0.00
	1768		Stampede Stand	0.00	299.00	2,256.06	0.00	-1,957.06
	2049		SRS Gifts	-538.25	350.00	489.26	0.00	-677.51
	2082		Board Scholarship	252.54	0.00	0.00	0.00	252.54
	2086		Presidential Freedom Schol	583.64	0.00	500.00	0.00	83.64
	2087		Attend/Val Sch	1,055.65	2,812.65	3,100.00	-956.92	-188.62
	2088		FKC Scholarships	550.00	721.73	600.00	0.00	671.73
		D	Totals:	4,355.85	5,699.60	8,164.32	-956.92	934.21
E	Classes							
	2017		Class of 2017	0.00	0.00	0.00	0.00	0.00
	2018		Class of 2018	-336.81	0.00	0.00	0.00	-336.81
	2019		Class of 2019	711.90	568.43	1,438.68	240.62	82.27
	2020		Class of 2020	3,774.74	2,571.00	4,390.40	-727.61	1,227.73
	2021		Class of 2021	5,217.03	2,034.03	521.97	-956.17	5,772.92
	2022		Class of 2022	3,376.12	1,546.90	800.00	-936.28	3,186.74
	2023		Class of 2023	0.00	1,623.50	0.00	1,078.52	2,702.02
	2024		Class of 2024	1,664.29	1,343.90	0.00	-3,405.15	-396.96
		E	Totals:	14,407.27	9,687.76	7,151.05	-4,706.07	12,237.91
F	School							
	1745		Band	9,821.13	1,038.50	3,310.75	-173.06	7,375.82
	1746		Choir	-91.19	0.00	30.00	0.00	-121.19
	2044		Circle of Friends	659.71	0.00	0.00	0.00	659.71
	3000		Annual/Yearbook	-11,719.99	1,290.00	0.00	0.00	-10,429.99
	3006		Pop - Chesterman	1,981.91	49.00	10,048.80	8,191.36	173.47
	3040		Concessions	-1,642.66	14,984.35	26,655.34	11,194.53	-2,119.12
		F	Totals:	-991.09	17,361.85	40,044.89	19,212.83	-4,461.30
G	District							
	1741		PreSchool	0.00	0.00	0.00	0.00	0.00
	1751		FOB	3,050.00	450.00	0.00	0.00	3,500.00
	1752		IPads	30,672.78	830.46	30.00	40.25	31,513.49
	2040		General District	11,941.95	20,009.35	45,875.32	564.42	-13,359.60
	2041		CCC-Dual Credit Course	0.00	4,266.00	5,773.00	2,172.35	665.35
	2045		Insurance	-7,816.07	65,423.69	64,800.32	0.00	-7,192.70
	2046		Payflex Reimbursement Plan	0.00	0.00	0.00	0.00	0.00
	2051		Miscellaneous Funds	23,363.62	2,823.60	3,208.02	-263.25	22,715.95
	2085		Sign Adv	19,910.58	1,800.00	19,337.75	0.00	2,372.83
	3029		GENERAL ACTIVITIES	27,525.00	11,769.20	14,605.50	-249.37	24,439.33
	3039		Gym Rent	6,189.50	0.00	0.00	0.00	6,189.50
		G	Totals:	114,837.36	107,372.30	153,629.91	2,264.40	70,844.15

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2018 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
H	Miscellaneous							
	2037		Special Committee	-105.49	410.91	85.20	0.00	220.22
	2050		Courtesy Committee	246.70	0.00	178.74	-40.00	27.96
	4000		Checking Acct Interest	0.00	0.00	0.00	0.00	0.00
		H	Totals:	141.21	410.91	263.94	-40.00	248.18
		ECHS	Totals:	169,067.62	282,194.64	378,197.17	20.00	73,085.09
			Report Totals:	169,067.62	282,194.64	378,197.17	20.00	73,085.09

StudentsSafe Pupil Transportation Plan**Elm Creek Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons-** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior-** Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.

- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
- E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.

3. Terrorist threats- A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch *if possible*.

4. Severe weather- Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials and Unattended Items- Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.

- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch *if possible*.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. Medical emergencies- Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area *if possible*.
- B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

12. Vehicle drivers of small vehicles on activity trips. The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.

13. Student Instruction. At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapters 91 and 92

Article 5

STUDENTS
Policy No. 5506

Date of Adoption: 08-12-2013
Date of Revision: 08-12-2019

**Elm Creek Public Schools
Elementary Student Handbook
2019-2020**

(revised July 5, 2019)



**Love BLUE,
Live GOLD !**

In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Buffalo County School District No. 9 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or disability in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:

Title IX Coordinator
Section 504 Coordinator – Tom Reeser
Buffalo County School District No. 9
230 Calkins Street, PO Box 490
Elm Creek, Nebraska 68836

**Elementary Handbook 2019-2020 School Year
Foreword**

Section 1. Intent of Handbook:

This handbook's intended use is for students, parents/guardians, and staff as a guide to the rules, regulations, and general information at Elm Creek Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as 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 make 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 a 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.

The guidelines, rules, and procedures listed within are in effect, board policy as the handbook is voted on annually by the Elm Creek Board of Education. The expectation is that all of our students, parents, staff, and community members demonstrate "Living Gold" by working and living within the practices outlined in this handbook. So, please commit to, and encourage others to embrace, the motto of LOVE BLUE, LIVE GOLD.

Section 2. Members of the board of education:

Mr. JC Ourada Mrs. Suzanne Brodine Mr. Jeff Meads
Mr. Morgan Fouts Mrs. Alicia Beavers Mrs. Dana Steiner

Section 3. Administration:

Mr. Tom Reeser, Superintendent
Mr. Derrick Pulliam, Elementary Principal and Transportation Director
Mr. Cory Spotanski, Jr./Sr. High School Principal and Activities Director

Section 3. Faculty:

Name	Position	Office Phone
Mrs. Stacie Porter	Kindergarten	856-4300 ex 1101
Mrs. Heather Tool	Kindergarten	856-4300 ex 1107
Mrs. Taylor Miller	1 st Grade	856-4300 ex 1201
Mrs. Jan Gunderson	1 st Grade	856-4300 ex 1204
Mrs. Brandi McCarter	2 nd Grade	856-4300 ex 1202
Mrs. Shaina McIntosh	2 nd Grade	856-4300 ex 1206
Mrs. Jennifer Schopke	3 rd Grade	856-4300 ex 1208
Mrs. Renee Bauer	4 th Grade	856-4300 ex 1306
Mrs. Holly Sindt	5 th /6 th Grade	856-4300 ex 1308

Mr. Mike Ford	5 th /6 th Grade	856-4300 ex 1305
Mrs. Cindy Schroeder	5 th /6 th Grade	856-4300 ex 1304
Mr. Mitch Muma	Title I Coordinator	856-4300 ex 1301
Mrs. Lacey Bouc	Special Education	856-4300 ex 1203
Mr. Derrick Pulliam	PK-6 Principal	856-4300 ex 1604

Article 1 – Mission, Goals, and Policies

Section 1. District Mission Statement:

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers, creative thinkers, and be able to make positive choices about their education, future, and the community.

In order to develop good citizens and lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible young adults who are prepared to aid in global changes, all of our school community members must be confident and resilient in the face of change. In order to develop the full potential of capable, responsible, lifelong learners, our students, staff, families, and community (law enforcement, social services, medical services and private business) need to cooperate fully to support these outcomes.

Section 2 Operating Principles

As an educational community, we know children learn when...

- they are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;
- they are in an environment where they feel safe and supported, where their and physical, intellectual, emotional and social needs are met, and where they are not afraid to fail knowing they will be given more chances to succeed;
- they have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;
- they are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;
- they receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;
- they are exposed to a wide variety of learning experiences, materials, technologies, and environments.

In responding to how students learn, our classrooms will be...

- student centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;
- learning communities where children feel respected, safe, and well-known;
- environments that enhance communication, collaboration, engagement and enjoyment;

- flexible, but with established routines and shared norms, and a balance of learning activities;
- comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;
- utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents/guardians in ways that are easily understood and reflect student development;
- inviting to parents/guardians, family members, and our communities as they too are valued resources in the learning process.

To support such classrooms. our schools will be...

- filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;
- places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all students;
- exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;
- flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;
- focused on the whole-child, her/his physical, intellectual, emotional and social well-being;
- filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;
- concerned with more than just test scores, knowing that every child is more than a test score;
- open and welcoming to all parents/guardians, encouraging their active involvement;
- supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

The district in support of these schools is committed to...

- nurturing and encouraging a purposeful, common vision across our district through focused goals and action plans that allow for staff to do their work well;
- utilizing available resources and searching for additional resources to support this common vision as well as to provide appropriate staffing, teaching resources (including technology, texts, materials, and access to the world outside of school), and time for teachers to collaborate;
- listening to and responding to the needs of staff to carry out our shared visions;
- supporting the development of an infrastructure where teachers and students have access to current technologies, learning tools, and the world beyond the schools;
- encouraging and expecting that staff will take unique and flexible approaches to our shared goals and vision;
- providing a focused, district-wide professional development program consistent with our vision that is effective, meaningful, and sustainable;
- communicating with our community and with policy makers about our schools' programs, successes, and needs;
- supporting the economic and civic health of our community;
- communicating regularly with our educational community in ways that include all staff and provides the information necessary for collaborative decision making.

Section 3. Focus of the School:

The focus of the school system is on the student. The students and their educational development is the central concern of the board of education's policies and administrative regulations. The board of education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district. The Board believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring, and supportive atmosphere can we expect to achieve our objective of enabling all of our students to become capable and responsible lifelong learners. Accordingly, in this school district, statements or behavior by any member of the school community which insults, degrades, harasses, or stereotypes any other person on the basis of race, gender, disability, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

Section 4. Complaint Procedures:

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the board of education if the matter is still unresolved at Step 3.

Written appeal should be made within five (5) days of the superintendent's decision.

Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Section 5. Entrance Age

The Board shall not admit any child into the Kindergarten or beginner grade of any school unless such child has reached the age of five years or will reach such age on or before July 31 of the current year.

Section 6. Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Elm Creek Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document received from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official

hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 7. Immunizations and Physicals

All students are required to be immunized against hepatitis, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus prior to enrollment and any student not in compliance shall not be permitted to continue in school. Varicella, or documentation of chickenpox disease, will be included as a requirement in each subsequent grade as the child progresses through the remaining grades. Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade and; in the case of a transfer from out of the state, to any other grade unless a parent or guardian of a student objects thereto in writing. All students entering into a beginner grade or transferring into any grade from out of state will be required to have an eye examination, conducted by a physician, a physician assistant, an advanced practice nurse, or an optometrist within six months prior to enrollment of the student. The examination must include testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Parents/guardians may object in writing to prevent their student from the visual or physical examination. The cost of examinations is borne by the parent or guardian. The school district shall provide contact information regarding sources of free or reduced-cost visual examinations for low-income families that qualify.

Section 8. Registration

Parents/guardians are required by law to provide the school with a certified birth certificate and immunization records for each student. The registration process also includes parent/guardian contact information, emergency contact information (other than parent/guardian), current health care provider information, etc. If you are an option student, completed option papers must be returned with the registration packet.

Section 9. Student Information Updated

If there is any change in student information, parents/guardians are asked to inform the school at once to these changes so we can provide for the health and safety of your child as well as keep our school records and school census information current and accurate. For example, if the student moves, changes address, changes telephone number, or the emergency contact information should change, please contact the school with that new information as soon as possible.

Section 10. Student Records

The school district supports the need to keep useful educational records for each pupil. Information is collected and maintained in student records to show the growth and development of individual students, to provide information to parents/guardians and authorized staff, and to provide a basis for the evaluation and improvement of school programs. Since these records are considered confidential, it is the responsibility of the school to preserve the rights to privacy for every student and parent.

The Elm Creek Public School District, in compliance with L.B. 559, the Missing Children Identification Act, requires that any person enrolling a student for the first time in the school district, must within thirty days provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Parents/guardians and students have access to personally review these records and may challenge any portion of them. No information about a student will be sent to any individual or outside agency without the informed written consent of the parent/guardian.

Directory information in the Elm Creek Public School District shall consist of the name of the student, address, telephone number, grade and dates of attendance. Current practice in the Elm Creek School District is not to make available student lists to solicitors.

School activities will require publishing program information such as name, grade, etc. of students participating. Parents/guardians or students, upon notifying the school, can refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.

Section 11. Student Records Disclosure

Any student in any public school or his or her parents/guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning such student, including the right to inspect, review, and obtain copies of such files or records, upon request and identification.

Section 12. Publishing of Student Pictures

School activities sometimes involve publishing pictures of students participating in their learning. For example, local/area media and district publications about our students and teachers. Parents/guardians or students can refuse to permit pictures to be released or published by notifying the principal of the school in writing.

Article 2 - School Day

Section 1. Daily Schedule

Monday-Thursday:

Breakfast Program	7:20 AM -- 7:55 AM
School Day	8:00 AM -- 3:20 PM

Friday:

Breakfast Program	8:20 AM -- 8:45 AM
School Day	8:50 AM -- 3:20 PM

Students in grades K-6 either enter school through the main school doors by the buffalo every school day. Students will then participate in the breakfast program or report to the main gymnasium for the walking club. Students will be supervised and participate in the walking club until they are taken to their classroom to begin the school day.

At the end of the day when school is dismissed, we ask that students are picked up, board the bus, or

leave the school grounds to go home as soon as possible. Students who are not picked up within 15 minutes from the end of the school day, while waiting for their ride home, will be required to wait inside the school building after that time period for their safety. In this case, a student would be supervised inside the school building until the parent/guardian or parent/guardian approved ride comes inside the school building to pick up their student.

On Fridays, class will begin at 8:50 AM and school ends at 3:20 PM. Breakfast will be served at 8:20 a.m. Students may still arrive at their Monday-Thursday time, if desired. Building staff will supervise and work with students before and/or after breakfast in the classrooms and gymnasiums until they are taken to class for the beginning of the school day. On Fridays, school ends at 3:17 p.m.

Section 2. Shortened Schedule

Early dismissal times are listed on the calendar and in the school newsletter. Most early dismissals are at 1:00 p.m.

Section 3. Severe Weather and School Cancellations

The superintendent of schools is authorized by the board of education to close public schools in case of severe weather or other causes that would deem school closure, a late start, or an early dismissal necessary. When this type of decision is made, notification will be made available to the public by the following:

- A phone call, text message, and/or email will be sent to the contact information you have on file with the school. This notification is sent to you through the school's PK-12 Swift Announcement System.
- A post to the school's Facebook page and Twitter handle
- Notification to local media outlets: KRVN AM-880, KRVN FM- the River 93.1, NTV Network – Kearney, KOLN-KGIN TV- Channels 10-11- Lincoln/Grand Island, Y102 FM- Kearney, KELN- North Platte, KX104 and KODY – North Platte, and KGFV – Kearney. Local media outlets regularly disseminate weather-related postponements and closures.

Every effort will be made to make any decisions regarding school closures by 6:30 a.m. Please do not call the school or staff at home. Elm Creek Public Schools will be in session as usual unless notification of a change is given.

Parental Discretion: School will be held whenever possible. However, parents/guardians/guardians are urged to use their own good judgment and discretion when sending students to school and/or picking up students prior to dismissal due to poor weather and travel conditions. Parents/guardians **must notify the school office** if you plan to pick up your student prior to dismissal or keep them home.

Section 4. Emergency Preparedness

Drills: All elementary schools have a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law throughout the school year and are an important safety precaution. There are plans for emergency response, tornado warning, and critical incident response. It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give instructions for students to follow.

Tornado Warning: When the village of Elm Creek is warned of an approaching tornado, students will be situated in safe places within the building. No student will be permitted to leave the school building

until the danger is passed or unless the child's parent(s)/guardian(s) come to pick up him or her.

National Emergency:

In the event of a national emergency in which the local area receives a warning, all children will be dismissed from school immediately with the instructions to go directly home or to a place agreed upon by the parents/guardians and the child.

Section 5. Student(s) leaving prior to the end of the school day:

When parents/guardians request that the child leave the school campus during the school day, notification must be made to the main office prior to the student being checked out of school. If the student will be leaving with someone other than a parent, a signed, written notification must be sent to the office prior to the student leaving. Additionally, when a parent/guardian or assigned designee arrives to pick up the student, they must sign the student out in the main office before leaving with the student (the sign out sheet is always on Mrs. Hahn's desk in the main office).

Section 6. Field Trips

Classes may take educational field trips during the school year under the teacher's direction. Parents/guardians may be asked to assist with these field trips. Parents/guardians will receive prior notification for all field trips. If the cost of the field trip is excessive, a field trip fee may be included to help defray the cost of the field trip (this is not typical).

Section 7. Lunch

The school provides a hot lunch and breakfast program. Students are encouraged to take advantage of these programs.

Some students may qualify for a free or reduced lunch. Please inquire at the main office for further information.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Article 3 - Use of Building and Grounds

Section 1. Entering and Leaving the Building

Beginning of School:

- Monday-Thursday: Students should not be on school grounds prior to 7:15 a.m. Students that make arrangements to be with staff before the 8:00 a.m. bell will be required to present a pass from the teacher in order to leave the commons area/gymnasium.
- Friday: Students should not be on school grounds prior to 7:15 a.m.
- 10 a.m. Late Start: Students should not be on school grounds prior to 9:30 a.m. There will be no breakfast served when school is having a late start.

During the School Day:

Students are to remain on campus unless excused in accordance with school policies. A parent and/or student will sign out in the school's main office prior to leaving. Upon return to school during the day, students are to report to the school's main office where they will be required to sign back into the school before entering their scheduled class.

End of School:

- **Monday-Friday:** The school day ends at 3:20 p.m. Make-up work, special help, assignment after school, or other school activities begin at 3:20 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.
- **1:00 p.m. Dismissal:** The school day ends at 1:00 p.m. All students must clear the building as soon as possible.

Section 2. Visitors

All visitors must report to the office to sign in and receive a visitor's pass. Parents/guardians are welcome at all times. Please sign in/out at the office upon entering/exiting the school.

Visits to our school by parents/guardians, residents of Elm Creek and interested educators are welcomed and encouraged. In order to protect the educational programs from undue disturbance, we request that persons wishing to visit make arrangements in advance with the student's instructor. Upon entering the building, we ask that you check in at the principal's office and that you limit your visit to one hour.

In order to minimize distractions on the busy/atypical days preceding school vacations, we ask for no visitors at those times. Your cooperation with this request is appreciated.

Section 3. Smoke-Free Environment

Elm Creek Public Schools declares all of our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke-and tobacco-free environment for our students. When you attend school events, including athletic events, please remember that our grounds are smoke-free and tobacco-free and abide by our district's policy.

Section 4. Care and Use of School Property

If students choose to damage or destroy school facilities, they will be required to make complete restitution and appropriate disciplinary action will be taken.

Textbooks and library books are the property of Elm Creek Public Schools and are available for students' use. If a book is marred, defaced, or shows excessive wear and tear, it will be necessary for the student to pay for the book or the damage done. To make it possible for these books to be used for a normal period of time, it is recommended that students use book covers on all school books.

If a textbook is lost, it will be necessary for the student to whom the textbook is issued to pay for the book before another book can be issued. If your book is found, your money will be refunded.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications.

Students will have the opportunity to use various forms of technological devices which are the property of Elm Creek Public Schools. While they are learning with a school issued device they will be held accountable for the care of that device and liable for damages if misused.

Section 5. Locker Regulations

A locker (if available) is assigned to each student at the beginning of the year. The lockers are the property of the Elm Creek Public School District and are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items.

Section 6. Searches of Lockers and Other Types of Searches

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

- School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
- Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
- Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 7. Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 8. Use of Telephone

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and emergency use only. Cell phones are not permitted in the classroom. Any cell phone brought to school must be left in the student's locker or handed to the teacher if no locker is issued to the student. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian.

By bringing cell phones and other electronic devices to school, the student and parent(s)/guardian(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules. We encourage families to have a daily plan of action prior to children coming to school. It is very disruptive to deliver messages to students while school is in session.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on a computer, cell phone, or other electronic device. The principal has the authority to adjust discipline actions on an individual basis.

Section 9. Bicycles

Bicycles are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10. Student Valuables - Personal Property

Students are responsible for the security of and care for their property. It is suggested that a student not bring or wear expensive and valuable items to school. It is also suggested that students mark all of their personal property.

Section 11. Lost and Found

Students who find lost articles are asked to take them to the office where the owner may claim them. All lost books will be returned to the teacher. Therefore, you are to place in the inside front cover (in pencil) your name, teacher's name, and room number. If articles are lost at school, report that loss to office personnel.

Section 12. Accidents

Every accident in the school building, on school grounds, at practice sessions, or at any athletic, music, or school sponsored event must be reported immediately to school staff or the principal.

Section 13. Insurance

Under Nebraska law the district may not use school funds to provide general student accident or athletic insurance. All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Elm Creek Public Schools are not liable for injuries to pupils, nor can they pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.

Section 14. Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 15. Solicitation

No collection or solicitation of money from students of the district for non-school purposes, except for projects that are approved by the administration in accordance with board policy, shall be permitted.

Section 16. Deliveries

Due to the disruption of the educational process, office procedures, and equity issues, gifts shall not be delivered to the office or classrooms for students. This includes, but is not limited to, flowers, balloons, cakes, and candy, unless a special event has been sanctioned within the classroom by the school administration.

Section 17. School Pictures

The Elm Creek Public Schools contract periodically to have pictures taken of school children during the school year. Information regarding prices, times, and days are distributed via a bulletin from school. Most of the time these pictures are available for purchase but that is not a requirement.

Article 4 – Attendance

Attendance

Attendance Policy and Excessive Absenteeism (ECPS board of education Policy 5008)

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The principals and teachers are required to maintain an accurate record of student attendance.

Section 1. Attendance and Absences

Absences from School - Definitions. An absence from school will be reported as an excused absence or an unexcused absence.

Excused Absence. Absences should be cleared through the principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- Illness which causes a student to be absent from school,
- Doctor or dental appointment which require student to be absent from school,
- Court appearances that are required by a court order,
- School sponsored activities which require students to be absent from school,
- Family trips in which student accompanies parent(s)/legal guardian(s), and
- Other absences which have received prior approval from the principal.

The principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truancy.

K-6 Truancy and Attendance

- For attendance purposes, students are either absent from school (including excused absences, unexcused absences, medical/illness absences, or any other note asking to be excused) or present at school (at school, in a school activity, or serving in-school suspension).
- Please send a doctor's note for any medical related absence (i.e. orthodontist, chiropractor, dentist, medical doctor, eye doctor, etc.)
- K-6 Students that miss five (5) days of school, either excused (medical, illness, or any other not asking to be excused) or unexcused, will be notified by the principal that their child has reached the first of four benchmarks according to district policy. If the student continues to be absent from school and reaches the second benchmark of ten (10) days, a meeting or phone conference will take place to discuss the issues and create or revise an action plan to improve attendance. At fifteen (15) days, the third benchmark, the principal will send a letter to the parent(s)/guardian(s) and student requesting that they comply with the district policy and state law. On day twenty (20), the last of four benchmarks will be hit. At this time, the principal will send a letter to the county attorney with documentation of what has been done within the district to help the student's attendance at school.
- In some cases, a meeting is held between the student, parent, principal, and possibly other school personnel to create an action plan to help the student with school attendance.

Section 2. Absence Procedure

In its student information system, the district may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the principal's office.

Section 3. Mandatory Ages of Attendance

A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either:

- (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or
- (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the commissioner of education with a statement pursuant to section 79- 1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is not mandatory for a child who:

- (1) has obtained a high school diploma by meeting statutory graduation requirements;
- (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or
- (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the commissioner of education. Upon submission of the form, the superintendent or superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Elm Creek Public Schools or resides in the Elm Creek Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- The person who has legal or actual charge or control of the child who requested the exit interview;
- The superintendent or superintendent's designee;
- The child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school. At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:
 - (1) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
 - (2) an illness of the child making attendance impossible or impracticable. The superintendent or superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance. At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal. Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:
 - The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
 - The superintendent or superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent or superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (1) financial hardship, or (2) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval

requirements by filing with the state department of education a signed notarized release on a form prescribed by the commissioner of education.

Section 4. Reporting and Responding to Excessive Absenteeism

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

Section 5. Excessive Absenteeism

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures may be implemented:

- One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
- Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

Section 6. Reporting Excessive Absenteeism to the County Attorney

Twenty Excused Absences. If a student accumulates more than twenty (20) absences per school year and all of the absences are due to documented illness that makes attendance impossible or

impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.

Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per school year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report:

- The school representative requests additional time to work with the student prior to intervention by the county attorney; and
- the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Section 7. Reporting to the Commissioner

The superintendent or designee shall report on a monthly basis to the commissioner of education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the district as school resource officers) by the district relative to a student enrolled in the district.

Section 8. Full Day of Attendance

All students will be considered to have attended a full-school day if they meet the following criteria:

- Are in attendance during the normal school day attendance hours.
- Are in attendance during the normal summer school attendance hours

Students who do not meet the aforementioned criteria will be considered to be in non-compliance with the Compulsory Attendance Policy and will be assigned an unexcused absence for time missed.

Section 9. Notifying the School

If a student must be absent, the school urges parents to telephone the school on the morning of an absence for an illness and before a planned absence, i.e., a funeral. This not only keeps communication open between the school and parents but also enables the school to assist the student to obtain makeup work. If a phone call is not possible, the student is asked to bring an excuse upon returning to school, signed by a parent or guardian, stating the time, date, and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he or she will only be released through the office to his/her parent(s) or legal guardian.

Section 10. Make-up Work

Following an absence, students will have the opportunity to make up work. It will be the parents/guardians'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Assignment sheets and materials will be sent home if requested.

Section 11. Tardiness

Punctuality is important characteristic to develop in students and it is important to their success.

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy Consequences: Students considered tardy to class will have consequences set by either the classroom teacher or principal. It is important that parents/guardians have their child arrive before class begins to ensure that instruction is not missed by the student, the teacher does not take away time from other students to deal with a late student, and to instill responsibility within the student for their own success.

Section 12. Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Because of safety and security concerns when students must leave the school during school hours, for any reason, parents/guardians picking up students are requested to sign their child out at the office.

Article 5 - Scholastic Achievement

Section 1. Grading System

The grading system of Elm Creek Public Schools shall be as follows:

- Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- Achievement marks shall be given on a numerical basis for all grades 3-12, with the marks of 69 or lower considered a failure. A special grading report for the K-2, on a different basis, shall be used.
- The grading and conversion scale are as follows:

GRADE	GPA POINTS	PERCENT
A+	4.0	100-97
A	4.0	93-96
B+	3.5	92-89
B	3.0	88-85

C+	2.5	84-81
C	2.0	80-77
D+	1.5	76-74
D	1.0	73-70
F	0.0	69

- For all other grading reports received on transfer students, the superintendent and/or principal shall convert these to an approximately equal grade on our system.
- Staff members may use whatever method they determine professionally appropriate in the day to day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.
 - Achievement in relation to class objectives.
 - Class participation.
 - Mental ability of student in relation to the total class and required work.
 - Evidence the student is exceeding the class requirements and delving further.
- All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, department, and comments (if instructor desires).

Grades K-2 and specials classes may use the following scale to show student progress:

+	Commendable
S	Satisfactory
N	Needs Improvement
W	Working on level of ability
/	Still not Introduced

Section 2. Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the principal, in consultation with the student's parents, teachers, and school counselor, to be appropriate for the educational interests of the student and the school's educational program.

Section 3. Interim Reports

Various supplemental reports may be sent to parents/guardians throughout the school year concerning each student's performance. These reports may describe student work of an exceptional nature and/or work that needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents/guardians to contact the teacher by phone or email to discuss the student's academic progress. Teachers will arrange with the parents/guardians for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 4. Parent Access to Student Information System

Parents/guardians and students may log on to the **Student Information System (SIS)** to access real-time information about grades, attendance, assignments, and more. Through a web-based management system, "PowerSchool", parents/guardians will be issued a user identification and password to access their child's current information. Through the following web site: <https://elmcreekschools.powerschool.com/public> . Just enter your confidential **user ID** and **password** and then click **Go!**. Your login and password are obtainable in the main office or the elementary office.

Parents/guardians may use computers at school to access their child's information.

Section 5. Report Cards

Parent(s)/guardian(s) will receive their student's report card through email sent to the email address on file with the school at the end of every quarter and every semester. Parent(s)/guardian(s) can log into Powerschool with their confidential user ID to access information as well. Printed report cards are also available upon request.

Section 6. Parent-Teacher Conferences

Parent-teacher conferences will be scheduled during the year. Refer to the school calendar for parent-teacher conference dates. If it is advisable, teachers may call parents/guardians for additional conferences outside the teaching hours. State law provides that either parent/guardian has the right to see the child's report card and attend these conferences. Only if the courts have issued educational rights to **one** parent/guardian and those legal papers have been presented to the school, will the school refuse educational information to a parent/guardian.

Section 7. Achievement Tests

Each year, students complete a battery of achievement tests as part of our state rules and regulations. It is important to the student to limit interruptions to as few as possible during these tests. No one will be permitted in the rooms other than students and the test proctor.

Section 8. Homework

Homework is a part of a student's education. The purpose of assigned homework is to:

- help students develop study habits at an early age that will benefit them later in their education.

- involve parents/guardians in the student's learning process keeps them informed about their child's learning and progress.
- help facilitate student learning.
- provide essential practice in developing basic skills.
- help nurture lifelong learning.

The education of our youth is a joint effort between school and home. Cooperation between school and home is an integral part of a student's education.

Article 6 - Guidance Services

Elm Creek Public Schools employs a guidance counselor for the purpose of assisting with the district's testing program, scheduling, character education, and social-emotional learning. The guidance counselor also helps students work through problems and resolve conflicts. Guidance and counseling services are available to every student in the school. The school counselor provides student support and recommends resources to help with any concerns or difficulties a student may have in or out of school. The school counselor does not provide therapy for ongoing problems. An appointment to see the counselor may be made by receiving permission from the classroom teacher or the building principal. A school psychologist is also available.

Article 7 - Health Services and Protocols

A school nurse is employed by the Elm Creek Public Schools and is available each Wednesday to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergies, medication changes, or other pertinent health information.

Section 1. Student Illnesses

School health personnel will notify parents/guardians when a student needs to be sent home from school due to illness. Children showing definite signs of illness should be kept home. Students with severe coughs and sore throats should remain at home. Students with temperatures over 99.6 will be excluded from school and should not return until the temperature has been below 99.6 degrees for 24 hours without fever medication. If a child has a fever in the evening, please keep him/her home the next day. The goal of keeping a student home due to fever is to minimize the contagion of a student's illness to other students.

Should your child become ill during the day, the school will telephone you if possible.

Parents/guardians who are away from home during school hours should provide the school with telephone numbers where they can be reached should it become necessary. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Section 2. Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

If your doctor has prescribed a medicine for you that will need to be taken during the day at school, you should bring it in the original container with the label from the pharmacy intact. You should also bring a permission form (available in the school office) signed by the student's parent/guardian stating the date(s), amount of medicine, and time it is to be taken. Check the medicine in with the school secretary first thing in the morning - all medicine will be kept in the office to be given out and recorded during the day, and may be picked up after school if needed. If your child is taking throat lozenges or other medicine that is not a prescription, please complete a permission form and turn in the completed permission form to the main office concerning that medicine.

Section 3. School Health Screening

Students in Elm Creek Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an adverse impact on learning.

Section 4. Immunizations and Physical Examinations

All students are required to be immunized against hepatitis, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus prior to enrollment and any student not in compliance shall not be permitted to continue in school. Varicella, or documentation of chickenpox disease, will be included as a requirement in each subsequent grade as the child progresses through the remaining grades.

Exemptions shall be granted for:

- 1) medical exceptions for health reasons substantiated by a signed statement from a physician;
- or
- 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor.

Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible. Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade and; in the case of a transfer from out of the state, to any other grade unless a parent or legal guardian of the child objects thereto in writing.

All students entering into a beginner grade or transferring into any grade from out of state will be required to have an eye examination, conducted by a physician, a physician assistant, an advanced practice nurse, or an optometrist within six months prior to enrollment of the student. The examination must include testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Parents/guardians may object in writing to prevent their student from the visual or physical examination. The cost of examinations is borne by the parent or guardian. The school district shall provide contact information regarding sources of free or reduced-cost visual examinations for low-income families that qualify.

Section 5. Guidelines for Skin and Scalp Conditions

DISEASE EXCLUSION FROM SCHOOL

- *Impetigo treatment To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.
- *Ringworm To be excluded upon recognition by teacher or nurse. May be readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days.
- *Head lice treatment To be excluded upon recognition by teacher or nurse. May be readmitted following with lice shampoo or rinse. A note stating that student had such a treatment and the product used **MUST** accompany student upon return to school. All affected members of the household should be treated at the same time.
- *Scabies To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

* If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.

Section 6. Guidelines for Communicable Diseases

We ask your cooperation in the prevention and control of communicable diseases. Obviously a child with a communicable disease at the stage where it may be contagious to others should not be in school. The following signs and symptoms should be looked on with suspicion before sending him/her to school: fever, flushed face, sore throat, red watery eyes, nasal discharge, cough, sneezing, headache, earache, nausea and vomiting, rash, pain anywhere in the body. We ask that you keep your child home if you observe any of these symptoms. If it should be a contagious disease, he/she will have protected his/her classmates by not coming to school, and will have been protected by not taking the chance of being exposed to something else in his/her condition of lowered resistance.

We are interested in the welfare of the child who has the disease and we are also interested in preventing the spread of disease. *School staff members will adhere to infection control procedures regarding precautions against transmission of disease for all students and faculty.* Nebraska Health and Human Services recommends the following:

Diseases	Exclusion From School
Measles (Rubeola)	May return to school in a minimum of 4 days after the appearance of rash.
German Measles	May return to school in a minimum of 4 days after appearance (Rubella) of rash.

Mumps	May return to school after swelling has subsided.
Chicken Pox	May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.
Diphtheria	Must have doctor's written permit to return to school.
Influenza	Exclude for duration of illness.
(Scarlet Fever, Streptococcal Infection Scarlatina, Strep Throat)	Exclude until no fever and under treatment for 24 hours.
Pinworm	Exclude until treated, as documented by a physician.
Fifth Disease	Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.
Hepatitis A	Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.
Meningitis (Bacterial & Viral)	Exclude for duration of illness. Return with documented physician approval.
Pertussis- (Whooping Cough)	Exclude, may return with documented physician's approval.
Pulmonary Tuberculosis	Exclude, physician treatment essential. My return with documented physician approval.
*Pink eye	Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious.

If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

Section 7. Emergency Health --- Epi-Pen

An epipen (epinephrine) injection is available in each building to be administered only in case of an emergency, life-threatening asthma attack or a severe allergic reaction (anaphylaxis), such as from a food or an insect bite.

Staff persons, who have been trained in CPR, have been taught to recognize these symptoms and to administer the epipen. If such an event occurs, a parent will be notified and the student will be transported to the hospital emergency room. It is important that parents/guardians notify the school nurse if their child has asthma or known allergies.

Section 8. Health Information Consent

Parents/guardians are asked to give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate personnel who serve the student (for example; doctors, nurses, teachers, coaches, or staff member administering medication). Please sign the "Health Information Consent" form.

Article 8 - Drugs, Alcohol and Tobacco

Section 1. Drug-Free Schools

The district implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The district's safe and drug-free schools program is established in accordance with the principles of effectiveness as required by law to respond to such harmful effects.

Section 2. Education and Prevention

Elm Creek Public Schools intend to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco, and other drug use is illegal and interfere with both effective learning and a healthy development of the student, Elm Creek Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Section 3. Safe and Drug-Free Schools-- Parental Notice

Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School district of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 9 - Student Rights, Conduct, Rules and Regulations

Good conduct is the responsibility of each individual student. The way a student conducts himself or herself should represent good character. Students are encouraged to resolve their own conflicts. If this is not possible, the teacher or principal should be consulted.

The common goal of students, parents/guardians, faculty and administration of Elm Creek Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Elm Creek Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the rules and policies at Elm Creek Public Schools will result in disciplinary action.

Student Conduct and Discipline Policies (ECPS Board of Education Policy 5101) Development of Uniform Discipline System. It shall be the responsibility of the superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning student, parent contacts and parent conferences, rearrangement of schedules, requirements that a student

remain in school after regular hours to do additional work, restriction of extracurricular activity, requirements that a student receive counseling upon written consent of the parent or guardian, and/or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Section 1. Short-Term Suspension

Short-Term suspensions may range from one (1) to five (5) days. The following process will apply to short-term suspensions.

- The principal or the principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, if applicable, and be afforded an opportunity to explain the student's version of the facts.
- Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.
- A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the principal.

Students may be excluded by the principal or the principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

Section 2. Long-Term Suspension

A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the principal. A notice will be given to the student and the parents/guardian when the principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Section 3. Expulsion, Suspension, Summer Review

Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred

- within ten school days prior to the end of the first semester, in which case the expulsion shall

remain in effect through the second semester, or

- within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or
- unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein.

Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the principal. A notice will be given to the student and the parents/guardian when the principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of

- interference with an educational function or school purpose or
- a personal injury to the student himself or herself, other students, school employees, or school volunteers.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the principal or other school representative assigned by the principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

Students Subject to Juvenile or Court Probation. Prior to readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet the conditions of probation by attending school, and who has previously been expelled from school, the principal or the principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the principal or the principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in board policy and state statute.

Section 4. Other Forms of Student Discipline

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to:

- counseling of students
- parent conferences
- rearrangement of schedules
- requirements that a student remain in school after regular hours to do additional work
- restriction of extracurricular activity
- or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Section 5. Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in, or material interference with, any school function, activity, or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

Section 6. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.

The following conduct has been determined by the board of education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to a consequence of long-term suspension, expulsion, or mandatory reassignment when it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

- Insubordination - willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation.

- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco (nicotine), narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- Public indecency or sexual conduct.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
- Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for riding school buses or vehicles.

- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Section 7. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event.

This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Section 8. Law Violations

- Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

- When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the district's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - Knowingly possessing illegal drugs or alcohol.
 - Aggravated or felonious assault.
 - Vandalism resulting in significant property damage.
 - Theft of school or personal property of a significant nature.
 - Automobile accident.
 - Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

Section 9. Fighting and Other Disturbances

Fighting is not allowed on school grounds or at any school activity. When a fight occurs, the possibility of injury or damage to other persons and/or property exists. For your protection and the protection of others, such activities will not be tolerated. If students choose to violate this policy, disciplinary action will be taken.

Section 10. Lunch Conduct

Students are expected to uphold the following expectations during lunch. Failure to uphold these expectations will result in disciplinary action.

- Students are expected to use good table manners.
- Food or other items are not to be thrown.
- Each individual student is responsible for cleaning the table where he/she eats and the floor under his/her table.
- Each student is expected to remain seated while eating.
- Food is not to be taken from the cafeteria.
- Students will be dismissed from the cafeteria.
- Loud talking will not be permitted.
- Students are not to make contact with another student's body or lunch.

Section 11. Recess and Playground Rules

- If a student misbehaves at recess the school's discipline policy will be implemented.
- Contact games are not allowed. Touch football, basketball, and soccer will be allowed.
- Tackling, pushing, punching, kicking, hitting, slapping, and any other aggressive contact is not allowed at any time or in any area of the school or playground.
- Students will use playground equipment properly. (example: students will go up ladders and down slides)
- Play is only allowed in designated areas for grade levels.

- If an object travels into the street, the students must obtain permission from the supervising teacher on duty before the object can be retrieved.
- Students should be properly dressed with snow boots, caps and gloves during inclement weather. We ask parents/guardians please assist us in this matter.
- Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents/guardians or school officials.
- When the playground area is muddy or wet, students should stay away from those areas. The students may be required to stay on the hard surface areas of the playground.
- Personal equipment (footballs, softballs, basketballs, etc.) will not be allowed at school.
- Students will line up and enter the building in an orderly manner.

Section 12. Bus Rider Rules

The following rules and regulations will apply to all bus trips: Pupils will show respect to adults appointed by the school.

Prior to Loading. Bus riders will:

- be on time at the designated school bus stop—the driver will wait no more than two minutes past the scheduled pick up time
- stay on the sidewalk at least six (6) feet back from the curb at all times while waiting for the bus.
- conduct themselves in a safe manner while waiting.
- wait until the bus comes to a **complete stop** before attempting to enter the bus.

While on the Bus Bus riders will:

- properly wear seat belts at all times, if the bus is equipped with seat belts.
- keep all body parts inside the bus at all times.
- assist in keeping the bus safe and sanitary at all times.
- avoid loud talking and laughing, playing radios, or causing unnecessary confusion. The goal is to limit distractions of the driver and keep the driver's focus on the road and. If a driver's attention is diverted, resulting in a serious accident.
- never tamper with the bus or any of its equipment.
- leave no books, lunches or other articles on the bus.
- keep books, packages, coats, and all other objects out of the aisles.
- help look after the safety and comfort of small children when they ride the bus.
- not throw anything out of the bus windows.
- remain seated facing forward while the bus is in motion. Bus riders are not permitted to leave their seats while the bus is in motion. State law prohibits standing while a bus is in motion.
- be courteous to fellow pupils, the bus driver, and anyone else riding the bus.
- be absolutely silent when approaching and crossing a railroad-crossing stop.
- remain in the bus In case of a road emergency.
- remain seated until the bus stops and the driver signals it is safe to unload.
- place all trash in container provided in bus.
- follow all good behavior rules expected at school.
- use appropriate and respectful language at all times without bullying, teasing or bothering others.
- respect the personal space of others without touching, poking or bothering others

- not handle the personal items of others without first asking and receiving their permission.
- have no open food or drink containers on the bus without permission of the driver.

After Leaving the Bus. Bus riders will:

- be alert to the danger signal from the bus driver.
- only be discharged by the bus driver at the regular bus stop, unless proper authorization is given to the bus driver from school officials upon verification of a parent/guardian request to discharge the student at a different location which is agreed upon by school officials

Bus drivers are instructed to issue one reminder to a student. If the student fails to respond appropriately or repeats the behavior, the driver will report the matter to the school principal who will then either establish consequences and/or contact the parents/guardians.

Section 13. Bus Discipline

Safety is our first consideration when transporting children to and from school. Bus discipline is a shared responsibility of students, parents/guardians, drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students. If parents/guardians are notified of their child's misbehavior on the bus, they are urged to cooperate with the school by educating the child of the dangerous situations caused by violation of safety rules. If a driver's attention is diverted by misconduct, the safety of all passengers is jeopardized. Failure to comply with these rules by a bus rider may result in the loss of bus riding privileges.

Section 14. Student Appearance

An individual's grooming, the way he/she dresses and how he/she behaves, does have a bearing on how others react to him/her. Dress and grooming should be clean and not disruptive to the educational process of themselves and others. If a style constitutes a threat to safety and health of self or others, or is in violation of a statute, it will not be permitted in school. **Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence will not be accepted as appropriate school attire.** Ideally, within these limits, the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents/guardians.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the principal or superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal's office. Teachers may have additional requirements for students who are in special lab classes, etc. On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Section 15. Safety

Please remind your child to always walk on the sidewalks, to cross the streets at intersections and never to play in the street. School pedestrian lanes have been established and traffic-warning signals installed at those crossings where there is considerable traffic. Please help us by instructing your child to use these controlled crossings. Children riding bicycles should ride single file. The riding of bicycles on the playground is prohibited.

Section 16. Field Trip Eligibility

The following recommendations apply to all students in determining eligibility for participation in field trips:

- Exhibit responsible behavior in the overall school setting (classroom, playground, lunchroom, school work, grades, etc.).
- Teachers will always take into account the ability of the individual student and the effort that is given by the student.

The classroom teacher or the building principal will notify parents/guardians and students as soon as possible when the eligibility of the student for the stated activities becomes questionable. This notice will serve as the only official warning to parents/guardians and students.

Students who are ineligible for stated activities will be placed in an alternative classroom setting with assigned work the day of the planned activity.

The purpose in establishing these standards is to continue to encourage students to do their very best in both their studies and in how they conduct themselves at school. Participation in these activities is a privilege and all students must earn the right to be included.

Section 17. Procedures for the Use of Electronic Resources

Classroom Use:

Classroom use is defined as student use of Internet resources under the direction and supervision of a teacher or paraprofessional anywhere in the building (classroom, hallway, computer lab, etc).

- Students are to abide by the electronic resources [*Acceptable Use Policy*](#).
- Students are to act in a considerate and responsible manner when using electronic resources.
- Students are subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:
 - Suspension and/or termination of electronic resource use privileges.
 - Possible additional disciplinary action may be imposed.
 - Possible referral to law enforcement authorities for criminal or civil prosecution.

Independent Use:

Independent use is defined as student use of the Internet during the school day for independent study and or research.

- Follow all of the guidelines established for classroom use.
- Recognize that classroom work takes precedence over independent use.
- Understand that independent use may be restricted or revoked if a student's academic performance is unsatisfactory.

Section 18. Additional Student Conduct Rules:

RULES AND REGULATIONS

These rules and regulations are for all students attending Elm Creek Elementary Schools:

1. Because there is no supervision on the school grounds before 7:15 A.M., we ask that students not come before this time, unless they are participating in the school breakfast program. A teacher or principal may grant permission if early arrival is necessary.
2. Students may use the office phone only with permission from a teacher or the principal. The phone is for business or in case of illness.
3. Birthday/special treats are not allowed to be brought to school.
4. Students are not to climb on the roof of the building for any reason. If a ball goes on the roof, the student is to inform the teacher on duty. The custodian will remove it after school.
5. Students are not to play on the front lawn of the school or climb trees on the school grounds.
6. Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime.
7. Personal equipment (footballs, softballs, etc.) will not be allowed at school.
8. All students are to leave the school grounds immediately after school unless you have teacher permission.
9. There are to be no rocks, dirt clods, snowballs or any foreign objects thrown at any time.
10. No running or loud talk is permissible in the halls of the school.
11. Nuisance items that may cause disruptions in school are not allowed. All nuisance items brought to school will be confiscated by staff members and turned in to the office.
12. Inappropriate language, threats, and bullying will not be tolerated.
13. The use of drugs, alcohol and tobacco will not be permitted.
14. Roller blades are not to be worn on school grounds.
15. The following are examples of items that are not allowed on the playground at any time: bikes, scooters, roller skates, and skateboards.
16. Due to disruption of the educational process, equity issues, and office procedure, gifts shall not be delivered to the office for students. This includes - but is not limited to; flowers, balloons, cakes and candy.

Article 10 State, Federal Programs, and Additional District Policies

The following state and federal guidelines are available upon request at any Elm Creek Public School office and are posted at the Elm Creek Public Schools website: <http://www.elmcreekschools.org>

Section 1. Notice of Nondiscrimination

Section 2. Designation of Coordinator(s)

Section 3. Anti-discrimination & Harassment Policy

Section 4. Notice to parents/guardians of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

Section 5. Notification of Rights Under FERPA

Section 6. Notice Concerning Disclosure of Student Recruiting Information

Section 7. Notice Concerning Staff Qualifications

Section 8 . Student Privacy Protection Policy

- Section 9.** Parental Involvement Policies
- Section 10.** Homeless Students Policy
- Section 11.** Breakfast and Lunch Programs
- Section 12.** Elm Creek Public Schools Student Fee Policy
- Section 13.** Elm Creek Public Schools Internet Policy

**Elm Creek Elementary Schools
Title I Parent/School Compact
A Plan for Responsible Action &
A Call for Home/School Cooperation**

As teachers and parents/guardians, helping children become capable, responsible lifelong learners is a duty we share. Completing schoolwork on time and handing the work in when due is an important responsibility for our children. This is a skill we all need to learn. While it is the child's responsibility to do the work and hand it in, please help your child be responsible by doing your part to monitor his/her schoolwork. The following plan to assist students has been designed with parent and teacher input.

Each student is responsible for recording school work assigned in an agenda, completing the work, and handing in that schoolwork. To meet these responsibilities and work together as an educational team:

Students will:

- Use a School Agenda (Homework notebook)
- Use the agenda every day to record assignments
- Complete & hand in all school work on time
- Take the agenda home and have his/her parent review the notebook
- Have his/her parent sign the agenda
- Bring the agenda back to school each day to show his/her teacher.

Parents/guardians will:

- Review and sign the agenda each school day - Use the agenda to write notes to the teacher as needed and note any work unfinished
- Require their child return to school for the agenda if it is not brought home
- If student work is not completed and the agenda not signed, meet with teachers to help your child develop a plan to resolve the problem
- Provide time, appropriate materials, and an appropriate learning space at home for completion of schoolwork
- Limit TV viewing, computer games, and movies until school work is completed
- Provide a balanced diet, adequate rest (10 hours a day), and exercise
- See that reading is made a daily practice of at least 5 minutes multiplied by the child's age.

Teachers will:

- Provide weekly progress reports and communication regarding student progress.
- Provide homework that reinforces skills taught in the classroom.
- Provide a welcoming, developmentally appropriate atmosphere that is conducive to learning.
- Provide ongoing communication with parents/guardians through: Newsletters, Notes, and telephone calls.

- Continue to strive to meet and accommodate the needs of each student.
- Focus on enriched skills to promote academic growth.
- Dedicate time to receiving professional development to gain knowledge, which will ensure student achievement.
- Provide high quality curriculum and instruction that enables students to meet state academic standards.

**RECEIPT OF 2018-2019 PARENT-STUDENT
ELM CREEK ELEMENTARY SCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2018-2019 Parent-Student Handbook of Elm Creek Elementary School. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination. The Handbook is located on the school website (elmcreekschools.org) The handbook is available in the school outside of the office. A link will be sent to all parents/guardians as well.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ELM CREEK ELEMENTARY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: _____ Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to: **Elementary School Teacher**

**WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR
SYSTEMIC ALLERGIC REACTIONS PROTOCOL**

Elm Creek Public School District

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

I am aware of the school policy that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session.

After considering the school policy and the best interests of my child, _____, I do not wish to have him/her given or administered albuterol or medication from an Epi-Pen by school personnel under any circumstances for the 2016- 2017 school year.

DATED: _____

Signature of Parent/Guardian/Custodian

DATED: _____

Signature of Physician

DO NOT return this form **without** a physician's signature supporting your request to remove your child from the protocol.

Elm Creek Public Schools Little Buffs Preschool Handbook 2019-2020

(revised August 1, 2020)



Love **BLUE**,
Live **GOLD!**

In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Buffalo County School District No. 9 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:

Title IX Coordinator
Section 504 Coordinator – Mr. Tom Reeser
230 Calkins Street, P.O. - Box #490
Elm Creek, Nebraska 68836

**Elm Creek “Little Buff” Preschool
Parent/Student Handbook: 2019 - 2020 School Year**

Intent of Handbook:

This handbook provides information unique to the Little Buff’s Preschool and is supplemental to the Elm Creek Elementary Handbook.

Members of the Board of Education:

Mr. JC Ourada	Mrs. Suzanne Brodine	Mr. Jeff Meads
Mr. Morgan Fouts	Mrs. Alicia Beavers	Mrs. Dana Steiner

Preschool Staff

Name	Position	Office Phone
Mr. Derrick Pulliam	PK-6 Principal	856-4300 ex 1604
Mrs. Jessica Sullivan	Preschool Teacher	856-4300 ex 1104
Ms. Betsy Racek	Preschool Paraprofessional	856-4300 ex 1104
Mrs. Lacey Bouc	Special Education	856-4300 ex 1208
Mrs. Cindy Carlton	Speech Pathologist	856-4300 ex 1303

District Mission Statement:

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and able to make positive choices about their education, future, and the community.

Enrollment

The Little Buffs Preschool is open to any child who is at least 3 years old as of August 1st of that school year. Any child who turns 5 years of age prior to August 1st of that school year will not be eligible to attend preschool. The intent of the preschool is to give all students within the Elm Creek School District the opportunity to gain social and educational skills to prepare them to be successful upon entering Kindergarten. Therefore, students who are within the District boundaries will be given preference over students that are optioning into the preschool, when enrollment reaches full capacity at 20 students per section. There are two sections, one in the morning and one in the afternoon. The afternoon section is focused on four year olds and the morning section usually contains three year olds. However, in an effort to maximize the spaces available, students of varying ages may be enrolled in either section. Our priority will be to service district resident students who will be required to enter Kindergarten the following year.

The enrollment window begins on April 15th. We encourage parents to fill out and return the enrollment form as soon as possible after April 15th to help with preschool planning for the following school year. The enrollment form is located at the end of the handbook.

Preschool Format

Play is such an important way for children at this age to be learning. This is why we will have a 1-hour block of playtime and 30 minutes of outside playtime. Children that are at the preschool age are developing social skills and learning academic skills through play. Through social interaction with their peers they are developing problem-solving skills, they are learning to

be empathetic towards others, they are gaining self-confidence and learning how to be cooperative. These are just a few of the things that they are developing. As a public program we are required to "Include exploratory play during a majority of the daily schedule." And also to "Provide at least one outdoor play period (weather permitting) daily." We will have small groups and large group time where we teach specific skills as well.

Attendance

Regular attendance is expected of all students on days that school is in session. The School Year Calendar is available on the school website. Preschool will begin one week after the K-12 students begin in August, due to mandatory home visits. The last day of preschool will be communicated to parents, as it will be determined due to the number of hours needed to be in session and the necessity to facilitate the end of the year home visits.

Morning Session	7:45 am - 11:15 am.
Afternoon Session	11:50 am - 3:20 pm.

Planned Absences

Parents who know in advance that a student will be absent must call the school (308) 856-4300 or send a written note at the earliest possible date. Parents should make every attempt to schedule medical and other appointments after school hours when possible. Parents should contact the school secretary or the teacher directly if a child is going to be absent from school.

Absences due to Illness

If your child is ill, please call the school as soon as possible. If your child becomes ill at school, the school will contact parents or emergency contacts if parents are unable to answer the call. If your child is running a fever they must stay home. They will need to be fever free for 24 hours before returning to school. Please call the school to notify them that the child will be out of school due to the fever from the previous day.

Clothing and Attire

Students must come to school dressed in clean, neat and appropriate clothing. Attire that is easily cleaned. Children should be toilet trained in order to attend and dressed in clothing that enables them to use the restroom independently without assistance. They will need to have a paint shirt that will be used for various activities. Students will be going outside every day (weather permitting) therefore good sneakers, or shoes they can move around easily and run in are best. Students do go outside when it is very cold. The preschool playground is sheltered nicely from the wind and as long as it is above 10 degrees (wind chill factored in) students will go outside. Make sure that your child is dressed for cold weather, MITTENS work best for little hands, hats, coats, and boots when there is snow on the ground.

Food Service

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Please let us know if your child has any food allergies. Children who attend the morning session will eat first thing in the morning. The cost of this will be \$1.65. Children are allowed to bring a breakfast with them, they will still be able to purchase a milk if they bring their own breakfast. The afternoon session will eat shortly after arrival. The cost of this meal is \$2.45. Children are allowed to bring a lunch with them, they will still be able to purchase a milk if they do not eat the school lunch.

Each session will also have a daily snack that will be provided by the school.

Notice of Non-Discrimination

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Drop-off Procedures

Morning preschool begins at 7:45 am. Unless arrangements have been made, students should not arrive before 7:45 am. Preschool students should enter through the South side of the Elementary building. The doors will be opened by the preschool teacher or paraprofessional at 7:45 am. There is no supervision of children before this time. There is no need for them to be at the school any earlier than this time. PLEASE DO NOT HAVE THEM GO TO THE GYM WITH THE ELEMENTARY STUDENTS! You are welcome to walk your child in to the classroom, however we do ask that you do not linger, it is easier for them if you say your goodbyes and leave quickly. You will need to exit through the same doors that you entered.

Afternoon preschool begins at 11:50 am. Preschool students should enter through the South side of the Elementary building. The doors will be opened by the preschool teacher or paraprofessional at 11:50 am. There is no supervision of children before this time. There is no need for them to be at the school any earlier than this time. You are welcome to walk your child in to the classroom, however we do ask that you do not linger, it is easier for them if you give them if you say your goodbyes and leave quickly. You will need to exit through the same doors that you entered.

ONLY YOU AND YOUR CHILD ARE TO ENTER THOSE DOORS. IF YOU HAVE OTHER STUDENTS WITH YOU THEY NEED TO ENTER THROUGH THE MAIN SCHOOL ENTRANCE. IF YOU ARRIVE LATE YOU WILL NEED TO ENTER THROUGH THE MAIN SCHOOL ENTRANCE.

Dismissal Procedures

Morning preschool dismisses at 11:15 and afternoon preschool dismisses at 3:20. We ask that you be here no later than 5 minutes after dismissal to pick your student up. We will dismiss students at the same south doors that you drop your child off at. If you are running late, please notify the school. Also, your child may be taken to the office for you to pick them up if you are late.

Payment

The cost of Preschool is \$50.00 a month unless your family qualifies for free/reduced lunches. Payment each month is expected by the 15th of the month. You may pay for more than one month at a time; just make a note of what month(s) you are paying for with each check.

Website

The handbook for the school, the school calendars, and lots of other information can be found on the school website ecbuffs.com.

**RECEIPT OF 2019-2020 PARENT-STUDENT
LITTLE BUFF PRESCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2019-2020 Parent-Student Handbook of Elm Creek Little Buff Preschool. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination. The Handbook is located on the school website (elmcreekschools.org) The handbook is available in the school outside of the preschool room. A link will be sent to all parents as well.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ELM CREEK ELEMENTARY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Parent or Legal Guardian's Signature: _____

Date: _____

Return to: **Preschool School Teacher**

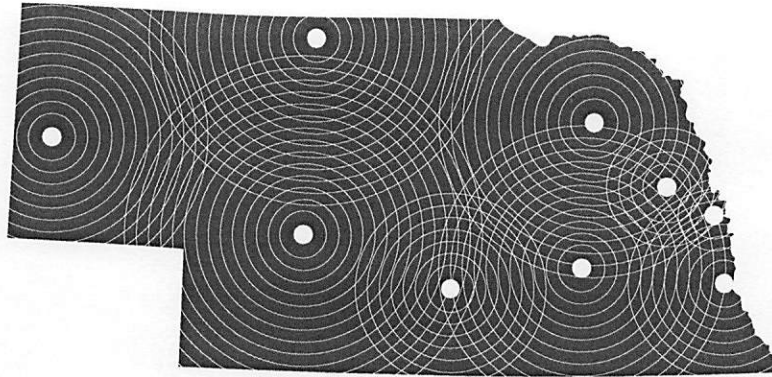
**Committee Meeting Minutes
Building and Grounds
July 22, 2019**

- 1. Advance the Fire Alarm quote from Electronic Systems for (\$46,239.00) Board Approval**
- 2. Approve quote from Glass Doctor (\$ 1175.00) to seal 6 window panel units on the west side of the Elementary Building, High School Math classroom window and Elementary Playground entrance.**
- 3. Approve the purchase of a collapsing security gate for the south hallway of the old gym.**

2019 AREA MEMBERSHIP MEETINGS

Training | Recognition | Networking | Vision

Valentine | Fremont | La Vista | Gering | North Platte | Kearney | York | Nebraska City | Norfolk



CHANGING THE NARRATIVE



www.NASBonline.org

REGISTRATION

REGISTER NOW FOR THE MEETING NEAREST YOU

TUESDAY, AUGUST 20	VALENTINE	REGISTER BY AUGUST 13
WEDNESDAY, AUGUST 21	FREMONT	REGISTER BY AUGUST 13
THURSDAY, AUGUST 22	LA VISTA	REGISTER BY AUGUST 13
MONDAY, AUGUST 26	GERING	REGISTER BY AUGUST 21
TUESDAY, AUGUST 27	NORTH PLATTE	REGISTER BY AUGUST 21
WEDNESDAY, AUGUST 28	KEARNEY	REGISTER BY AUGUST 21
WEDNESDAY, SEPTEMBER 4	YORK	REGISTER BY AUGUST 28
WEDNESDAY, SEPTEMBER 18	NEBRASKA CITY	REGISTER BY SEPTEMBER 11
WEDNESDAY, SEPTEMBER 25	NORFOLK	REGISTER BY SEPTEMBER 18

TO REGISTER:

- Go to www.NASBonline.org, and log in using your email and password
- If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance. \$20 cancellation fee by the registration deadline. No refunds after the deadline.

Registration fees for the meetings and dinner are as follows:

NASB MEMBER	\$72
CANCELLATION FEE	\$20

AGENDA

REGISTRATION, NETWORKING & EXHIBITORS | 4:30 PM
VISION SESSION | 5:00 TO 5:45 PM
BREAK | 5:45 TO 6:00 PM
TRAINING SESSIONS #1 | 6:00 TO 6:35 PM
BREAK | 6:35 TO 6:45 PM
TRAINING SESSIONS #2 | 6:45 TO 7:20 PM
NETWORKING DINNER & AWARDS/RECOGNITION | 7:25 PM
15 AWARDS OF ACHIEVEMENT POINTS WILL BE EARNED FOR ATTENDING



VISION & TRAINING SESSIONS

5:00 PM

CHANGING THE NARRATIVE ... NEBRASKA SCHOOLS ARE SOME OF THE BEST IN THE NATION

The current narrative that says the schools are at fault for our property tax burdens is failing everyone. Learn how we must work together to change this narrative to move our state forward, as we continue engaging our vision.

6:00 PM

A 2019 LEGISLATIVE RECAP & HOW YOUR ENGAGEMENT IMPACTED THE PROCESS

With an eye on over 100 bills in 12 of the 14 committees, school board members were actively engaged in everything from vehicle safety to vaping, taxes to TEEOSA. See what passed, what didn't, and what's still in play. See how specific items will lead to day to day, and/or policy changes within your schools. Hear how school board members stepped up like never before through testimony, 1-on-1's with their Senators and Committee leaders, and at home. Learn how what we are doing now will impact 2020 and beyond.
Colby Coash, Assoc. Executive Dir./Director of Govt Relations
Jim Luebbe, Director of Policy Service

6:45 PM

BOARD POLICY: WHAT BOARDS WANT VS. WHAT OTHERS WANT

In addition to reviewing specific policy changes from this year's Legislative session, we will discuss the value of focusing on Board governance through policy. There are clear differences between many Boards' expectations of their policy roles and the expectations of state institutions and the public. Local leadership can help bridge that gap.
Colby Coash, Assoc. Executive Dir./Director of Govt Relations
Jim Luebbe, Director of Policy Service

STRATEGIC PLANNING: LEADERSHIP ACCOUNTABILITY

Engaging stakeholders through the lens of strategic planning allows the board and school leadership to consider, respond, and reflectively align the district strategic goals to those of the stakeholders in the community. This session will outline how the strategic alignment of the stakeholders, board, and superintendent create the leadership accountability necessary for effectively and collaboratively establishing the vision and goals of the school district. Effective board governance models accountable leadership.
Marcia Herring, Director of Board Leadership

COHESIVE LEADERSHIP IS MORE THAN A CATCHPHRASE!

Frustrations, apprehensions, and success! Board members experience it all in a leadership role. We will discuss how the board and superintendent/ESU administrator work collaboratively to impact student achievement and how you change the course of direction when that working relationship is not operating at an effective and cohesive level. Board members serve an important role in the high stakes of school improvement, this session will provide resources and tips for improving school board effectiveness.
Marcia Herring, Director of Board Leadership

LET'S TALK ABOUT IT

This session will be a networking opportunity to have open dialogue and learn from peers. Be prepared to mix it up in small groups to discuss topics like: biggest district challenge, best practices happening in your schools, advocacy efforts and the goal of education as one voice, challenges of rural/urban districts and potential solutions. Attendees will also receive information about potential and realized cost savings as a result of your NASB membership and the programs and services available to your district.

Shari Becker, Director of Leadership Search Service
Matt Belka, Director of Marketing, Communication & Advocacy

THE DO'S AND DON'TS OF SCHOOL SAFETY, SCHOOL INSURANCE AND SCHOOL CLAIMS

This session will share what's happening in the area of school safety, school insurance and recent school claims that we can all learn from. This session will also revisit the roots of why "pooling" is available to Nebraska schools, and what makes pooling different.

Megan Boldt, Director of ALICAP/Insurance



1311 STOCKWELL STREET
LINCOLN, NE 68502
WWW.NASBONLINE.ORG

RETURN SERVICE REQUESTED

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CHANGING THE NARRATIVE

