

Board of Education Regular Meeting

Monday, April 14, 2014 8:00 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 Lynette Mitchell and a second by Denise Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

6. Citizen's Comments

7. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by JC Ourada and a second by Denise Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

7.1. Approval of Minutes of Previous Meeting(s)

7.2. Payment of Invoices (\$96,971.83)

7.3. Financial Reports

7.4. Applications for a Local Substitute Certificates

7.5. Personnel Actions

7.5.1. JoAnne Schwartz - High School Spanish/Language Arts

7.5.2. Robin Vahle - High School Art Teacher

7.5.3. Lyndee Koch - High School FCS Teacher

7.5.4. Cindy Baum - High School Principal

8. Old Business

9. New Business

- 9.1. Consider approval of low bid to purchase of Grasshopper Mower for \$13,995 with sweeper attachment for \$4,295 from Miller Repair LLC for a total of \$18,290.
approval of low bid to purchase of Grasshopper Mower for \$13,995 with sweeper attachment for \$4,295 from Miller Repair LLC for a total of \$18,290, to be taken from sign sale funds
Passed with a motion by Lynette Mitchell and a second by Morgan Meier.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea
- 9.2. Consider approval of proposal from Graczyk Lawn and Landscape for 4-Step fertilization Program (\$4,776), Grub Control (\$1,308) and Ground Sterilization (\$440) for a total of \$6,524 for the school grounds, football field and football practice field.
Approval of proposal from Graczyk Lawn and Landscape for 4-Step fertilization Program (\$4,776), Grub Control (\$1,308) and Ground Sterilization (\$440) for a total of \$6,524 for the school grounds, football field and football practice field, Passed with a motion by Jeff Meads and a second by JC Ourada.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea
- 9.3. Approval of Policy 6290
The approval of revised Policy 6290 Passed with a motion by Lynette Mitchell and a second by Denise Ourada.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea
- 9.4. Consider approval of 2014-2015 Elm Creek Elementary Handbook.
The 2014-2015 Elm Creek Elementary handbook Passed with a motion by Denise Ourada and a second by JC Ourada.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea
- 9.5. Consider approval of proposal from ServiceMaster to provide cleaning services for elementary school and gymnasium.
Motion to approve contract with ServiceMaster of Mid Nebraska to clean elementary school and gymnasium.. Passed with a motion by Lynette Mitchell and a second by Morgan Meier.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea
10. Executive Session
Motion to enter into Executive Session @ 8:35am. Passed with a motion by John Worthing and a second by Morgan Meier.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea
Motion to exit into Executive Session at 9:33 PM Passed with a motion by John Worthing and a second by JC Ourada.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea
11. Reports

11.1. Curriculum, Technology and Finance Committee Report

11.2. Transportation Committee Report

11.3. Americanism Committee Report

11.4. Buildings and Ground Committee Report

11.5. Principal's Report

11.6. Superintendent Report

12. Next Regular Meeting will be held on Monday, May 12, 2014 at 8:00 PM.

13. Adjournment

Motion to adjourn meeting at 9:53 PM. Passed with a motion by John Worthing and a second by Morgan Meier.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

Board of Education Regular Meeting

March 10, 2014 7:00 PM

Elm Creek Public Schools, room 810.

1. Call to Order

2. Flag Salute

3. Open Meetings Act

4. Roll Call

Motion Passed: Motion to excuse Jeff Meads from the meeting. passed with a motion by John Worthing and a second by JC Ourada.

5. Review of Agenda

Motion Passed: Motion to approve the agenda as presented passed with a motion by Denise Ourada and a second by John Worthing.

Motion to approve the agenda as presented

6. Citizen's Comments

7. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda as presented with bills paid totaling \$70,034.90. passed with a motion by Denise Ourada and a second by Lynette Mitchell.

Motion to approve the Consent Agenda as presented with bills paid totaling \$70,034.90.

7.1. Approval of Minutes of Previous Meeting(s)

Public attachment - Board Workshop Minutes

Public attachment - February Regular Board Meeting Minutes

7.2. Payment of Invoices

Public attachment - ECPS Financials

7.3. Financial Reports

8. Old Business

8.1. Update on security audit conducted on February 28, 2014.

8.2. Review of school website features.

9. New Business

9.1. Discuss and take all necessary action concerning the proposed 2014-2015 Elm Creek Public Schools calendar.

Public attachment - ECPS 2014-2015 Calendar

Motion Passed: The 2014-2015 Elm Creek Public Schools calendar as presented. passed with a motion by Morgan Meier and a second by Denise Ourada.

The 2014-2015 Elm Creek Public Schools calendar is

10. Executive Session

Motion Passed: Motion to enter into Executive Session at 7:31pm. passed with a motion by John Worthing and a second by JC Ourada.

Motion Passed: Motion to return from Executive Session at 7:40PM. passed with a motion by John Worthing and a second by Morgan Meier.

The Board will go into Closed Session to discuss potential teacher assignments and retirement. Discussion shall be confined to these issues. This action is consistent with applicable state law; i.e., Nebraska Revised Statute 84-1410, Reissue, 1981, and with Board Policy 9370 and is clearly necessary for the protection of the public interest and/or for the prevention of needless injury to the reputation of an individual and such individual has not requested a public meeting.

Motion to enter into Executive Session

11. Reports

11.1. Principal's Report

11.2. Superintendent Report

Public attachment - Superintendent's Report

12. Next Regular Meeting

Next regular meeting will be held on April 14, 2014 at 8:00pm in the Elm Creek Public Schools Media Center/Board of Education meeting room.

13. Adjournment

Motion Passed: Motion to adjourn meeting at 7:48PM passed with a motion by Denise Ourada and a second by John Worthing.
Motion to adjourn meeting

ACTIVITY FUND
TREASURER'S REPORT
FOR 4/14/15

Account Description	3/1/2014	EXPENSES	INCOME	3/31/2014
ACCELERATED READER	\$ 3,065.66		\$ 297.35	\$ 3,363.01
ALUMNI	\$ 54.28	\$ -	\$ -	\$ 54.28
ANNUAL	\$ (826.03)	\$ -	\$ -	\$ (826.03)
ATTEND/VAL SCHOL (tea conc)	\$ 2,555.65	\$ -	\$ -	\$ 2,555.65
BAND	\$ (4,531.13)	\$ 973.50	\$ 95.75	\$ (5,408.88)
BAND CLUB	\$ 896.72	\$ -	\$ 49.15	\$ (2,037.20)
BAND INSTR RENTAL	\$ 55.00	\$ -	\$ -	\$ 55.00
BBALL	\$ 4,404.83	\$ 2,983.07	\$ 1,267.43	\$ 8,655.33
BOARD SCHOLARSHIP FUND	\$ 252.54	\$ -	\$ -	\$ 252.54
BOYS BBALL CLUB	\$ 2,282.76	\$ 2,921.01	\$ 3,855.50	\$ 3,217.25
BUFFATEERS	\$ 1,193.73	\$ -	\$ -	\$ 1,193.73
CHEER	\$ 3,362.98	\$ 648.54	\$ -	\$ 2,714.44
CHOIR	\$ (2,263.16)	\$ -	\$ -	\$ (2,263.16)
CHOIR CLUB EXP	\$ 6,942.73	\$ -	\$ -	\$ 6,942.73
CLASS OF 2009	\$ (54.64)	\$ -	\$ -	\$ (54.64)
CLASS OF 2010	\$ 78.45	\$ -	\$ -	\$ 78.45
CLASS OF 2013	\$ 292.21	\$ -	\$ -	\$ 292.21
CLASS OF 2014	\$ 1,669.22	\$ 767.60	\$ -	\$ 901.62
CLASS OF 2015	\$ 1,115.17	\$ 347.15	\$ 800.00	\$ 1,568.02
CLASS OF 2016	\$ 852.68	\$ -	\$ -	\$ 852.68
CLASS OF 2017	\$ 1,027.95	\$ -	\$ -	\$ 1,027.95
CLASS OF 2018	\$ 5,117.81	\$ -	\$ -	\$ 5,117.81
CLASS OF 2019	\$ -	\$ -	\$ -	\$ -
CLASS OF 2020	\$ 639.10	\$ -	\$ -	\$ 639.10
COMP PURCHASE	\$ 1,119.13	\$ 301.48	\$ 205.23	\$ 1,022.88
CONCESSIONS	\$ (3,155.22)	\$ 2,119.65	\$ 560.55	\$ (4,714.32)
COURTESY COMMITTEE	\$ 29.15	\$ -	\$ 130.00	\$ 159.15
CROSS COUNTRY	\$ (528.13)	\$ -	\$ -	\$ (528.13)
CROSS COUNTRY CLUB	\$ 91.83	\$ -	\$ -	\$ 91.83
DANCE CLUB	\$ (406.75)	\$ -	\$ -	\$ (406.75)
DRAMA	\$ (272.99)	\$ -	\$ -	\$ (272.99)
ELEM PLAYGROUND	\$ 375.76	\$ -	\$ -	\$ 375.76
FBLA	\$ 22.39	\$ -	\$ -	\$ 22.39
FCCLA	\$ (1,994.11)	\$ 952.25	\$ -	\$ (2,946.36)
FCS - PATTERNS	\$ 153.94	\$ -	\$ -	\$ 153.94
FINE ARTS	\$ 111.83	\$ -	\$ -	\$ 111.83
FOB CHECKOUT	\$ 1,950.00	\$ -	\$ -	\$ 1,950.00
FOOTBALL	\$ (2,596.96)	\$ 10.47	\$ -	\$ (2,607.43)

Check Register For Activity Account: March 2014

Check Number	Check Date	Paid To		Amount
Bank ID: C	Activity Fund			
11096	3/3/2014	FLEX PLAN PARTICIPANT	MEDICAL REIMBURSEMENT	\$ 1,869.59
11097	3/4/2014	Postmaster	POSTAGE	\$ 8.60
11098	3/5/2014	DONIPHAN-TRUMBULL SCHOOLS	SPEECH ENTRY FEES	\$ 87.00
11099	3/5/2014	EILEEN'S COLOSSAL COOKIES OF KY	PARENT'S NITE	\$ 147.50
11100	3/5/2014	SOUTHWEST HIGH SCHOOL	DISTRICTS	\$ 79.37
11101	3/1/2014	LENOVO FINANCIAL SERVICES	COMP PURCH	\$ 301.48
11102	3/10/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 179.38
11103	3/10/2014	Mom's Kitchen	REVISION GRANT	\$ 175.00
11104	3/10/2014	MOONLIGHT EMBROIDERY	SHIRTS	\$ 536.00
11105	3/10/2014	CHESTERMAN CO.	POP-NHS AND CONCESSIONS	\$ 1,463.70
11106	3/10/2014	ARAPAHOE HIGH SCHOOL	MUSIC CONTEST FEES	\$ 105.00
11107	3/10/2014	SCHOOL TRADITIONS	CAPS & GOWNS	\$ 767.60
11108	3/10/2014	LINCOLN EAST	EXTRA BBALL PLAYERS	\$ 27.00
11109	3/10/2014	NSAA	EXTRA PLAYERS/ADM	\$ 205.00
11110	3/10/2014	Overton Public School	JH WRESTLING	\$ 40.00
11111	3/10/2014	VS ATHLETICS	SHOT TOE BOARD	\$ 269.63
11112	3/10/2014	Recognition Unlimited	HOMECOMING	\$ 95.55
11113	3/11/2014	TONY CORDOVA	JR HIGH WR OFFICIAL	\$ 75.00
11114	3/11/2014	SPRINGHILL SUITES	STATE WR	\$ 1,575.24
11115	3/12/2014	LINDA JOHNS	RETURN OF SHIRT - BOYS BB CLUB	\$ 17.00
11116	3/12/2014	NEBRASKA FCCLA	STATE CONF REG	\$ 355.00
11117	3/12/2014	FCCLA	NATL & STATE DUES	\$ 490.00
11118	3/12/2014	NEBRASKA FCCLA	ADDL REG FEES	\$ 80.00
11119	3/14/2014	KATHY HAHN	RETURN OF SHIRT - BOYS BB CLUB	\$ 15.00
11120	3/14/2014	DOMINIC JOHNS	RETURN OF HOODIE - BOYS BB	\$ 22.00
11121	3/17/2014	GI CENTRAL CATHOLIC	DIST SPEECH	\$ 200.00
11122	3/18/2014	MUSEUM OF NEBRASKA ART	1ST GRADE FD TRIP	\$ 80.00
11123	3/18/2014	Postmaster	CMAIL AND STAMPS	\$ 104.00
11124	3/18/2014	Educational Service Unit 10	HAL-INV CONVENTION	\$ 10.00
11125	3/19/2014	CAMBRIDGE HIGH SCHOOL	TRACK INVITE	\$ 100.00
11126	3/19/2014	GRAPHIC EDGE	STATE SHIRTS	\$ 2,651.77
11127	3/20/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 4,118.36
11128	3/20/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 179.38
11129	3/20/2014	WAL-MART	FOOD-FCS	\$ 378.08

Check Register For Activity Account: March 2014

Check Number	Check Date	Paid To		Amount
Bank ID: C	Activity Fund			
11130	3/20/2014	UNIVERSITY OF NEBRASKA KEARNEY	TRACK INVITE	\$ 130.00
11131		VOID		
11132	3/24/2014	COUNTRY INN & SUITES	STATE LODGING	\$ 2,667.77
11133	3/24/2014	CORPORATE PAYMENT SYSTEMS	BOARD LODGING	\$ 1,833.69
11134	3/24/2014	Wells Fargo Card Services	HOSPITALITY ROOM	\$ 53.87
11135	3/24/2014	WAL-MART	SUPPLIES	\$ 378.08
11136	3/24/2014	ASPI SOLUTIONS INC	ONLINE ENT SETUP-TRACK	\$ 200.00
11137	3/24/2014	LITTLE CAESER'S	3-28-14 CONCESSIONS	\$ 149.00
11138		VOID		
11139	3/24/2014	GI CENTRAL CATHOLIC	DIST SPEECH	\$ 159.28
11140	3/24/2014	CAMBRIDGE HIGH SCHOOL	GOLF INVITE	\$ 50.00
11141	3/24/2014	AMHERST PUBLIC SCHOOLS	GOLF INVITE	\$ 50.00
11142	3/24/2014	ELWOOD SCHOOLS	TRACK INVITE	\$ 100.00
11143	3/24/2014	Foster's Family Foods	SUPPLIES	\$ 191.61
11144	3/25/2014	ARCHWAY MONUMENT	4TH GRADE TOUR	\$ 57.00
11145	3/25/2014	VALENTINO'S	4TH GRADE FD TRIP	\$ 104.61
11146	3/25/2014	PROJECT PROM	CONCESSIONS - 35% SHARE	\$ 387.65
11147	3/25/2014	BRIAN THOME	BREATHALYZER - PROM - OFFICER	\$ 75.00
11148	3/25/2014	Student Assurance Services	STU ACCIDENT INSUR	\$ 799.75
11149	3/27/2014	BRAX LTD	MUSIC TRIP FUNDRAISING	\$ 42.00
11150	3/27/2014	GI CENTRAL CATHOLIC	DIST MUSIC	\$ 405.00
11151	3/28/2014	AMIGOS	CONCESSIONS ON 3-28-14	\$ 219.00
11152	3/28/2014	CALLAM SPORTS PHOTOS	PICTURES - STATE BOYS BB	\$ 84.00
11153	3/28/2014	Firstier	CONCESSIONS CHANGE	\$ 516.00

Check Register

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

Checks Printed

1 - GENERAL FUND

Bank Account :A - General Fund

Dep. Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
00012281	04/14/2014	ACTIFUND	Activity Fund		
11022A	02/04/2014		04/10/2014	RICHMOND, M INS	179.38
11022B	02/04/2014		04/10/2014	RICHMOND, D INS	531.52
11022C	02/04/2014		04/10/2014	BABCOCK INS	590.56
11023	02/05/2014		04/10/2014	POSTAGE	4.57
11041	02/10/2014		04/10/2014	2-WAY RADIO LICENSING	95.00
11044	02/10/2014		04/10/2014	SPEECH ENTRY FEES	98.00
11063	02/18/2014		04/10/2014	POSTAGE	25.27
11067	02/21/2014		04/10/2014	LANGUAGE FAIR	18.00
11069	02/21/2014		04/10/2014	RICHMOND, M INS	179.38
11070	02/21/2014		04/10/2014	BABCOCK INS	590.56
11071	02/21/2014		04/10/2014	RICHMOND, D INS	590.56
11080A	02/21/2014		04/10/2014	8TH GRADE ENGLISH	25.12
11080B	02/21/2014		04/10/2014	FILING BOXES	42.94
11080C	02/21/2014		04/10/2014	FCS - FOOD	259.94
11082B	02/21/2014		04/10/2014	BUILD A COMPUTER	341.60
11088	02/26/2014		04/10/2014	STU COUNCIL CONV	275.00
11094	02/28/2014		04/10/2014	POSTAGE	10.50
11097	03/04/2014		04/10/2014	POSTAGE	8.60
11098	03/05/2014		04/10/2014	SPEECH ENTRY FEES	87.00
11102	03/10/2014		04/10/2014	RICHMOND, M - MARCH	179.38
11121	03/17/2014		04/10/2014	DIST SPEECH	200.00
11123	03/18/2014		04/10/2014	CMAIL & STAMPS	104.00
11124	03/18/2014		04/10/2014	HAL INVENTION CONVENTION	10.00
11128	03/20/2014		04/10/2014	RICHMOND, M - APR	179.38
11129A	04/14/2014		04/10/2014	OFC SUPPLIES	16.31
11129B	03/20/2014		04/10/2014	FCS - FOOD	251.20
11133	03/24/2014		04/10/2014	BOARD LODGING	132.79
11134	03/24/2014		04/10/2014	HOSPITALITY ROOM	53.87
11135	03/24/2014		04/10/2014	SUPPLIES	378.08
11139	03/24/2014		04/10/2014	DIST SPEECH	159.28
11147	03/25/2014		04/10/2014	THOME-BREATHLYZER	75.00
11148	03/25/2014		04/10/2014	STU ACCIDENT INSURANCE	799.75

Check Total 6,492.54

00012283	04/14/2014	AGRICOOP	CHS AGRI SERVICE CENTER		
033114	03/31/2014		04/10/2014	BUS/CAR	3,308.61

Check Total 3,308.61

00012284	04/14/2014	ALPHAREH	ALPHA REHABILITATION P.C.		
3116	03/31/2014		04/10/2014	SCHOOL AGE SERVICES	386.06

Check Total 386.06

00012285	04/14/2014	BAUERRI	RICK BAUER		
03312014	03/31/2014		04/10/2014	BUS STORAGE	45.00

ALL Data

Check Register

Arranged by:
Check Number

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
					Check Total	45.00
		00012286	04/14/2014	CENTRALFIR	CENTRAL FIRE & SAFETY, INC	
		46680	03/05/2014		04/10/2014 FIRE EXTINGUISHERS	255.00
					Check Total	255.00
		00012287	04/14/2014	CHARTERC	CHARTER COMMUNICATIONS	
		032414	03/24/2014		04/10/2014 INTERNET	570.90
					Check Total	570.90
		00012288	04/14/2014	CHEMSEARCH	CHEMSEARCH	
		1432864	03/11/2014		04/10/2014 CUSTODIAL	1,097.99
					Check Total	1,097.99
		00012289	04/14/2014	CIRCLESP	CIRCLE S PLUMBING	
		51754	03/03/2014		04/10/2014 FAUCET	531.00
					Check Total	531.00
		00012290	04/14/2014	CULLIGAN	CULLIGAN	
		032514	03/25/2014		04/10/2014 SOFT SALT	415.00
					Check Total	415.00
		00012291	04/14/2014	CUMMINSCE	CUMMINS CENTRAL POWER, LLC	
		050-86486	03/05/2014		04/10/2014 BATTERY CHARGER	806.39
					Check Total	806.39
		00012292	04/14/2014	DOUBLED	Double D Cleaners	
		ECS020614	02/06/2014		04/10/2014 RAGS ETC	130.25
					Check Total	130.25
		00012293	04/14/2014	ECOL	ECOLAB PEST ELIMINATION	
		3801217	03/17/2014		04/10/2014	60.71
					Check Total	60.71
		00012294	04/14/2014	ELCHAMBE	ELM CREEK AREA CHAMBER	
		041014	04/10/2014		04/10/2014 CHAMBER DUES 2014	40.00
					Check Total	40.00
		00012295	04/14/2014	ELECTRONIC	ELECTRONIC CONTRACTING CO.	
		LN034875	03/17/2014		04/10/2014 MONITORING	81.00
					Check Total	81.00
		00012296	04/14/2014	ESU10	Educational Service Unit 10	
		032514A	03/25/2014		04/10/2014 PRESCH SPEECH	1,244.62
		032514B	03/25/2014		04/10/2014 PRESCH SUPERVISION	315.54
		032514C	03/25/2014		04/10/2014 LAMINATION	43.50
		032514D	03/25/2014		04/10/2014 TECH TRAINING	378.57
		032514E	03/25/2014		04/10/2014 DEAF ED	869.40

Check Register

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
					Check Total	2,851.63
		00012297	04/14/2014	ESU7	EDUCATIONAL SERVICE #7	
		020714	02/07/2014		04/10/2014 MRL ACADEMY - SPRING	4,400.00
					Check Total	4,400.00
		* Issue with printer - void checks 12298-12338				
		00012339	04/14/2014	FOSTFAMI	Foster's Family Foods	
		CODE 11-033114	03/31/2014		04/10/2014 FCS	128.60
		CODE 54-033114	03/31/2014		04/10/2014 CUST & ELEM SCIENCE	59.77
		CODE 59-033114	03/31/2014		04/10/2014 IND LIVING	68.08
					Check Total	256.45
		00012340	04/14/2014	GE CAPITAL	GE CAPITAL	
		90136265879	03/19/2014		04/10/2014 APPLE COMPS	28,507.95
					Check Total	28,507.95
		00012341	04/14/2014	GREATAMF	GREAT AMERICAN FINANCIAL SERVICES	
		15070420	03/21/2014		04/10/2014 COPIERS	1,365.45
					Check Total	1,365.45
		00012342	04/14/2014	HAPPP	HAPP PUBLISHING	
		020614 NOTICE	02/06/2014		04/10/2014 MTG NOTICE	3.43
		022714	02/27/2014		04/10/2014 MTG MINUTES	72.17
		MINUTES				
		03/06/2014	03/06/2014		04/10/2014 NOTICE OF MTG	4.30
		NOTICE				
		03/06/2014 SUB	03/06/2014		04/10/2014 "SUBURBAN FOR SALE"	18.75
		03132014 SUB	03/13/2014		04/10/2014 "SUBURBAN FOR SALE"	18.75
		03272014	03/27/2014		04/10/2014 MARCH MINUTES	27.49
		MINUTES				
					Check Total	144.89
		00012343	04/14/2014	HARDING	HARDING & SHULTZ P.C., L.L.O.	
		040114	04/01/2014		04/10/2014 504 TRAINING	1,590.72
					Check Total	1,590.72
		00012344	04/14/2014	HIRE	HIRERIGHT SOLUTIONS INC	
		0042630-033114	03/31/2014		04/10/2014 TESTING FORMS	16.99
		P0328320	02/28/2014		04/10/2014 BUS DRUG TEST	28.00
					Check Total	44.99
		00012345	04/14/2014	INTELLICOM	INTELLICOM COMPUTER CONSULTING, INC.	
		166162	03/30/2014		04/10/2014 FIX LINE 2	178.50
		167020	03/21/2014		04/10/2014 SCHOOL BELLS	153.00
					Check Total	331.50
		00012346	04/14/2014	IOWASCH	IOWA SCHOOL FOR THE DEAF	
		032014	03/20/2014		04/10/2014 12-2-13 TO 2-28-14	1,481.90
		032014TUIT	03/20/2014		04/10/2014 3RD OF 4 PAYMENTS	12,909.25

Check Register

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
					Check Total	14,391.15
		00012347	04/14/2014	ISLANDSU	Island Supply Welding	
		119796	03/31/2014		04/10/2014	60.76
					Check Total	60.76
		00012348	04/14/2014	JOHNSON	JOHNSON CONTROLS	
		1-9377547918	03/11/2014		04/10/2014 AHU - GYM	1,220.63
		1-9867521834	04/09/2014		04/10/2014 REPAIRS	2,235.99
					Check Total	3,456.62
		00012349	04/14/2014	JUNIOR	JUNIOR LIBRARY GUILD	
		224732	04/01/2014		04/10/2014 ELEM SPORTS	183.00
					Check Total	183.00
		00012350	04/14/2014	K&K	K & K PARTS CO. INC.	
		E205328	03/12/2014		04/10/2014 BATTERIES	26.58
					Check Total	26.58
		00012351	04/14/2014	KEARNEYRE	KEARNEY RENTAL PROS	
		1117	03/21/2014		04/10/2014 EASY STREET STORAGE	209.92
					Check Total	209.92
		00012352	04/14/2014	KOTTDAVE	DAVID KOTTICH	
		577471	03/12/2014		04/10/2014 FLOUR BULBS ETC	76.85
					Check Total	76.85
		00012353	04/14/2014	LASERTEC	LASERTEC OF NEBRASKA	
		40506	03/28/2014		04/10/2014 OVERAGE	980.29
					Check Total	980.29
		00012354	04/14/2014	LINWELD	MATHESON TRI GAS	
		08881913	03/31/2014		04/10/2014 WELDER REPAIRS ETC	175.28
		50569092	03/31/2014		04/10/2014 SHOP	94.63
					Check Total	269.91
		00012355	04/14/2014	LOCKMOB	Lockmobile	
		L51682	01/22/2014		04/10/2014 DUP KEYS	35.00
					Check Total	35.00
		00012356	04/14/2014	MENARD	MENARDS - KEARNEY	
		48253	03/12/2014		04/10/2014 CLEANERS, CARPET TRIM	108.99
		49492	03/29/2014		04/10/2014 PAINT, GLOSS, PVC ELB/TEE	177.96
		49745	04/02/2014		04/10/2014 PLIERS, BATTERS, CLEANERS	81.38
					Check Total	368.33
		00012357	04/14/2014	MOSAIC	MOSAIC	
		AXT0214	03/06/2014		04/10/2014 LEVEL III SERVICES	2,645.74

ALL Data

Check Register

Arranged by:
Check Number

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
					Check Total	2,645.74
		00012358	04/14/2014	NASB	NEBRASKA ASSN OF SCHOOL BOARDS	
		34752	03/03/2014	NASB	04/10/2014 ED FORUM-D OURADA	65.00
		34780	03/03/2014		04/10/2014 PRES WKSHOP-WORTHING	150.00
					Check Total	215.00
		00012359	04/14/2014	NECOUNADM	NEBRASKA COUNCIL OF SCHOOL ADM	
		031114	03/11/2014		04/10/2014 BAUM TECH BOOT CAMP	90.00
					Check Total	90.00
		00012360	04/14/2014	NERURALC	NEBRASKA RURAL COMMUNITY SCHOOLS ASSN	
		32839	03/24/2014		04/10/2014 SPRING CONFERENCE	1,110.00
					Check Total	1,110.00
		00012361	04/14/2014	NETA	NETA	
		390918	03/24/2014		04/10/2014 TECH WORKSHOP	500.00
					Check Total	500.00
		00012362	04/14/2014	NORMS	NORM'S PLUMBING, HTG & A/C, INC.	
		00076167	01/29/2014		04/10/2014 FURNACE REPAIR	376.50
					Check Total	376.50
		00012363	04/14/2014	NPPD	NEBRASKA PUBLIC POWER DISTRICT	
		374372-031714	03/17/2014		04/10/2014 230 E CALKINS	2,609.26
		71881-031714	03/17/2014		04/10/2014 BUS BARN	29.84
		72063-031714	03/17/2014		04/10/2014 BALLFIELD	38.64
					Check Total	2,677.74
		00012364	04/14/2014	OKEEFELE	O'KEEFE ELEVATOR COMPANY INC	
		00406402	04/01/2014		04/10/2014 MAINT AGMT	257.48
					Check Total	257.48
		00012365	04/14/2014	PEPPERJW	JW PEPPER	
		03381044	02/25/2014		04/10/2014 PO 10243	90.69
		03384279	03/19/2014		04/10/2014 CHOIR MUSIC	20.94
					Check Total	111.63
		00012366	04/14/2014	PIONEERTE	PIONEER TELEPHONE	
		032414	03/24/2014		04/10/2014 LONG DISTANCE	14.44
					Check Total	14.44
		00012367	04/14/2014	POPPLERS	Popplers	
		1712073	03/13/2014		04/10/2014 CHOIR MUSIC	85.93
					Check Total	85.93
		00012368	04/14/2014	QUILL	Quill	
		1136605	03/06/2014		04/10/2014 TAGS FOR BOYS STATE BB	50.44
		1668987	03/26/2014		04/10/2014 PENCIL SHARPENER	23.39

ALL 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
	9983998	02/28/2014		04/10/2014 ENV, BUS CARD SLEEVES	31.47
				Check Total	105.30
	00012369	04/14/2014	RENAISS	Renaissance Learning, Inc.	
	11816	03/06/2014		04/10/2014 RENEWAL	4,411.00
				Check Total	4,411.00
	00012370	04/14/2014	SCHNURSE	School Nurse Supply, Inc.	
	0475993	03/27/2014		04/10/2014 ANTIBIOTIC, BANDAIDS ETC	245.61
				Check Total	245.61
	00012371	04/14/2014	SERVICE	SERVICEMASTER OF MID NE	
	9565	03/31/2014		04/10/2014 JAN SERVICE	3,077.00
				Check Total	3,077.00
	00012372	04/14/2014	SOURCE	SOURCEGAS LLC	
	201269299040	03/24/2014		04/10/2014 122 NORTH CHURCH	572.06
	201447245576	03/24/2014		04/10/2014 225 EAST BOYD	1,854.29
	201536230894	03/24/2014		04/10/2014 230 EAST CALKINS	3,171.02
				Check Total	5,597.37
	00012373	04/14/2014	STATENE	STATE OF NEBRASKA	
	863503	03/01/2014		04/10/2014	233.21
				Check Total	233.21
	00012374	04/14/2014	STONEC	CINDY STONE	
	040514	04/05/2014		04/10/2014 JUMPER CABLES ETC	33.76
				Check Total	33.76
	00012375	04/14/2014	SUTHERL	LEAH SUTHERLAND	
	040814	04/08/2014		04/10/2014 MARCH RENT	100.00
				Check Total	100.00
	00012376	04/14/2014	THOMPSON	THE THOMPSON CO.	
	1414491	03/03/2014		04/10/2014 TOWELS ETC	59.10
	1416502	03/06/2014		04/10/2014 LINERS, SOAP	128.10
	1419579	03/13/2014		04/10/2014 LINERS, SOAP	129.68
	1419718	03/13/2014		04/10/2014 CREDIT	-59.10
	1422707	03/20/2014		04/10/2014 SOAP, TOWELS	239.97
	1425869	03/27/2014		04/10/2014 LINERS, TOWELS	172.11
				Check Total	669.86
	00012377	04/14/2014	VERIZON	VERIZON WIRELESS	
	9721279561	04/01/2014		04/10/2014 CELL PHONE	21.82
				Check Total	21.82
	00012378	04/14/2014	VILLAGEE	Village Of Elm Creek	
	031014	03/10/2014		04/10/2014	595.00

ALL Data

Check Register

Arranged by:
Check Number

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date	Description
						Check Total 595.00
		00012379	04/14/2014	WOODWARDS		WOODWARDS DISPOSAL SERVICE
		031314	03/13/2014		04/10/2014	SHRED SERVICES
						Check Total 25.00
						Check Total 25.00
						1 - GENERAL FUND Totals: 96,971.83
						Total of Checks Printed: 96,971.83
						Report Total: 96,971.83

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR April 14, 2014

GENERAL FUND - ACCT NO. 2600137766 (RECONCILED 4-9-14)

BANK BALANCE March 1, 2014	\$	475,350.61
March 2014 RECEIPTS		
STATE-MEDICAID	\$	743.18
LUNCH FUND - PAYROLL TRANSFER	\$	4,396.58
NASB - GOSOLUTIONS	\$	4,033.78
LUNCH FUND - PAYROLL TRANSFER	\$	6,381.69
EBSCO - REIMBURSEMENT FOR RETURNS	\$	24.95
BUFFALO COUNTY	\$	61,088.78
DAWSON COUNTY	\$	121.01
PHELPS COUNTY	\$	29,225.72
SPED SCHOOL AGE	\$	27,940.00
STATE - AID	\$	97,220.75
STATE - VAHLE SUBPAY	\$	110.00
	\$	231,286.44
AVAILABLE BALANCE	\$	706,637.05
DISBURSEMENTS:		
Bills Paid March, 2014		70,034.90
March PAYROLL	\$	264,453.96
TOTAL DISBURSEMENTS	\$	334,488.86
BANK BALANCE April 1, 2014	\$	372,148.19

DEPRECIATION FUND - ACCT NO 2605014832 (RECONCILED 4-7-14)

BALANCE March 1, 2014	\$	20,247.31
INTEREST ON 3-9-14	\$	3.74
INTEREST ON 3-31-14	\$	1.21
BANK BALANCE April 1, 2014	\$	20,252.26

CERTIFICATES OF DEPOSIT THRU March 31, 2014

#6233 Track Maintenance - Issued 8/31/09	\$	16,073.92
#6013 Track Maintenance	\$	54,534.63
#6234 Buses - Issued 8/31/09	\$	10,715.93
#6012 Depreciation (buses)	\$	18,125.85
#6235 Unknown Capital Outlays - Issued 8/31/09	\$	16,046.09
#2232 Unemployment	\$	10,665.91
#6466 Elm Creek Public Schools (FCCLA-ISSUED 6-21-11)	\$	5,085.45
#6482 Track Maintenance - Issued 8/31/2011	\$	10,112.48
#6483 ECPS Bus Issued 8-31-11	\$	20,224.98
#6561 ECPS Depreciation Fund	\$	43,321.92
CERTIFICATE TOTALS	\$	204,907.16

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR April 14, 2014

LEASE PURCHASE PROGRAM

Balance April 1, 2014	\$	-
-----------------------	----	---

BUILDING FUND (RECONCILED 4-7-14):

Balance March 1, 2014	\$	67,456.62
3/9/14 INTEREST	\$	1.65
3/31/14 INTEREST	\$	4.03
EXPENSES	\$	-
BUILDING FUND BALANCE April 1, 2014	\$	67,462.30

CONSTRUCTION FUND

Balance March 1, 2014	\$	-
RECEIPTS	\$	-
DISTRIBUTIONS	\$	-
TOTAL	\$	-
CONSTRUCTION FUND BALANCE April 1, 2014	\$	-

BOND FUND (OPENED 11-12-09)

BALANCE March 1, 2014	\$	6,438.96
RECEIPTS	\$	-
	\$	-
April 1, 2014 BALANCE	\$	6,438.96

SAM ACCOUNT (REAP)

BALANCE March 1, 2014	\$	45,026.00
DISBURSEMENTS	\$	-
April 1, 2014 BALANCE	\$	45,026.00

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR April 14, 2014

LUNCH FUND

RECONCILED 4-7-14

BANK BALANCE March 1, 2014	\$	37,581.42
March RECEIPTS		
LUNCH SALES	\$	5,187.50
FEDERAL REIMBURSEMENT - LUNCH	\$	4,737.37
FEDERAL REIMBURSEMENT - BREAKFAST	\$	997.10
STATE REIMBURSEMENT	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
TOTAL RECEIPTS	\$	10,921.97
AVAILABLE BALANCE	\$	48,503.39
<u>March DISBURSEMENTS</u>		
Payroll Transfer	\$	6,381.69
Returned Checks.	\$	-
Food/Groceries/Milk Etc.	\$	7,338.37
TOTAL DISBURSEMENTS	\$	13,720.06
BANK BALANCE April 1, 2014	\$	34,783.33

April BILLS

BERNARD FOODS	\$	-
CASH-WA	\$	4,340.30
DOUBLE D	\$	107.16
FOSTERS	\$	45.73
GENERAL FUND PAYROLL TRANSFER	\$	6,087.78
HILAND DAIRY (FMLY ROBERT DAIRY)	\$	1,628.81
NE FOOD DISTR PROGRAM	\$	-
THOMPSON	\$	-
	\$	12,209.78



Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

(308) 856-4300 phone (308) 856-4907 fax

www.elmcreekschools.org

April 14, 2014

Teacher Certification Office

PO Box 94987

Lincoln NE 68509-4987

Fax 402-742-2359

To Whom It May Concern:

The use of a local substitute teaching certificate has been approved by the Board of Education of the Elm Creek Public Schools. I request that you give a local teaching certificate to:

Alison Robinson

Sincerely,

Dean Tickle, Superintendent

Elm Creek Public Schools

March 11, 2014

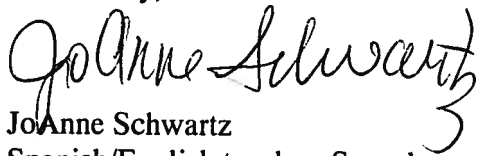
Dear Elm Creek Schools, Administration and Board of Education:

I have decided it is time to resign my teaching and coaching position here at Elm Creek Public Schools effective at the end of the 2013-2014 school year. I have enjoyed my time here at Elm Creek and I am thankful to have had the opportunity to teach and coach so many wonderful students. I have also enjoyed working with such a great staff.

I am certain I will miss teaching, but I am looking forward to spending more time with my family, doing some traveling, taking care of my ailing mother and someday being a grandmother. There is no greater feeling than to know that what I have done for the past 30 years has touched so many lives, shaped so many futures, and brought so much happiness to my life at the same time.

Thank you for allowing me to be a part of the Elm Creek Public Schools for the past 15 years.

Yours truly,

A handwritten signature in cursive script that reads "JoAnne Schwartz". The signature is written in black ink and is positioned above the typed name.

JoAnne Schwartz
Spanish/English teacher, Speech coach
Elm Creek Public Schools
Elm Creek, NE 68836

March 26, 2014

Dear Mr. Tickle and Members of the Elm Creek School Board:

This letter is to inform you that after much thought and consideration, I have decided to resign from my position here at Elm Creek Schools as the Family and Consumer Sciences Teacher, as well as the FCCLA sponsor.

I have sincerely enjoyed working with the staff and students here at Elm Creek this past school year. I have many rewarding memories from educating students about their potential and pushing them to realize what they are truly capable of. The students are exceptional and I wish them well in their future endeavors. I also feel blessed to leave with relationships with fellow staff members and community members that I deeply treasure.

My last day will be May 22, 2014. I sincerely appreciate and thank you for the opportunity provided to me to work here at Elm Creek.

Sincerely,

A handwritten signature in black ink that reads "Lyndee Koch". The signature is written in a cursive style with a large, stylized initial "L".

Lyndee Koch

April 7, 2014
6011 Avenue L Place
Kearney, Nebraska 68847

Mr. Dean Tickle, Supt.
Elm Creek Public Schools
230 East Calkins
Elm Creek, Nebraska 68836

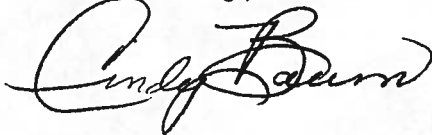
Mr. Tickle:

I would like to inform you that I am resigning from my position as Principal for Elm Creek Public Schools, effective June 30, 2014.

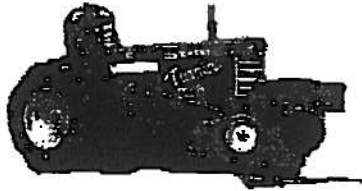
As you are aware, I have accepted a position with Aurora Public Schools as Director of Curriculum. Although I look forward to this career advancement and direction of my career, I will miss the students of Elm Creek Schools. I am confident the projects, vision, and momentum for the school community will continue for the positive future of our students.

On a personal note, thank you for the opportunities for professional and personal development that you have provided me during the last two years. I have enjoyed working for you and the district. I truly appreciate the support provided me during my time here at Elm Creek Schools.

Respectfully,

A handwritten signature in black ink, appearing to read "Cindy Baum". The signature is written in a cursive style with a large, stylized initial "C".

Cindy Baum



MILLER REPAIR LLC

560 South Pine P.O. Box 89 Maxwell, NE 69151

Phone: (308) 582-4303 Fax: (308) 582-4305

millerrepair.com millerrepair@yahoo.com

February 27, 2014

Quote prepared for:
Elm Creek Public Schools
Elm Creek, NE

Grasshopper 729T Mower \$13,995

- 29 hp Kubota 3 cyl Engine, Liquid Cooled
- HD Dual Stage Air Filtration System
- T6 Drive System with CoolFan
- 7.2 gal Fuel Tank
- Cool Temp Embossed Cordura Seat w/ foldable armrests
- ComfortReach Levers w/ QuikAjust Tilt
- Wide-stance Single Fork Tail Wheels
- 20" Turf tires
- Fixed ROPS
- Limited Universal Wire Harness
- 40 amp Heavy Duty Alternator
- Temperature Sentry / High Temp Clutch Cut-Out
- 61" Deck w/ Lever Height Adjustment
- PowerFold deck
- Model 15B Lever Actuator Hopper
- Vac Drive Assembly, includes med lift blades

Grasshopper 60" Broom \$4,295

Quote is valid for 30 days from the date above.

Estimate

Date
4/10/2014

Name / Address
Elm Creek Public School 230 E Calkins Elm Creek, NE 68836



308-440-9854

Item	Description	Qty	Rate	Total
Lawn Treatment	4-Step Fertilization (Price per step-4 applications at this rate)	1	794.00	794.00
Lawn Treatment	4-Step Fertilization (Price per step) PRACTICE FIELD	1	400.00	400.00
			Total	\$1,194.00

Signature: _____

Date: _____

Estimate

Date
4/10/2014

Name / Address
Elm Creek Public School 230 E Calkins Elm Creek, NE 68836



308-440-9854

Item	Description	Qty	Rate	Total
sterilization	Playground, Under equipment, shot put area, drive behind gym, etc	1	440.00	440.00
			Total	\$440.00

Signature: _____

Date: _____

Estimate

Date
4/10/2014

Name / Address
Elm Creek Public School 230 E Calkins Elm Creek, NE 68836



Item	Description	Qty	Rate	Total
Lawn Treatment	1-Step Fertilization (Price per step) **GRUB CONTROL**	1	840.00	840.00
Lawn Treatment	1-Step Fertilization (Price per step) **GRUB CONTROL** (Practice Field)	1	468.00	468.00
			Total	\$1,308.00

Signature: _____

Date: _____

InstructionDedications and Commencement

Traditions are a cherished part of the community life and Elm Creek Public Schools expresses an interest in maintaining those traditions which have a significance to the community. The graduation ceremony is considered an extracurricular activity and participation in it is a privilege.

Students with disabilities who have modified schedules may still participate in District graduation ceremonies provided they meet District graduation requirements or the requirements of their IEP or 504 plan and are not otherwise prohibited from participating for reasons not related to their disability.

Date of Adoption: [Insert Date]

Elm Creek Public Schools Elementary Student Handbook 2014-2015

(revised April 14, 2014)



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 –
Buffalo County School District No. 9
230 Calkins Street, P.O. - Box #490
Elm Creek, Nebraska 68836

Parent/Student Handbook - 2014-2015 School Year

Foreword

Section 1. Intent of Handbook:

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

Although 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.

Section 2. Members of the Board of Education:

Mr. John Worthing	Mr. Jeff Meads	Mrs. Lynette Mitchell
Mrs. Denise Ourada	Mr. JC Ourada	Mr. Morgan Meier

Section 3. Administrative Staff:

Name	Position	Office Phone
Mr. Dean Tickle	Superintendent / Principal	856-4300 ex 1709
Mrs. Holly Sindt	Pre-School Teacher	856-4300 ex 1104
Mrs. Teresa Aten	Kindergarten	856-4300 ex 1107
Mrs. Rhonda Knapp	Kindergarten	856-4300 ex 1102
Ms. Jan Gunderson	1 st Grade	856-4300 ex 1101
Mrs. Brandi McCarter	2 nd Grade	856-4300 ex 1202
Mrs. Kari Bourke	3 rd Grade	856-4300 ex 1201
Mr. Mike Ford	4 th /5 th /6 th Grade	856-4300 ex 1301
Mrs. Renee Bauer	4 th /5 th /6 th Grade	856-4300 ex 1306
Mrs. Jennifer Schopke	4 th /5 th /6 th Grade	856-4300 ex 1308
Mr. Cindy Schroeder	4 th /5 th /6 th Grade	856-4300 ex 1304
Mr. Mitch Muma	Title I Coordinator	856-4300 ex 1203
Mrs. Lacey Bouc	Special Education	856-4300 ex 1208
Mrs. Cindy Carlton	Speech Pathologist	856-4300 ex 1602

Article 1 – Mission, Goals, and Policies

Section 1. District Mission Statement:

Elm Creek Public Schools will nurture in students a sense of self-esteem and will foster the responsibility to develop the problem-solving skills that lead to growth and success in an increasingly complex society.

Section 2. 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 the 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 life long 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, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

Section 3. 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 4. 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 5. 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 parents receive 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 could 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 6. 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 child objects thereto in writing.

Beginning with the 2006-2007 school year, 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 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 7. Registration

Parents are required by law to provide the school with a certified birth certificate and immunization records on each student. Parents are required to complete an enrollment form each year for each child attending school. This information is used to update our school records and for census purposes. Any change of address or telephone during the school year should be reported to the school at once.

Section 8. Student Information Updated

Parents are asked to inform the school when a change in student information occurs. For example, if the student moves, changes address, changes telephone number or the emergency contact information should change, please contact the school with new information for the health and safety of your child.

Section 9. 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 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.

You should understand that you and your parents 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

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 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 10. 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 11. 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 or students can refuse to permit pictures to be released or published. Parents of the student, or the student, must notify the principal of the school.

Article 2 - School Day

Section 1. Daily Schedule

School Day—	Breakfast Program	7:20 AM -- 7:55 AM
	Grades Kindergarten through 6th	8:00 AM -- 3:45 PM
	Friday- Late Start	9:00 AM -- 2:41 PM

Students are discouraged from being on the school grounds prior to the first morning bells unless prior approval has been granted by the building principal and/or teacher or they are participating in the breakfast program. This time is used for teacher planning and staffing. Students must be in the classroom by 8:00 am. Parents, please, we need your cooperation in this matter.

Since the time of dismissal is stated, parents should check to see that their children come directly home. This is being stressed since it helps to avoid difficulties on the way home.

Students not picked up by 4:00 p.m. while waiting for their ride home, will be required to wait inside the school building. Supervision of students will be provided until the parent(s) or the students' ride comes inside the school building to take them home. Students are asked to be off school grounds after 4:00 p.m.

When parents request that the child leave the school campus during the school day, a note from the parents will be required. This note is to be presented to the teacher and/or principal for approval.

ALL FRIDAYS WILL BE LATE START. Class will begin at 9:00 a.m. Breakfast will be served at 8:20 a.m. Students may still arrive at their normal schedule if desired. Building staff will work with students before or after breakfast on reading and/or math activities in the gym-classrooms until a bell is given to go to class. Class schedules will be altered to accommodate the Friday late start.

Section 2. Shortened Schedule

Early dismissal times are listed on the calendar and in the school newsletter. All 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. Radio and television stations broadcast this information regularly. A phone call system used by the District called Power Announcement is used to inform parents and guardians of school closing.

School Closures Due to Weather or Other Emergencies: Every effort will be made to make any decisions regarding school closures between 6:00 and 6:30 a.m. In the event of a school closure, notice will be given to the following 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. In any case, **an announcement will be made to the news media when schools will be closed. A phone call system used by the District**

called **Power Announcement** is used to inform parents and guardians of school closing. Please do not call the school or staff at home. This hinders necessary internal emergency communication. If you do not hear the message that Elm Creek Public Schools are closed, there will be school as usual.

Parental Discretion: School will be held whenever possible. Parents are urged to use their own good judgment and discretion however in sending your children to school. Parents should also use your own judgment about picking up children from school. Parents MUST NOTIFY School Offices whenever picking up your child prior to dismissal.

Section 4. Fire Drills and Tornado Warning

Fire drills and tornado alerts are held at regular intervals throughout the year, and are an important safety precaution. It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Elm Creek is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

Section 5. 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 and the child.

Section 6. Emergency Conditions

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 through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 7. Open-Closed Campus:

When parents request that the child leave the school campus during the school day, a note from the parents will be required. This note is to be presented to the teacher and/or principal for approval.

Section 8. 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 will receive prior notification for all field trips.

Section 9. Breakfast

The school provides a breakfast program starting at approximately 7:25 a.m. to 7:50 a.m. Some students may qualify for a free or reduced breakfast. **Friday "Late Start" breakfast will begin at 8:20 a.m.**

Section 10. Lunch

The school provides a hot lunch and a morning milk program and the students are encouraged to take advantage of the program.

No student is to go home for lunch unless they have permission from a parent. It is suggested that if a student eats lunch at home that a parent or guardian be home during their lunch period. Please inform the school if your child is to go home for lunch.

Some students may qualify for a free or reduced lunch. If you feel you qualify, please stop at the office of your school 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: Students should not be on school grounds prior to 7:15 a.m. The first bell will ring at 7:54 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During bad weather the entrance will be open by 7:15 a.m. for students to enter the building. Students are to stay in the gym or other designated area and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:45 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:55 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.

Section 2. Visitors

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

Visits to our school by parents, 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 child'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.

Due to the busy schedule on days before vacations, your cooperation in not bringing visitors at those times will be appreciated.

Section 3. Smoke-Free Environment

Elm Creek Public Schools declares all of our schools 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 children. When you attend school events, including athletic events, please remember that our grounds are smoke-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.

Your textbooks and library books are the property of Elm Creek Public Schools and are available for your 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 schoolbooks.

If you lose a textbook, it will be necessary for you 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.

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 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 in 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:

1. 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.
2. 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.
3. 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 and 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.** We encourage families to have a daily plan of action prior to children coming to school. It is extremely disruptive to deliver messages to students while school is in session. **By bringing cell phones and other electronic devices to school, the student and parent(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.**

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 authority to adjust discipline actions on an individual basis.

Section 9. Bicycles

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. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10. Student Valuables- Personal Property

Pupils are responsible for their property. They must take care of it themselves. Never leave money, clothing, textbooks, notebooks, etc., lying around. It is suggested that a student not bring or wear expensive and valuable items to school. Mark all of your 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 the school grounds, at practice sessions, or at any athletic, music, or school sponsored event must be reported immediately to the school staff or 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 pupils of the District for non-school purposes, except projects that are approved by the Administration in accordance with Board policy, shall be permitted.

Section 16. Deliveries

Due to the disruptions of the educational process, office procedure, 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. Parent-Teacher Organizations

The elementary school has a parent teacher organization that meets monthly and you are cordially invited to attend every meeting. Look for the notice of meeting posted on our school website.

Section 18. School Pictures

The Elm Creek Public Schools contract periodically to have pictures taken of school children early in the school year. Information regarding prices, times, and days are distributed via a bulletin from school.

Article 4 – Attendance

Section 1. Attendance and Punctuality

Attendance Policy and Excessive Absenteeism

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.

A. **Attendance and Absences.**

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

a. 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:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) 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, the 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.

b. 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 truanancies.

2. Absence Procedure. 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.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

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 the age of 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 also 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:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- 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 (i) financial hardship, or (ii) 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.

4. Reporting and Responding to Truant Behavior. 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 that any child is unlawfully absent from school. 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."
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 shall be implemented:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
6. Reporting Excessive Absenteeism to the County Attorney.

- a. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per 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.
- b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per 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: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) 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.
- c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

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
- Are in attendance for longer than the normal day; detention, Enrichment School, Credit Recovery School and/or Saturday School

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 3 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, it also enables the school to assist the student to obtain makeup work. If a phone call is impossible, the students are 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. If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office.

Section 4. Tardiness

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, principal, or by school building. It is important that parents have their child arrive before class begins to ensure that instruction is not missed by the student, that 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 5. 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. Parents picking up students are requested to sign their child out at the office.

Section 6. Make-up Work

Following an absence, students will have the opportunity to make up work. It will be the parents'/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 7. Leaving the District

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunization and/or a change in neighborhood school assignment.

Section 8. Withdrawal and Transfer

The procedure for withdrawal or transfer is as follows:

1. Notify the office at least three days prior to your withdrawal.
2. See the principal of the building before leaving.
3. Upon arriving at the student's new school, request a transfer of records from the Elm Creek Public Schools.

Article 5 - Scholastic Achievement

Section 1. Grading System

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

- a. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- b. Achievement marks shall be given on a numerical basis for all grades 4-12, with the marks of 69 or lower considered a failure. A special grading report for the K-3, on a different basis, shall be used.
- c. The grading and conversion scale are as follows:
 - A+ 99-100, A 95-98, A- 93-94
 - B+ 91-92, B 87-90, B- 85-86
 - C+ 83-84, C 79-82, C- 77-78
 - D+ 75-76, D 72-74, D- 70-71
 - F Below 70, NC No Credit
- d. 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.
- e. 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.
- f. On excused absences of secondary students, they shall be allowed two (2) days for each day missed to complete work assigned. After this period elapses, all work not handed in or completed shall receive a zero.
- g. On unexcused absences, all work assigned shall receive a zero, or a grade assigned for class participation shall also receive a zero, and also possibility of a disciplinary action.
- h. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, deportment, comments (if instructor desires).

Section 2. Promotion and Retention (Board Policy #5201)

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 teachers and 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 throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature 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 to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents 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. Report Cards

Report cards will be sent out each nine weeks giving you the teacher's estimate of your child's progress. Suggestions from parents are always welcome. It is our aim to help your child to live a happy normal life.

Parents may access grades, attendance, assignments, and more. Through a web-based management system, "PowerSchool", parents will be issued a user identification and password to access their child's current information. Go to the following web site: <http://elmcreepublicschools.org>

Section 5. Parent Access to Student Information System

Parents 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 will be issued a user identification and password to access their child's current information. Through the following web site: <http://elmcreepublicschools.org> . Just enter your confidential **user id** and **password** and then click **Go!**

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

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 for additional conferences outside the teaching hours. State law provides that either parent has the right to see the child's report card.

Section 7. Achievement Tests

Each year, students are to 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 Policy

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

1. It helps students develop study habits at an early age that will benefit them later in their education.
2. Involvement of the parents in the student's learning process keeps them informed about their child's learning and progress.
3. Students need to spend extra time at home to facilitate their learning at school.
4. It helps students budget their time.
5. It provides essential practice in developing basic skills.
6. Homework should nurture lifelong learning.

The education of our youth is a joint effort between school and home and there must be a sharing of responsibilities and a sense of cooperation between school and home.

Article 6 - Support Services

Section 1. Guidance Services

The Elm Creek Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

Section 2. Health Services

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, allergy, medication changes, or other pertinent health information.

Section 3. Student Illnesses

School health personnel will notify parents 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. Those 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.

Should your child become ill during the day, the school will telephone you if possible. Parents 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 4. 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 the 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 concerning that medicine to be given to the school secretary.

Section 5. School Health Screening

Students in the 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 impact on the student's work.

Section 6. 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 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 child objects thereto in writing.

Beginning with the 2006-2007 school year, 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 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 7. Guidelines for Skin and Scalp Conditions DISEASE EXCLUSION FROM SCHOOL

- *Impetigo 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 To be excluded upon recognition by teacher or nurse. May be readmitted following treatment

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 8. 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 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.
Pin worm	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-	Exclude, may return with documented physician's approval.

(Whooping Cough)

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 9. Emergency Health --- Epi-Pen

An epi-pen (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 epi-pen. 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 notify the school nurse if their child has asthma or known allergies.

Section 10. Health Information Consent

Parents 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.

Section 11. Power Announcement - Phone Notification System

The Elm Creek Public Schools will contact parent(s), guardian(s), and students periodically throughout the school year to deliver important messages by a phone call on a recorded message. This will include school closings, emergency information, or by building information.

Article 7 - 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 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 8 - Student Rights, Conduct, Rules and Regulations

Section 1. Student Conduct and Discipline Policies:

The common goal of students, parents, 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 ELM CREEK PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Section 2. School Discipline

Our school has developed a school-wide behavioral plan called BIST (Behavioral Intervention Support Team). These plans contain possible circumstances and consequences that students should observe.

Each teacher has a BIST plan for his or her room. This plan is a system of consequences for good and poor behavior by students. Students may be asked to stay after school because of their improper behavior to process or talk about what the teacher observed and then listen to what the student has to say about their action. Teachers and students agree upon a plan of action in order for it to be most imperative that the school and parents work together in dealing with school discipline.

Section 3. Suspensions of Pupils

The Board of Education hereby establishes the provisions of Sections 79-254 to 79-296 of the Nebraska Statutes as its rules and standards of student conduct and hereby authorizes emergency exclusions, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Board of Education's rules and standards established pursuant to Section 79-254 to 79-296.

The Board of Education delegates to the Superintendent -- through the principals and staff of the schools in the district -- the establishing of such rules and standards of student conduct, which are reasonably necessary to carry out or to prevent interference in carrying out any educational function if such rules and standards are not in conflict with the established Board of Education Policy of Nebraska Statutes.

Section 4. Weapon/Firearm Policy

The purpose of the Nebraska Student Discipline Act [As amended by LB 1250 (1994), LB 658 (1995)], is to assure the protection of all elementary and secondary school students' rights to an education without threat of personal safety or interference with the educational process.

The following is a summary of the statutes regarding firearms on public school property:

The following student conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Act, when such activity occurs;

- 1) on school grounds,
- 2) in a school-owned vehicle being used for a school purpose,
- 3) or at a school-sponsored activity or athletic event.

A student may not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or "firearm" (see Federal Definition of Firearm).

If a student is found to be possessing, handling, or transmitting a firearm in any of the above circumstances, that student will be expelled from school for a period of not less than one calendar year.

For complete information concerning student conduct and discipline, a copy of the Nebraska Student Discipline Act (Revised, 1995) is kept in each school office, and also at the Central Office.

Section 5. Federal Definition of Firearm (18 U.S.C. Section 921)

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. Such term does not include an antique firearm.

The term “destructive device” means:

(A) any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses);

(B) any type of weapon (other than a shotgun or a shotgun shell which the Secretary of the Treasury finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and,

(C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

Section 6. Discipline and Corrective Actions - Due Process

According to Board Policy (5101): The Board intends to assure the protection of all students’ constitutional right to due process and fundamental fairness within the contexts of an orderly and effective educational process. Any sanctions of student behaviors shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of the State of Nebraska and of the Constitution of the United States of America and in recognition of the right of every student to public education.

Rules and regulations shall provide for student rights of due process prior to the prescribing of disciplinary or corrective actions; any pupil or the parent or guardian of any pupil shall have the right to a review of any disciplinary or corrective action as provided by policy of the Board.

Section 7. Insubordination

Insubordination is defined as disobedience of reasonable rules and regulations. If a student chooses to violate these rules, appropriate disciplinary action will be taken.

Section 8. Playground Rules

1. Contact games will not be allowed. Touch football and soccer will be allowed.
2. Play only in designated areas for grade levels.
3. When a student misbehaves the school’s discipline policy will be implemented.
4. If an object travels into the street, the students must obtain permission from the supervising teacher on duty before the object can be retrieved.
5. Students should be properly dressed with snow boots, caps and gloves during inclement weather. Parents, please assist us in this matter.
6. Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents or school officials.
7. 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.
8. Personal equipment (footballs, softballs, basketballs, etc.) will not be allowed at school.
9. Students will line up and enter the building in an orderly manner.

Section 9. Fighting and Other Disturbances

When a fight occurs, the possibility of injury or damage to other persons or property exists. For your protection and the protection of others, such activities will not be tolerated in school nor on the way to or from school.

If students choose to violate this policy, they may be suspended.

Section 10. Dress Code

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, not un-kept, neglected, untidy or messy. If a style demonstrates that it is disruptive to the educational process of themselves and others, 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. 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.

Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence (example: gang or professional wrestling) will not be accepted as appropriate school attire. Shorts may be worn in appropriate weather.

Section 11. Citizenship

Good conduct is the responsibility of each individual student. The way you conduct yourself should reflect good citizenship. Students are encouraged to resolve their own conflicts. If this is not possible, the teacher or principal should be consulted.

Section 12. Lunch Conduct

The cafeteria provides an environment in which to have lunch. In order to maintain this area, your cooperation is necessary. You can meet this responsibility by observing the following:

1. Students are expected to use good table manners.
2. Food or other items are not to be thrown.
3. Each individual student is responsible for cleaning the table where he/she eats and the floor under his/her table.
4. Each student is expected to remain seated while eating.
5. Food is not to be taken from the cafeteria.
6. Students will be dismissed from the cafeteria.
7. Loud talking will not be permitted.

If a student chooses to violate these rules, he/she may be disciplined.

Section 13. 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 14. Bus Discipline

Safety is our first consideration when transporting children to and from school. Bus discipline is a shared responsibility of students, parents, drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students. If parents are notified of their child's misbehavior on the bus, they are urged to cooperate with the school by pointing out 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 may result in the loss of bus riding privilege.

Section 15. 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:

1. Be on time at the designated school bus stop—**the driver will wait no more than two minutes past the scheduled pick up time**

2. Stay on the sidewalk at least six (6) feet back from the curb at all times while waiting for the bus. Bus riders must conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a **complete** stop before attempting to enter the bus.

While on the Bus:

1. If the bus is equipped with seat belts, wear seat belts properly at all times.
2. Keep hands and head inside the bus at all times.
3. Assist in keeping the bus safe and sanitary at all times.
4. Avoid loud talking and laughing, playing radios, or causing unnecessary confusion. The driver's attention may be diverted, resulting in a serious accident.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children when they ride the bus.
9. Do not throw anything out of the bus windows.
10. Bus riders are not permitted to leave their seats while the bus is in motion. Riders are to remain seated facing forward without kneeling or sitting on your legs. State law prohibits standing while the bus is in motion.
11. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers.
12. Absolute quiet will be demanded when approaching and crossing a railroad-crossing stop.
13. In case of a road emergency, students are to remain in the bus.
14. Remain seated until the bus stops and the driver signals it is safe to unload.
15. Capacity of the bus cannot be exceeded.
16. Place all trash in container provided in bus.
17. Follow all other good behavior rules as if you were in the school cafeteria.
18. Use appropriate and respectful language at all times without bullying, teasing or bothering others.
19. Respect the personal space of others without touching, poking or bothering others
20. Do not handle the personal items of others without first asking and receiving their permission.
21. No open food or drink containers on the bus without permission of driver.

After Leaving the Bus:

1. Be alert to the danger signal from the bus driver.
2. The bus driver will not discharge students at places other than the regular bus stop, unless by proper authorization from school officials.

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

Section 16. Pets

Pupils have been asked to see that their dogs or cats do not come to the school play-grounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher.

Section 17. 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, schoolwork, 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 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 and student.

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 18. 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 compacting paraprofessional whether in the classroom, computer lab or media center.*

Receive a copy of the electronic resources *Acceptable Use Policy* and sign the appropriate form, agreeing to abide by these procedures and policies:

Act in a considerate and responsible manner when using electronic resources:

Be subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:

1. Suspension and/or termination of electronic resource use privileges.
2. And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
3. And/or 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:

Obtain parental permission prior to seeking independent access to electronic resources:

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 19. 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 **7:45** A.M., we ask that students not come before this **7:45** bell, 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. No gum chewing or candy on the school grounds except for special occasions and with teacher permission.
4. Students are not to climb on the roof of the building for any reason. If a ball goes on the roof, please 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. Skateboards are not allowed on the school property.
12. 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.

13. Inappropriate language will not be tolerated.
14. The use of drugs, alcohol and tobacco will not be permitted.
15. Roller blades are not to be worn on school grounds.

Article 9 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 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, 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 schoolwork assigned in an agenda, completing the work, and handing in that schoolwork. To assist themselves, **students will:**

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

Parents will:

1. Review **and** sign the agenda each school day - Use the agenda to write notes to the teacher as needed and note any work unfinished
2. Require their child return to school for the agenda if it is not brought home
3. 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
4. Provide time, appropriate materials, and an appropriate learning space at home for completion of schoolwork
5. Limit TV viewing, computer games, and movies until school work is completed
6. Provide a balanced diet, adequate rest (10 hours a day), and exercise
7. See that reading is made a daily practice of at least 5 minutes multiplied by the child's age.

Teachers will:

I, the undersigned, partner in education of children at Elm Creek Public Schools commit to the following:

1. Provide weekly progress reports and communication regarding student progress.
2. Provide homework that reinforces skills taught in the classroom.
3. Provide a welcoming, developmentally appropriate atmosphere that is conducive to learning.
4. Provide ongoing communication with parents through: Newsletters, Notes, and telephone calls.
5. Continue to strive to meet and accommodate the needs of each student.
6. Focus on enriched skills to promote academic growth.
7. Dedicate time to receiving professional development to gain knowledge, which will ensure student achievement.

**RECEIPT OF 2014-2015 PARENT-STUDENT
ELM CREEK ELEMENTARY SCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2014-2015 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.

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**



ServiceMaster of Mid Nebraska
PO Box 898
Lexington, NE 68850
Phone: 308-324-3072
Email: bbazata@servicemastermidne.com

Thursday, April 2nd, 2014

**Elm Creek Public Schools
Dean Tickle
POB 490
230 Calkins Ave
Elm Creek, NE 68836**

Dear Dean,

We at **ServiceMaster** appreciate the opportunity to bid on janitorial services for the Elm Creek Elementary School (elementary building, locker rooms, weight room and wrestling room) located in Elm Creek, NE. **ServiceMaster** is Central Nebraska's leader in cleaning and restoration services, so I am confident that we can create a program to keep your building(s) clean and looking good for the years to come.

The following proposal is based on janitorial service provided five times per week at your location. The specific cleaning duties are outlined in the enclosed Task Schedule(s). Based on my site visit and walkthrough of your building, these tasks should meet or exceed your current expectations.

The fees for this cleaning program are itemized on the enclosed Price List. **ServiceMaster will provide all of the chemicals, supplies and equipment required for cleaning.** We will restock items that you provide such as sanitary paper, tissue paper, hand soap, trash liners, light bulbs, furnace filters, etc.

If you have any comments or questions, do not hesitate to contact me, and thank you for thinking of **ServiceMaster**.

Sincerely,

Brian Bazata

Brian Bazata
Owner, ServiceMaster of Mid Nebraska

QUALITY CONTROL AND ASSURANCE

Direct Contact

We believe communication is the key to a successful relationship with all of our customers. That is why your account will be assigned a manager who is dedicated to ensuring that our employees are properly trained and performing their cleaning tasks to meet your expectations. Brian Bazata, the company owner, as well as the account manager will be accessible to you by phone and email. We pride ourselves on being proactive, but we react quickly to your requests when necessary.

Communications Log

A Communication Log Book will be made available at ServiceMaster's expense in a convenient area of your building and will serve as documentation between the client and the employees/supervisor providing the service. Any minor problems that are detected by the cleaning staff and special requests from the client may be written in the log book.

Regular Customer Service Visits

The manager assigned to your facility will visit with the appropriate contact person on a regular basis. The manager is required to conduct at least one brief meeting per month with the appropriate contact person. Customer service visits will also be conducted at the request of the customer.

Quality Inspections

At least once a month, and in many cases twice a month, an inspection will be conducted by the manager. The manager is required to communicate the results of these inspections to the customer once per month. Results of these inspections will be reviewed with the customer.

Quality Surveys

At least two times per year, ServiceMaster will distribute surveys via e-mail to the appropriate building contacts. ServiceMaster uses the surveys to gauge the quality of work being performed and make improvements in the necessary areas.

Joint Executive Review Meeting

As needed or as requested, ServiceMaster will organize a formal meeting to be held between ServiceMaster leadership and designated members of your organization for the purpose of discussing the overall implementation of cleaning services, quality control, personnel, etc.





REFERENCES

Listed below are some of our regular customers. Please feel free to call them and ask about the quality of service we provide them.

Security First Bank

1220 Adams St.
818 Ave F
Cozad, NE 69130
Bill Wilkinson, President 308-324-7422

Plum Creek Medical Group

1103 Buffalo Bend
Lexington, NE 68850
Contact:
Jim Naeve, Administrator 308-324-0457

Lexington Public Schools

Lexington, NE 68850
Contact:
Drew Welch, Principal, Bryan Elementary School 308-324-3762
Fred Evans, Principal, Pershing Elementary 308-324-3765
Bo Berry, Director of Buildings and Grounds 308-325-1469

Dawson County

700 N Washington
Lexington, NE 68850
Contact:
Bill Stewart, County Commissioner 308-324-2764

Great Western Bank – Lexington

110 W 7th Street
Lexington, NE 68850
Contact:
Vicki Clements, Branch Manager 308-324-5691

City of Lexington

406 E 7th St.
Lexington, NE 68850
Contact:
Joe Pepplichtsch, City Manager 308-324-2341

SECURITY

The security of our customer's property and facility are of the utmost importance to us. In addition to carrying adequate insurance, we have implemented the following policies to minimize security breaches:

1. Criminal background checks are obtained on all new hires through the Dawson County Sherriff's Office.
2. Employment eligibility checks are performed through the use of the federal E-Verify system.
3. Keys to buildings are controlled through our management. Only reliable employees are assigned keys which are periodically checked. Duplicate keys are kept in a lock box at our office location.
4. All ServiceMaster employees are identified by distinctive shirts or aprons.
5. ServiceMaster employees are prohibited from allowing anyone (known or not known) access to a building unless they have a key.
6. Security breaches will be reported within 12 hours to the proper building administrator.
7. All employees are provided with contact numbers to call in case of an emergency.
8. On-site supervision is provided at each building.
9. Unannounced inspections of employees are performed at each work site.



COMPLIANCE

For the safety of our employees and our customers' property and building occupants, ServiceMaster will comply with all appropriate Federal, State, and Local laws as well as customer specific regulations.

1. ServiceMaster products, work practices, and equipment will comply with the Occupational Safety and Health Act of 1970.
2. ServiceMaster will provide personal protective equipment to staff when required in the cleaning function.
3. ServiceMaster product labeling will conform to the highest standards established in the cleaning industry.
4. ServiceMaster will train its employees on safety practices, evacuation procedures, "right to know" legislation, and blood borne pathogens training where applicable to their duties.
5. ServiceMaster will maintain its onsite supply area in an orderly and safe condition.
6. ServiceMaster will not store combustible materials within the customer's building.
7. Material safety data sheets will be provided to the client for products that are kept on site.
8. ServiceMaster will report unsafe conditions.
9. ServiceMaster utilizes the federal E-Verify System to determine each applicant's legal eligibility to work in the United States.



INSURANCE

ServiceMaster holds a comprehensive General Liability (GL) insurance policy with State Farm Fire and Casualty Company in the amount of \$1,000,000.00 per occurrence with a general aggregate of \$2,000,000.00. In addition to the GL policy with State Farm, we hold a Commercial Liability Umbrella Policy for \$1,000,000.00 per occurrence with an annual aggregate of \$2,000,000.00 and a comprehensive Automobile Liability policy with single limit coverage of \$1,000,000.00.

Worker's Compensation and Occupational Disease Coverage policies are carried with State Farm Insurance and meet the Worker's Compensation Laws of the State of Nebraska.

ServiceMaster holds an Employee Dishonesty Bond in the amount of \$50,000 with Western Surety Company.

ServiceMaster of Mid NE is current on all of its policies and carries an excellent claim record.



CERTIFICATES OF INSURANCE WILL BE MADE AVAILABLE UPON REQUEST.

Regular Housekeeping Price Sheet

Elm Creek Public Schools – Elementary Building

Item	Service Five Times Per Week
Housekeeping Service	\$3,355.00
Sales Tax (if applicable)	\$0.00
Total with Tax	\$3,355.00
Monthly Billing Amount	\$3,355.00



NOTES:

1. These quotes are based on janitorial service **five** times per week. ServiceMaster will provide cleaning service in the evening starting at the end of each normal school day. “Deep Cleaning” will be performed during the summer months.
2. All cleaning equipment and supplies will be provided by ServiceMaster at no additional charge. Customer will provide all paper products, trash container liners, hand soaps, light bulbs and furnace filters.
3. Floor care services such as mechanical scrubbing, stripping, re-finishing, and carpet cleaning are included in this proposal. Restorative care for the gym floors such as screening, staining, painting and refinishing is not included.
4. A Certificate of Insurance will be provided upon request.
5. This quote will expire in 60 days. Our price is based on the Task Schedule(s), as written. Services and/or frequencies can be changed to suit your budgetary considerations. Our proposal is a starting point for customizing our services to meet your needs.



Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

(308) 856-4300 phone (308) 856-4907 fax

www.elmcreekschools.org

Curriculum, Technology and Finance Committee Meeting

MINUTES

March 27, 2014, 7:15am

1. Skills USA – program details from Skills USA was discussed. The NDE sent two representatives to Elm Creek to discuss the program’s potential formation in the future.
2. Schedule options – several scheduling options some potential difficulties were discussed. Schedule development is on-going. It appears the kindergarten class will be large enough that it will require two sections.
3. Teacher openings – hiring philosophy for future openings was discussed. There is a desire to hire teachers with multiple endorsements when it is possible.
4. ESU 10 Language Arts Standards Curriculum Consortium: Elm Creek will be joining a consortium led by ESU 10 to undertake the alignment of the Language Arts curriculum to the new LA standards.
5. Other: Elm Creek will be participating in the Marzano Academy in order to develop a district-wide instructional model.



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Transportation Committee Meeting MINUTES

March 26, 2014, 8:15am

Monthly transportation reports: District cost for fuel, repairs storage, utilities and driver expenses were shared with the committee.

Bus purchase: we will beginning the process of purchasing a new bus when the school year concludes in May.

Bus Barn: Transportation storage facility possibilities were discussed as they related to fleet requirements.

Other:



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Americanism Committee Meeting MINUTES

March 27, 2014, 8:15am

1. Partnership with UNK/NeNER: development of a partnership with UNK in order to promote Americanism, develop an intentional plan for Elm Creek and present results at NASB was discussed.
2. Social Studies Curriculum review schedule; A schedule for social studies curriculum review is being developed.
3. Other:



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Building & Grounds Committee Meeting MINUTES

March 25, 2014, 7:00 am

Service Contract: The committee recommended the discontinuation of the current service agreement with Johnson Controls and that a maintenance schedule be developed outside of a service agreement.

Maintenance / Transportation storage: Possible location of a bus storage facility was discussed , if we were to construct a storage building.

Mowing Bids: a bid sheet is prepared for mowing and chemical application. We also have several mower purchase bids should we choose to keep mowing in-house.

Elementary Cleaning Services: we have a bid from ServiceMaster for the cleaning of the elementary building and locker room areas.

Construction Class Project: we would like to build a “playhouse” for the Elm Creek School Foundation to be auctioned off at the next Foundation Dinner.

Other:



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Teacher Evaluations are nearly complete.

We have terminated our service contract with Johnson Control and will initiate a scheduled maintenance plan monitored in-house by building and grounds personnel and the superintendent.

I would like to thank Jo Schwartz, Robin Vahle and Lyndee Koch for their contributions to Elm Creek Public Schools.

In May, we plan to celebrate Jo's tremendous career in education as she enjoys retirement. She will be greatly missed by students, parents and our faculty.

We will also celebrate Robin's transition into administration with the North Platte Public schools. She will do a great job for them and I wish her the best of luck.

I wish Lyndee the best of luck as she pursues career interests in her hometown of Gothenburg. We certainly appreciate her hard work she has put in as our FCS and FCCLA advisor this past year.

I would like to give a special thank you to Cindy Baum for her hard work and dedication to the district as an administrative leader! She will be a huge asset to Aurora Public Schools as the new curriculum director.

We are progressing with our Security audit and should have our portion complete within the week.

Playground fencing is complete and we should have it installed within the next week, per Davis Minor.