

Board of Education Regular Meeting

Monday, August 13, 2018 8:00 PM

1. Call to Order

2. Flag Salute

3. Open Meetings Act

4. Roll Call

Motion to Excuse Jeff by JC Ourada. Second by Marvion Reichert. Passed with a motion by JC Ourada and a second by Marvion Reichert.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

5. Review of Agenda

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

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

6. Citizen's Comments

7. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by Suzanne Brodine and a second by Morgan Meier.

Marvion Reichert: Abstain (With Conflict), Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea

7.1. Approval of Minutes of Previous Meeting(s)

7.2. Payment of Invoices

7.3. Financial Reports

7.4. Approve Local Substitute - Willie Keep

7.5. Approve Local Substitute - Jessica Whitmire

7.6. New Hire - Lacey Williams (Elementary Paraprofessional)

8. Old Business

8.1. Approve Superintendent as District Financial Officer

Motion to Approve Superintendent as District Financial Officer Passed with a motion by Morgan Meier and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

8.2. Appoint Superintendent to be the Official Representative for all Local, State, and Federal Programs

Motion to Appoint Superintendent to be the Official Representative for all Local, State, and Federal Programs Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

8.3. Appoint Superintendent and Principals as Federal Program Officers

Motion to Appoint Superintendent and Principals as Federal Program Officers Passed with a motion by Morgan Fouts and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

9. New Business

9.1. Approve 2018-19 Elementary Handbook

Motion to Approve 2018-19 Elementary Handbook Passed with a motion by JC Ourada and a second by Marvion Reichert.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

9.2. Approve 2018-2019 Preschool Handbook

Motion to Approve 2018-2019 Preschool Handbook Passed with a motion by Morgan Fouts and a second by Marvion Reichert.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

9.3. Approve 1st Reading of Policy 3131

Motion to Approve the first reading of policy 3131 Passed with a motion by Marvion Reichert and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

9.4. Approve the transfer of \$47,800 from General Funds to Activity Funds.

Motion to Approve the transfer of \$47,800 from General Funds to Activity Funds. Passed with a motion by JC Ourada and a second by Marvion Reichert.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

10. Reports

10.1. Transportation Committee Report

10.2. Principal's Report

10.3. Superintendent Report

10.3.1. Staff Picnic

11. Next Regular Meeting - September 10, 2018 (8:00pm)

Motion to adjourn meeting at 9:22. Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Morgan Meier: Yea, JC Ourada: Yea, Marvion Reichert: Yea

12. Adjournment

Board of Education Regular Meeting  
Monday, July 9, 2018 8:10 PM

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

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

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

6. Citizen's Comments

7. Interview Marvion Reichert, Lynette Mitchell, Gloria Ourada-Simonson for the Board Vacancy

- 7.1. Appoint (insert name) to serve on the school board until January 2019

- 7.1. Appoint Marvion Reichert to serve on the school board until January 2019 Passed with a motion by JC Ourada and a second by Suzanne Brodine.

- Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

8. Consent Agenda

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

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

- 8.1. Approval of Minutes of Previous Meeting(s)

- 8.2. Payment of Invoices

- 8.3. Financial Reports (Not Reconciled)

9. Old Business

- 9.1. Approve and Adopt the 2nd Reading of the following policy revisions: 1000, 1102, 3000, 3570, 3580, 4003, 5101, 5401, 5402, 5403, 5418, 6000, 6212, 6213, 6410, 8231

Motion to Approve and Adopt the 2nd Reading of the following policy revisions: 1000, 1102, 3000, 3570, 3580, 4003, 5101, 5401, 5402, 5403, 5418, 6000, 6212, 6213, 6410, 8231 Passed with a motion by JC Ourada and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

## 9.2. Approve and Adopt the 2nd reading of the Early Completion Policy 5206

Motion to Approve and Adopt the 2nd reading of the Early Completion Policy 5206 Passed with a motion by Morgan Fouts and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

## 10. New Business

### 10.1. Approve Teacher Evaluation Tool

Motion to approve Teacher Evaluation Tool - 2018. Passed with a motion by Morgan Meier and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

### 10.2. Approve Faculty Handbook 2018-2019

Motion to Approve Faculty Handbook 2018-2019. Passed with a motion by JC Ourada and a second by Jeff Meads.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

### 10.3. Approve 2018-2019 7-12 Student Handbook

Motion to Approve 2018-2019 7-12 Student Handbook Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

### 10.4. Approve Parent Involvement Policies

Motion to Approve Parent Involvement Policies. Passed with a motion by Jeff Meads and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

### 10.5. Approve Student Fees Policy 2018-2019 -- Appendix

Motion to Approve Student Fees Policy 2018-2019 -- Appendix Passed with a motion by Morgan Meier and a second by JC Ourada.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

### 10.6. Approve Pre-School Handbook

10.7. Approve Elementary Handbook

11. Reports

11.1. Principal's Report

11.2. Superintendent Report

12. Next Regular Meeting

13. Adjournment

Motion to adjourn meeting at 9:29 PM Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

# Check Register

Direct

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

**Checks Printed**

**1 - GENERAL FUND**

Bank Account :A - General Fund

00015788	08/10/2018	ACCO		ACCO BRANDS USA LLC	
2745540	06/19/2018		08/09/2018	PT OF COOP ORDER	7.96
				Check Total	7.96
00015789	08/10/2018	AGRICOOP		CHS AGRI SERVICE CENTER	
073118	07/31/2018		08/09/2018	FUEL	198.14
				Check Total	198.14
00015790	08/10/2018	ALPHAREH		ALPHA REHABILITATION P.C.	
2198	07/31/2018		08/09/2018	SPEECH & OT/PT	381.07
				Check Total	381.07
00015791	08/10/2018	BE PUBL		B.E. PUBLISHING	
69154	07/23/2018		08/09/2018	GOOGLE DOCS WKBOOK	426.90
				Check Total	426.90
00015792	08/10/2018	BLACKHILLS		BLACK HILLS ENERGY	
072618-01	07/26/2018		08/09/2018	225 E BOYD	11.66
072618-40	07/26/2018		08/09/2018	230 E CALKINS	45.51
072618-94	07/26/2018		08/09/2018	122 CHURCH	15.11
				Check Total	72.28
00015793	08/10/2018	BROWN&S		BROWN & SAENGER	
4015755-0	06/25/2018		08/09/2018	CLIPS, STAPLES, ENV ETC	1,301.36
				Check Total	1,301.36
00015794	08/10/2018	BUSPARTS		BUS PARTS WAREHOUSE	
IN97089	07/30/2018		08/09/2018	MIRROR HEAD	83.04
				Check Total	83.04
00015795	08/10/2018	CASHWA		Cash Wa Distributing	
11564435	06/26/2018		08/09/2018	SNACKS-SUMM SCH	55.54
11586461	07/17/2018		08/09/2018	FOOD	34.10
CM2368817	07/03/2018		08/09/2018	CREDIT	-51.87
Z11590553	07/16/2018		08/09/2018	DISPOSER	1,794.00
				Check Total	1,831.77
00015796	08/10/2018	CENTURY		CENTURYLINK	
070718	07/07/2018		08/09/2018	TELEPHONE	648.48
				Check Total	648.48
00015797	08/10/2018	CHARTERC		CHARTER COMMUNICATIONS	
072418	07/24/2018		08/09/2018	INTERNET	481.28
				Check Total	481.28

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	00015798	08/10/2018	CHEMSEARCH		CHEMSEARCH	
	3186715	07/02/2018		08/09/2018	PRO-SEAL ULTRA	319.75
	3216280	07/28/2018		08/09/2018	DEODORIZER, USOLV	1,401.65
					Check Total	1,721.40
	00015799	08/10/2018	CREATTEA		CREATIVE TEACHER	
	26002	07/19/2018		08/09/2018	1ST GRADE	81.48
	26006	07/20/2018		08/09/2018	KINDERGARTEN	70.52
	26035	07/31/2018		08/09/2018	KINDERGARTEN	128.70
					Check Total	280.70
	00015800	08/10/2018	ECOLAB		ECOLAB PEST ELIMINATION	
	5171829	07/27/2018		08/09/2018	PEST ELIMINATION	71.01
					Check Total	71.01
	00015801	08/10/2018	ESU10		Educational Service Unit 10	
	70118-21	07/01/2018		08/09/2018	LAMINATION	32.45
	70118-30	07/01/2018		08/09/2018	iPAD REPAIR	280.00
	70118-46	07/01/2018		08/09/2018	VOC EVAL-COZAD CTR	175.00
	70118-72-2	07/01/2018		08/09/2018	SECONDARY WKSHOP	140.00
	70118-72-O	07/01/2018		08/09/2018	NSSRS WORKSHOP	200.00
	70118-78	07/01/2018		08/09/2018	DEAF ED	113.13
	70118-79	07/01/2018		08/09/2018	SPED SERVICES	1,094.81
	70118-80	07/01/2018		08/09/2018	SUPERVISION	1,908.64
	70118-81	07/01/2018		08/09/2018	OT/PT	1,025.19
	70118-82	07/01/2018		08/09/2018	SPEECH	1,689.93
	70118-84-B	07/01/2018		08/09/2018	PSYCH	8,326.34
	70118-84A	07/01/2018		08/09/2018	PSYCH - CREDIT	-390.44
	70118-85-A	07/01/2018		08/09/2018	AUDIOLOGY - CREDIT	-27.50
	70118-85-B	07/01/2018		08/09/2018	AUDIOLOGY	252.77
	80118-21	08/01/2018		08/09/2018	LAMINATION	17.25
	80118-30	08/01/2018		08/09/2018	STU iPAD REPAIR	200.00
	80118-82	08/01/2018		08/09/2018	SPEECH	297.28
					Check Total	15,334.85
	00015802	08/10/2018	ESUCOORD		ESU COORDINATING COUNCIL	
	AEPA000672	07/19/2018		08/09/2018	MOVIE LICENSE	312.00
					Check Total	312.00
	00015803	08/10/2018	FIRSTC		FIRST CARE MEDICAL	
	STONE0000-071	07/18/2018		08/09/2018	DOT PHYSICAL	175.00
	8					
					Check Total	175.00
	00015804	08/10/2018	FOSTERC		CURT FOSTER	
	073118	07/31/2018		08/09/2018	STORAGE	100.00
					Check Total	100.00

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	00015805	08/10/2018	FOSTFAMI	Foster's Family Foods	
	CODE 54-073118	07/31/2018		08/09/2018 SUPER ERASER	5.00
				Check Total	5.00
	00015806	08/10/2018	GOPHER	GOPHER	
	9474892	06/28/2018		08/09/2018 TIMER, DUMBBELLS ETC	567.98
	9481694	07/19/2018		08/09/2018 DUMBBELLS	116.94
				Check Total	684.92
	00015807	08/10/2018	GOVCONNE	GOVCONNECTION, INC.	
	56006385	07/26/2018		08/09/2018 PHOTO PAPER	359.48
				Check Total	359.48
	00015808	08/10/2018	GRACZYKL	GRACZYK LAWN & LANDSCAPE	
	28912	07/13/2018		08/09/2018 FOOTBALL FIELD	350.00
	29414	07/19/2018		08/09/2018 PRACTICE FIELD	400.00
	29572	07/19/2018		08/09/2018 SERV. STEP 3	794.00
				Check Total	1,544.00
	00015809	08/10/2018	GRADUATE	GRADUATE LINCOLN	
	1719	07/13/2018		08/09/2018 GOOGLE SUMMIT	744.00
				Check Total	744.00
	00015810	08/10/2018	GRAMMARFL	GRAMMARFLIP	
	1150	07/18/2018		08/09/2018 ESSINK, OSMANSKI	138.00
				Check Total	138.00
	00015811	08/10/2018	HAPPP	HAPP PUBLISHING	
	01029	06/07/2018		08/09/2018 JUNE MTG NOTICE	6.87
	01063	06/21/2018		08/09/2018 JUNE MTG MINUTES	72.16
	01156	06/14/2018		08/09/2018 NOTICE BD VACANCY	75.00
	01157	06/21/2018		08/09/2018 SCHOOL BD VACANCY	75.00
				Check Total	229.03
	00015812	08/10/2018	HARRIS	HARRIS SCHOOL SOLUTIONS	
	MN00110866	07/01/2018		08/09/2018 MAINTENANCE AGT	4,368.50
				Check Total	4,368.50
	00015813	08/10/2018	HOMETOWN	Hometown Leasing	
	073118	07/31/2018		08/09/2018 COPIERS	1,539.64
				Check Total	1,539.64
	00015814	08/10/2018	HOUGHTON	HOUGHTON MIFFLIN HARCOURT	
	953882009	07/31/2018		08/09/2018 SAXON MATH-UPPER ELEM	395.89
	953886862	07/31/2018		08/09/2018 SAXON MATH	1,064.00
				Check Total	1,459.89
	00015815	08/10/2018	INTELL	INTELLICOM COMPUTER CONSULTING	

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	218913	06/30/2018		08/09/2018 ALERT BELL FOR CLASS	398.75
				Check Total	398.75
	00015816	08/10/2018	ISLANDSU	Island Supply Welding	
	189345	07/31/2018		08/09/2018 CYL RENTAL	65.10
				Check Total	65.10
	00015817	08/10/2018	KEARNACE	KEARNEY ACE HARDWARE	
	29508/7	08/02/2018		08/10/2018 NUTS, BOLTS, SCREWS	17.34
				Check Total	17.34
	00015818	08/10/2018	KELLYSA	KELLY'S SALES & SERVICE	
	17886	08/06/2018		08/09/2018 2015 GRASSHOP BATT	161.58
	17887	08/06/2018		08/09/2018 2006 AC	355.07
	17932	08/06/2018		08/09/2018 2012 VAN	55.95
	17962	08/03/2018		08/09/2018 2012-TIRE REPAIR	16.00
	17963	08/03/2018		08/09/2018 1999 SUBURBAN	144.78
				Check Total	733.38
	00015819	08/10/2018	LAKESHOR	LAKESHORE LEARNING MATERIALS	
	2122330718	07/14/2018		08/09/2018 PRESCHOOL	84.99
				Check Total	84.99
	00015820	08/10/2018	LINWELD	MATHESON TRI GAS	
	51343372	07/31/2018		08/09/2018 SHOP	164.76
				Check Total	164.76
	00015821	08/10/2018	LOCKMOB	Lockmobile	
	L69461	06/08/2018		08/09/2018 DUPLICATE KEYS	19.75
				Check Total	19.75
	00015822	08/10/2018	MARTWELD	Martin Welding	
	15219	07/23/2018		08/09/2018 BRACKETS ETC	97.36
				Check Total	97.36
	00015823	08/10/2018	MCGRAW	MCGRAW-HILL COMPANIES	
	103411867001	07/22/2018		08/09/2018 READING TEXTBOOKS	5,004.21
	103700006001	08/15/2018		08/09/2018 READING - KINDER	3,518.50
				Check Total	8,522.71
	00015824	08/10/2018	MENARDS	MENARDS - KEARNEY	
	61564	07/14/2018		08/09/2018 LOCKER HALLWAY	12.96
	61967	07/20/2018		08/09/2018 CLEANERS, GUMOUT, SCREWS	241.44
	62537	07/29/2018		08/09/2018 LOCKER HALLWAY	32.38
	62606	07/30/2018		08/09/2018 LOCKER HALLWAY	141.48
	62675	07/31/2018		08/09/2018 LOCKER HALLWAY	25.46
	62796	08/02/2018		08/09/2018 LOCKER HALLWAY	28.47
	62895	08/13/2018		08/09/2018 LOCKER HALLWAY	33.95

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	516.14
00015825		08/10/2018	MIDWESTFLS		MIDWEST FLOOR SPECIALISTS, INC.	
	13913	06/30/2018		08/09/2018	REFINISH GYM FLOOR	3,985.00
					Check Total	3,985.00
00015826		08/10/2018	NASCO		NASCO	
	28310	06/22/2018		08/09/2018	SINDT-MATH	51.81
	29927	06/25/2018		08/09/2018	ELEM SCIENCE	123.16
	56589	07/16/2018		08/09/2018	CONNECT CORDS	27.04
					Check Total	202.01
00015827		08/10/2018	NATLARTSC		NATIONAL ART & SCHOOL SUPPLIES, INC	
	688738	07/16/2018		08/09/2018	PENS, ERASERS ETC	1,171.30
					Check Total	1,171.30
00015828		08/10/2018	NE COUNADM		NEBRASKA COUNCIL OF SCHOOL ADM	
	55730	07/30/2018		08/09/2018	ADMIN DAYS, MBRSHIP	675.00
					Check Total	675.00
00015829		08/10/2018	NPPD		NEBRASKA PUBLIC POWER DISTRICT	
	071718-6740	07/17/2018		08/09/2018	BUS BARN	51.05
	071718-6744	07/17/2018		08/09/2018	BALLFIELD	51.05
	071718-6748	07/17/2018		08/09/2018	230 E CALKINS	4,688.84
					Check Total	4,790.94
00015830		08/10/2018	OKEEFELE		O'KEEFE ELEVATOR COMPANY, INC	
	01379579	07/17/2018		08/09/2018	VIBRATION MOUNT	25.00
					Check Total	25.00
00015831		08/10/2018	PAYFLEX		PAYFLEX SYSTEMS USA	
	131932-1165214	07/10/2018		08/09/2018	FLEX PLAN	150.00
					Check Total	150.00
00015832		08/10/2018	PEARSON		NCS PEARSON INC.	
	11712566	07/17/2018		08/09/2018	AIMSWEB	1,300.00
					Check Total	1,300.00
00015833		08/10/2018	PEPPERJW		JW PEPPER	
	03571317	07/18/2018		08/09/2018	BAND MUSIC	2.95
					Check Total	2.95
00015834		08/10/2018	PERMA		PERMA-BOUND	
	1784018-01	06/08/2018		08/09/2018	LIBRARY	299.70
					Check Total	299.70
00015835		08/10/2018	PIONEERTE		PIONEER TELEPHONE	
	080118	08/01/2018		08/09/2018	LONG DISTANCE	167.09

# Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	167.09
00015836	08/10/2018	REALLY		REALLY GOOD STUFF	
6451504	06/26/2018		08/09/2018	GEOMETRY	175.78
6464698	07/03/2018		08/09/2018	POSTERS, FOLDERS ETC	152.76
				Check Total	328.54
00015837	08/10/2018	RIVERBEND		RIVER BEND TIRE & AUTO	
638	06/29/2018		08/09/2018	2012 OIL CHANGE	46.30
				Check Total	46.30
00015838	08/10/2018	ROGUEFIT		ROGUE FITNESS	
072418	07/24/2018		08/09/2018	WT TRAINING	56.53
				Check Total	56.53
00015839	08/10/2018	SCHMITTM		SCHMITT MUSIC	
2232866	06/04/2018		08/09/2018	DRUM HEADS, STAND	309.23
				Check Total	309.23
00015840	08/10/2018	SCHOOLM		SCHOOLMATE	
IN000498144	07/31/2018		08/09/2018	ELEM PLANNERS	275.60
IN000498188	07/31/2018		08/09/2018	ELEMENTARY PLANNERS	179.55
				Check Total	455.15
00015841	08/10/2018	SCHOOLSP		SCHOOL SPECIALTY	
202501565453	07/09/2018		08/09/2018	1ST GRADE-JOURNALS	20.20
208120640041	07/23/2018		08/09/2018	UPPER ELEMENTARY	174.06
208120834413	07/17/2018		08/09/2018	KINDERGARTEN	41.36
208120848863	07/17/2018		08/09/2018	PRESCHOOL	47.89
308103052982	07/20/2018		08/09/2018	PRESCHOOL	39.38
				Check Total	322.89
00015842	08/10/2018	SERVICE		SERVICEMASTER OF MID NE	
15600	06/30/2018		08/09/2018	2010 ADDITION - JUNE	3,604.64
15601	06/30/2018		08/09/2018	ELEMENTARY-JUNE	3,867.76
15736	07/31/2018		08/09/2018	2010 ADDITION - JULY	3,604.64
15737	07/31/2018		08/09/2018	ELEMENTARY-JULY	3,867.76
				Check Total	14,944.80
00015843	08/10/2018	SIGNWARE		SIGN WAREHOUSE	
D67363	07/26/2018		08/09/2018	BUSINESS COMP CLASS	553.66
				Check Total	553.66
00015844	08/10/2018	SPRACKLIN		SPRACKLIN CHIROPRACTIC	
349	06/29/2018		08/09/2018	DOT PHYSICAL	90.00
				Check Total	90.00
00015845	08/10/2018	STATENE		STATE OF NEBRASKA	

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	1121645	07/01/2018		08/09/2018 NETWORK SERVICE FEE	234.93
				Check Total	234.93
	00015846	08/10/2018	TEACHCRE	TEACHER CREATED RESOURCES	
	5992870	06/22/2018		08/09/2018 UPPER ELEMENTARY	121.87
				Check Total	121.87
	00015847	08/10/2018	USBANK	CORPORATE PAYMENT SYSTEMS	
	070618	07/06/2018		08/09/2018 SUPP, POSTAGE, MBRSHIP	308.07
				Check Total	308.07
	00015848	08/10/2018	VERIZON	VERIZON WIRELESS	
	9810366498	07/29/2018		08/09/2018 CELL PHONE	41.28
				Check Total	41.28
	00015849	08/10/2018	VILLAGEE	Village Of Elm Creek	
	073118	07/31/2018		08/09/2018	697.50
				Check Total	697.50
	00015850	08/10/2018	WEXBANK	WEX BANK	
	55329075	07/31/2018		08/09/2018 PUMP&PANTRY-FUEL	735.70
				Check Total	735.70
	00015851	08/10/2018	WOODWARDS	WOODWARDS DISPOSAL SERVICE	
	NO8810-757	07/30/2018		08/09/2018 DOC DESTRUCTION	25.00
				Check Total	25.00
	00015852	08/10/2018	YANDA'S	YANDA'S MUSIC	
	354052	06/11/2018		08/09/2018 BAND SUPPLIES	130.00
	359533	07/28/2018		08/09/2018 STRAPS	14.40
				Check Total	144.40
	00015853	08/10/2018	ZANER	ZANER-BLOSER EDUCATIONAL PUBLISHERS	
	10175138	07/27/2018		08/09/2018 WRITING WORKBOOKS	318.55
				Check Total	318.55
				<b>1 - GENERAL FUND Totals:</b>	<b>77,623.37</b>
				<b>Total of Checks Printed:</b>	<b>77,623.37</b>
				<b>Report Total:</b>	<b>77,623.37</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2017 to 07/31/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>ECHS</b>	<b>Elm Creek High School</b>							
<b>A</b>	<b>Athletics</b>							
	3030	Uniforms		0.00	7,500.00	0.00	0.00	7,500.00
	3031	Basketball		0.00	22,506.71	20,066.83	348.00	2,787.88
	3033	Cheer		941.52	6,375.53	5,737.77	-546.86	1,032.42
	3034	Cross Country		-100.00	832.00	455.44	-232.00	44.56
	3035	Football		-11,916.05	27,640.81	17,637.36	-274.00	-2,186.60
	3038	Golf		0.00	0.00	2,265.15	0.00	-2,265.15
	3041	Track		-11,880.04	11,570.76	12,478.92	0.00	-12,788.20
	3042	Volleyball		-23,296.93	34,022.56	14,326.84	0.00	-3,601.21
	3044	Wrestling		-18,664.57	32,504.00	15,234.05	-1,749.00	-3,143.62
		<b>A Totals:</b>		-64,916.07	142,952.37	88,202.36	-2,453.86	-12,619.92
<b>B</b>	<b>Activities</b>							
	1739	Speech		0.00	600.00	537.39	0.00	62.61
	1748	School Play		383.80	413.00	458.29	0.00	338.51
	1749	One Act Play		-213.22	2,641.75	2,233.67	-319.89	-125.03
	2038	Drama		-272.99	280.38	7.39	0.00	0.00
	2084	Fine Arts		0.00	0.00	0.00	0.00	0.00
		<b>B Totals:</b>		-102.41	3,935.13	3,236.74	-319.89	276.09
<b>C</b>	<b>Clubs &amp; Organizations</b>							
	1740	ESports		0.00	1,584.56	820.52	-551.76	212.28
	1743	Band Club		0.00	2,018.75	56.00	-1,081.82	880.93
	1744	Choir Club		0.00	0.00	0.00	0.00	0.00
	3001	Stu Council		1,594.88	2,495.12	1,954.03	-494.70	1,641.27
	3002	FFA		388.55	17,988.39	18,161.79	2,412.35	2,627.50
	3003	FCCLA		534.60	9,502.76	2,432.51	-2,227.57	5,377.28
	3005	NHS		1,947.27	5,176.97	5,512.33	-47.31	1,564.60
	3032	Boys Basketball Club		680.23	3,372.50	3,326.59	-345.75	380.39
	3036	Football Club		3,044.42	1,180.60	2,268.50	130.02	2,086.54
	3037	Girls Basketball Club		1,182.71	2,277.27	1,921.73	-724.25	814.00
	3043	Volleyball Club		2,781.56	1,610.50	2,671.00	-544.30	1,176.76
	3045	Wrestling Club		-1,756.17	9,083.75	6,200.39	891.95	2,019.14
	3046	Cross Country Club		480.70	166.00	317.00	151.21	480.91
	3047	Golf Club		789.11	225.00	0.00	0.00	1,014.11
	3048	Track Club		3,250.94	1,642.40	453.25	-719.62	3,720.47
	3049	Quiz Bowl		0.00	315.15	92.00	650.12	873.27
		<b>C Totals:</b>		14,918.80	58,639.72	46,187.64	-2,501.43	24,869.45
<b>D</b>	<b>Special Funds</b>							
	1766	ACC RDR		3,286.51	1,723.77	2,587.83	29.82	2,452.27
	1767	Elem Playground		0.00	0.00	0.00	0.00	0.00
	2049	SRS Gifts		-444.75	390.00	483.50	0.00	-538.25
	2082	Board Scholarship		252.54	0.00	0.00	0.00	252.54
	2086	Presidential Freedom Schol		0.00	0.00	0.00	583.64	583.64

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2017 to 07/31/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
		2087	Attend/Val Sch	1,189.29	0.00	300.00	166.36	1,055.65
		2088	FKC Scholarships	0.00	600.00	0.00	0.00	600.00
	D	<b>Totals:</b>		4,283.59	2,713.77	3,371.33	779.82	4,405.85
E	<b>Classes</b>							
		2017	Class of 2017	0.00	0.00	0.00	0.00	0.00
		2018	Class of 2018	173.10	4,207.61	3,100.27	-1,617.25	-336.81
		2019	Class of 2019	4,360.55	1,169.25	4,420.26	-397.64	711.90
		2020	Class of 2020	3,500.62	3,045.85	500.21	-2,522.77	3,523.49
		2021	Class of 2021	5,316.44	1,054.00	0.00	-594.30	5,776.14
		2022	Class of 2022	2,913.30	519.30	0.00	-56.48	3,376.12
		2024	Class of 2024	0.00	2,459.15	0.00	-2,133.11	326.04
	E	<b>Totals:</b>		16,264.01	12,455.16	8,020.74	-7,321.55	13,376.88
F	<b>School</b>							
		1745	Band	-360.00	12,792.21	12,067.08	9,561.00	9,926.13
		1746	Choir	0.00	150.00	241.19	0.00	-91.19
		2044	Circle of Friends	855.12	2,000.00	2,943.34	747.93	659.71
		3000	Annual/Yearbook	-9,136.14	2,773.00	5,288.24	-183.63	-11,835.01
		3006	Pop - Chesterman	0.00	1,744.91	8,247.60	7,615.63	1,112.94
		3040	Concessions	-355.00	20,779.99	31,259.84	7,597.84	-3,237.01
	F	<b>Totals:</b>		-8,996.02	40,240.11	60,047.29	25,338.77	-3,464.43
G	<b>District</b>							
		1741	PreSchool	38,194.75	50.00	38,244.75	0.00	0.00
		1751	FOB	3,450.00	750.00	1,150.00	0.00	3,050.00
		1752	IPads	23,203.98	2,118.80	25.00	150.00	25,447.78
		2040	General District	32,026.43	12,321.84	18,460.82	-12,927.65	12,959.80
		2045	Insurance	-7,491.06	73,031.38	70,272.90	0.00	-4,732.58
		2046	Payflex Reimbursement Plan	-2,300.00	2,300.00	0.00	0.00	0.00
		2051	Miscellaneous Funds	22,709.87	2,658.85	2,005.10	0.00	23,363.62
		2085	Sign Adv	9,610.58	6,950.00	0.00	0.00	16,560.58
		3039	Gym Rent	5,989.50	200.00	0.00	0.00	6,189.50
	G	<b>Totals:</b>		125,394.05	100,380.87	130,158.57	-12,777.65	82,838.70
H	<b>Miscellaneous</b>							
		2037	Special Committee	0.00	147.00	252.49	0.00	-105.49
		2050	Courtesy Committee	20.90	290.00	64.20	0.00	246.70
		4000	Checking Acct Interest	0.00	0.00	0.00	0.00	0.00
	H	<b>Totals:</b>		20.90	437.00	316.69	0.00	141.21
	ECHS	<b>Totals:</b>		86,866.85	361,754.13	339,541.36	744.21	109,823.83

Report Totals:

86,866.85

361,754.13

339,541.36

744.21

109,823.83

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR August 13, 2018

**GENERAL FUND - ACCT NO. 137766 (Reconciled 8-9-18)**

BANK BALANCE July 1, 2018	\$	787,778.23
RECEIPTS		
ANDERSON WRECKING	\$	127.40
BUFFALO COUNTY	\$	32,884.49
CENTRAL COMMUNITY COLLEGE	\$	54.00
DAWSON COUNTY	\$	80.75
ESU #10 (CONTRACTED SERVICE PAY)	\$	3,800.00
ESU #10 (TITLE 1)	\$	32,025.95
PHELPS COUNTY-JUNE 2018	\$	32,516.33
PHELPS COUNTY-JULY 2018	\$	4,052.66
PRESCHOOL TUITION	\$	350.00
STATE OF NEBRASKA	\$	672.62
TOTAL RECEIPTS	\$	106,564.20
AVAILABLE BALANCE	\$	894,342.43
DISBURSEMENTS:		
Bills Paid JULY 9, 2018	\$	32,305.55
Payroll	\$	283,743.66
TOTAL DISBURSEMENTS	\$	316,049.21
BOOK BALANCE July 31, 2018	\$	578,293.22

**DEPRECIATION FUND - ACCT NO 14832**

BALANCE July 1, 2018	\$	361,622.74
EXPENSES	\$	-
INTEREST	\$	-
RECEIVED	\$	-
BOOK BALANCE July 31, 2018	\$	361,622.74

**CERTIFICATES OF DEPOSIT THRU July 31, 2018**

#6692	Bus Depreciation	\$	11,804.29
#6233	Track Maintenance - Issued 8/31/09	\$	16,581.66
#6013	Track Maintenance	\$	56,254.60
#6235	Unknown Capital Outlays - Issued 8/31/09	\$	16,570.99
#2232	Unemployment	\$	10,938.79
#6482	Track Maintenance - Issued 8/31/2011	\$	10,308.61
#6701	ECPS-(Issued 3-12-15)	\$	24,642.39
	CERTIFICATE TOTALS	\$	147,101.33

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR August 13, 2018

**BUILDING FUND**

Balance July 1, 2018	\$	69,833.36
INTEREST	\$	27.56
EXPENSES	\$	-
BALANCE July 31, 2018	\$	69,860.92

**BOND FUND (OPENED 11-12-09)**

Balance July 1, 2018	\$	440,734.46
RECEIPTS- BUFFALO	\$	3,355.75
RECEIPTS - DAWSON COUNTY	\$	13.40
RECEIPTS - PHELPS COUNTY	\$	5,434.61
DISBURSEMENTS (Wire Transfer - Interest Payment)	\$	-
BALANCE July 31, 2018	\$	449,538.22

**SAM/DUNS ACCOUNT (REAP-1173)**

BALANCE July 1, 2018	\$	10,193.40
DISBURSEMENTS	\$	-
BALANCE July 31, 2018	\$	10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR August 13, 2018

**LUNCH FUND**

BANK BALANCE July 1, 2018 (Reconciled 7-9-18) \$ 42,539.61

**RECEIPTS**

LUNCH SALES	\$	907.25
EFUND PAYMENTS	\$	165.00
Federal Reimbursement Breakfast	\$	-
Federal Reimbursement Lunch	\$	-
State Reimbursement	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>1,072.25</b>

AVAILABLE BALANCE \$ 43,611.86

**DISBURSEMENTS**

Food/Groceries/Milk Etc.	\$	16.26
General Expenses	\$	309.24
JULY Payroll	\$	3,075.47
Returned Checks	\$	-

TOTAL DISBURSEMENTS \$ 3,400.97

BALANCE July 31, 2018 \$ 40,210.89

JULY BILLS

BERNARD FOODS	\$	-
CASHWA	\$	-
CENTRAL FIRE & SAFETY	\$	4,397.86
DOUBLE D	\$	-
FOSTERS	\$	-
HEARTLAND REFRIGERATION	\$	-
HILAND (MILK)	\$	-
HUBERT COMPANY	\$	-
NE FOOD DISTRIBUTION PROGRAM	\$	-
THOMPSON	\$	58.34

\$ 4,456.20



## 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](http://www.elmcreekschools.org)

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August 10, 2018

Dear Elm Creek Board of Education,

I would like to recommend the hire of Lacey Williams as an elementary paraprofessional for the Elm Creek Public Schools. Lacey has been a stay at home mother but previously had worked for 8 years at Wells Fargo. She has received Bachelor's Degree from Chadron State University.

Lacey is a native of Ogallala, Nebraska and will be a great addition to our school. Thank you for your consideration.

Sincerely,

Jason Sullivan, Superintendent

**Elm Creek Public Schools  
Elementary Student Handbook  
2018-2019**  
(revised August 7, 2018)



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

## Elementary Handbook 2017-2018 School Year

### Foreword

#### Section 1. Intent of Handbook:

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

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

#### Section 2. Members of the Board of Education:

Mr. JC Ourada

Mr. Jeff Meads

Mr. Morgan Fouts

Mrs. Suzanne Brodine

Mr. Marvion Reichert

Mr. Morgan Meier

#### Section 3. Administrative Staff:

Name	Position	Office Phone
Mr. Jason Sullivan	Superintendent	856-4300 ex 1709
Mr. Derrick Pulliam	Elementary Principal	856-4300 ex 1604
Mrs. Jessica Sullivan	Preschool Teacher	856-4300 ex 1104
Mrs. Teresa Aten	Kindergarten	856-4300 ex 1107
Mrs. Heather Tool	Kindergarten	856-4300 ex 1101
Mrs. Jan Gunderson	1 <sup>st</sup> Grade	856-4300 ex 1102
Mrs. Brandi McCarter	2 <sup>nd</sup> Grade	856-4300 ex 1202
Mrs. Shaina McIntosh	2 <sup>nd</sup> Grade	856-4300 ex 1203
Mrs. Jennifer Schopke	3 <sup>rd</sup> Grade	856-4300 ex 1201
Mrs. Renee Bauer	4 <sup>th</sup> Grade	856-4300 ex 1301
Mrs. Holly Sindt	4 <sup>th</sup> Grade	856-4300 ex 1306
Mr. Mike Ford	5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1308
Mrs. Cindy Schroeder	5 <sup>th</sup> /6 <sup>th</sup> Grade	856-4300 ex 1304
Mr. Mitch Muma	Title I Coordinator	856-4300 ex 1305
Mrs. Lacey Bouc	Special Education	856-4300 ex 1208
Mrs. Cindy Carlton	Speech Pathologist	856-4300 ex 1303

## Article 1 – Mission, Goals, and Policies

### Section 1. District Mission Statement:

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

### Section 2 Operating Principles

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

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

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

- student centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;
- learning communities where children feel respected, safe, and well-known;
- environments that enhance communication, collaboration, engagement and enjoyment;
- flexible, but with established routines and shared norms, and a balance of learning activities;
- comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;
- utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents/guardians in ways that are easily understood and reflect student development;
- inviting to parents/guardians, family members, and our communities as they too are valued resources in the learning process.

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

- filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;
- places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all students;
- exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;

- flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;
- focused on the whole-child, her/his physical, intellectual, emotional and social well-being;
- filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;
- concerned with more than just test scores, knowing that every child is more than a test score;
- open and welcoming to all parents/guardians, encouraging their active involvement;
- supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

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

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

**Section 3. Focus of the School:**

The focus of the school system is on the student. The students and their educational development is the central concern of the board of education's policies and 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 lifelong learners.

Accordingly, in this school district, statements or behavior by any member of the school community which insults, degrades, harasses, or stereotypes any other person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

**Section 4. Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address

discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

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

Conditions Applicable to All Levels of Complaint Procedure:

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

**Section 5. Entrance Age**

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

**Section 6. Birth Certificate Requirements**

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

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

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

**Section 7. Immunizations and Physicals**

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

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade and; in the case of a transfer from out of the state, to any other grade unless a parent or guardian of a child objects thereto in writing. All students

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

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

### **Section 8. Registration**

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

### **Section 9. Student Information Updated**

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

### **Section 10. Student Records**

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

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

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

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

School activities will require publishing program information such as name, grade, etc., of students participating. Parents/guardians or students, upon notifying the school, can refuse to permit the

designation of any or all of the categories of personally identifiable information with respect to that student as directory information.

**Section 11. Student Records Disclosure**

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

**Section 12. Publishing of Student Pictures**

School activities sometimes involve publishing pictures of students participating in their learning (For example, local/area media and district publications about our students and teachers).

Parents/guardians or students can refuse to permit pictures to be released or published.

Parents/guardians of the student, or the student, must notify the principal of the school.

**Article 2 - School Day**

**Section 1. Daily Schedule**

**Monday-Thursday:**

Breakfast Program 7:20 AM -- 7:55 AM

School Day 8:00 AM -- 3:15 PM

**Friday:**

Breakfast Program 8:20 AM -- 8:45 AM

School Day 8:50 AM -- 3:17 PM

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

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

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

**Section 2. Shortened Schedule**

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

**Section 3. Severe Weather and School Cancellations**

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

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

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

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

#### **Section 4. Emergency Preparedness**

Drills: All elementary schools have a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year and are an important safety precaution. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give instructions for students to follow.

Tornado Warning: When the village of Elm Creek is warned of an approaching tornado, students will be situated in safe places within the building. No student will be permitted to leave the school building until the danger is passed or unless the child's parent(s)/guardian(s) come to pick up him or her.

#### National Emergency:

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

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

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

#### **Section 6. Field Trips**

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

### **Section 7. Lunch**

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

Some students may qualify for a free or reduced lunch. 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:

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

#### During the School Day:

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

#### End of School:

- Monday-Thursday: The school day ends at 3:15 p.m. Make-up work, special help, assignment after school, or other school activities begin at 3:15 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.
- Friday: The school day ends at 3:17 p.m.
- Early Dismissal at 1:00 p.m. The school day ends at 1:00 p.m. All students must clear the building as soon as possible.

### **Section 2. Visitors**

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

Visits to our school by parents/guardians, residents of Elm Creek and interested educators are welcomed and encouraged. In order to protect the educational programs from undue disturbance, we request that persons wishing to visit make arrangements in advance with the 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.

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 school books.

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.

Students will have the opportunity to use various forms of technological devices. While they are learning with a school issued device they will be held accountable for the care of that device.

### **Section 5. Locker Regulations**

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

### **Section 6. Searches of Lockers and Other Types of Searches**

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

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

### **Section 7. Video Surveillance**

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

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

### **Section 8. Use of Telephone**

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and emergency use only. Cell phones are not permitted in the classroom. Any cell phone brought to school must be left in the student's locker or handed to the teacher if no locker is issued to the student. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian. 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)/guardian(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

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**

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

### **Section 10. Student Valuables- Personal Property**

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

#### **Section 11. Lost and Found**

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

#### **Section 12. Accidents**

Every accident in the school building, on 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 students 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. School Pictures**

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

### **Article 4 – Attendance & Punctuality**

#### **Section 1. Attendance**

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. **Compulsory Attendance.**

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.

B. **Punctuality, Absences, and Truancy.**

Regular and punctual student attendance is required. The Board asks parent(s)/guardian(s)' full cooperation in ensuring regular school attendance of their students. Absence from school is a hardship on both the student and the teacher. Research studies emphasize the importance of regular attendance for a student's intellectual and social development. Academic achievement suffers with gaps in attendance. Students and parents are responsible for developing behaviors of regular and punctual student attendance.

The district strongly encourages parent(s)/guardian(s) to arrange health-related appointments for their children after school hours or on non-school days. Elm Creek Public Schools will enforce the district attendance policy to ensure student learning. Student absences are discouraged. Illness, injury, death in the family, or extreme family hardship are understandable absences.

**For attendance purposes, students are either absent from school (including excused absences, unexcused absences, predestines, medical/illness absences, or any other note asking to be excused) or present (at school, in a school activity, or serving in-school suspension). In the event that a medical appointment cannot be scheduled outside of school hours, the district does ask that parent(s)/guardian(s) send a doctor's note for any medical related absence (i.e. orthodontist, chiropractor, dentist, medical doctor, eye doctor, etc.)**

Excessive Absenteeism

Students who accumulate five (5) absences in a quarter shall be deemed to have "excessive absences." The school, in cooperation with the parent(s)/guardian(s) will work on a collaborative plan to address attendance and punctuality problems, should they arise. A student who is displaying excessive absenteeism through excused and/or unexcused absences may be

considered truant as per state law Neb. Rev. Stat. ‘ 79-209. The following benchmarks of attendance problems (described below) define the process that will be taken to improve regular attendance and correct excessive absenteeism problems. \*\*An exception to this process would only be made in the case where a student’s absences are due to documented illness that makes attendance impossible or impracticable.

The following benchmarks apply to the culmination of excused and/or unexcused absences:

**Benchmark 1** (K-6 student who misses five days of school in a quarter):

- Parent(s)/Guardian(s) will be notified by a phone call and/or a mailed letter from the principal that the student has reached the first of four benchmarks of attendance issues.
- In some cases, a meeting is held between the student, parent, principal, and/or Student Assistance Team (SAT) team to create an action plan to help the student consistently attend school.

**Benchmark 2** (K-6 student who misses 10 days absent in a semester)

- Parent(s)/Guardian(s) will be notified by a phone call and/or a mailed letter from the principal that the student has reached the second of four benchmarks of attendance issues.
- In most cases, a meeting will be held to create an action plan to help the student consistently attend school or revise the previous action plan from a previous meeting.

**Benchmark 3** (K-6 student who misses 15 days absent in the school year)

- Parent(s)/Guardian(s) will be notified by a phone call and/or a mailed letter from the principal that the student has reached the third of four benchmarks of attendance issues.
- The principal will send a letter to the parent(s)/guardian(s) requesting that they comply with the district policy and state law.
- A meeting will be held to create an action plan to help the student consistently attend school or revise the previous action plan from a previous meeting.

**Benchmark 4** (K-6 student who misses 20 days absent in the school year)

- Parent(s)/Guardian(s) will be notified by a phone call and/or a mailed letter from the principal that the student has reached the fourth of four benchmarks of attendance issues.
- The principal will send a letter to the county attorney with documentation of what has been done within the district to alleviate barriers to attendance and help the student consistently attend school.

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 student 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 referred to as “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 student is unlawfully absent from school. The school shall render all services in its power to compel such student to attend some public, private, denominational, or parochial school, which the person having control of the student shall designate, in an attempt to address the problem of excessive absenteeism.

## **Section 2. Punctuality & Tardiness**

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

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

Tardy Consequences: Students considered tardy to class will have consequences set by either the classroom teacher, principal, or by school building. It is important that parents/guardians 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 3 Notifying the School**

If a student must be absent, the school urges parents/guardians 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/guardians, 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/guardians should expect a phone call from the principal's office. If a student wishes to leave during the day, he or she will only be released through the office to his/her parent(s), or legal guardian.

## **Section 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/guardians 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/guardians'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Assignment sheets and materials will be sent home if requested.

## **Section 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 immunizations.

**Section 8. Withdrawal and Transfer**

The procedure for withdrawal or transfer is as follows:

- Notify the office at least three days prior to your withdrawal.
- See the principal of the building before leaving.
- 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:

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

GRADE	GPA POINTS	PERCENT
A+	4.0	100-97
A	4.0	93-96
B+	3.5	92-89
B	3.0	88-85
C+	2.5	84-81
C	2.0	80-77
D+	1.5	76-74
D	1.0	73-70
F	0.0	69

- For all other grading reports received on transfer students, the Superintendent and/or principal

shall convert these to an approximately equal grade on our system.

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

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

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

**Section 2. Promotion and Retention**

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

**Section 3. Interim Reports**

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

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

**Section 4. Parent Access to Student Information System**

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

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

### **Section 5. Report Cards**

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

### **Section 6. Parent-Teacher Conferences**

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

### **Section 7. Achievement Tests**

Each year, students 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**

Homework is a 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/guardians in the student's learning process keeps them informed about their child's learning and progress.
3. Extra time spent at home helps facilitate student 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 - Guidance Services**

The Elm Creek Public Schools employs a guidance counselor 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.

## **Article 7 - Health Services and Protocols**

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

### **Section 1. Student Illnesses**

School health personnel will notify parents/guardians when a student needs to be sent home from school due to illness. Children showing definite signs of illness should be kept home. Students with severe coughs and sore throats should remain at home. 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/guardians who are away from home during school hours should provide the school with telephone numbers where they can be reached should it become necessary. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### **Section 2. Guidelines for Administering Medication**

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

If your doctor has prescribed a medicine for you that will need to be taken during the day at school, you should bring it in the original container with the label from the pharmacy intact. You should also bring a permission form (available in the school office) signed by the student's parent/guardian stating the date(s), amount of medicine, and time it is to be taken. Check the medicine in with the school secretary 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 3. 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 4. Immunizations and Physical Examinations**

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

Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and 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/guardians may object in writing to prevent their student from the visual or physical examination. The cost of examinations is borne by the parent or guardian. The school district shall provide contact information regarding sources of free or reduced-cost visual examinations for low-income families that qualify.

#### **Section 5. Guidelines for Skin and Scalp Conditions**

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

\*Scabies To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

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

### **Section 6. Guidelines for Communicable Diseases**

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

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

<b>Diseases</b>	<b>Exclusion From School</b>
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.
Pinworm	Exclude until treated, as documented by a physician.
Fifth Disease	Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.

Hepatitis A	Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.
Meningitis (Bacterial & Viral)	Exclude for duration of illness. Return with documented physician approval.
Pertussis- (Whooping Cough)	Exclude, may return with documented physician's approval.
Pulmonary Tuberculosis	Exclude, physician treatment essential. My return with documented physician approval.
*Pink eye	Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious.

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

**Section 7. Emergency Health --- Epi-Pen**

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

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

**Section 8. Health Information Consent**

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

**Article 8 - Drugs, Alcohol and Tobacco**

**Section 1. Drug-Free Schools**

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

**Section 2. Education and Prevention**

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

Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

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

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

**Article 9 - Student Rights, Conduct, Rules and Regulations**

**Section 1. Student Conduct and Discipline Policies:**

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

**Section 2. School Discipline**

Our school has developed a school-wide behavioral plan called BIST (Behavior 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 the their action. Teachers and students agree upon a plan of action in order for It is most imperative that the school and parents/guardians 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: 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. Recess and Playground Rules**

- Contact games will not be allowed. Touch football, basketball, and soccer will be allowed.
- Tackling, pushing, punching, kicking, hitting, slapping, and any other aggressive contact is not allowed at any time or in any area of the school or playground.
- Play only in designated areas for grade levels.
- If a student misbehaves at recess the school's discipline policy will be implemented.
- If an object travels into the street, the students must obtain permission from the supervising teacher on duty before the object can be retrieved.
- Students should be properly dressed with snow boots, caps and gloves during inclement weather. Parents/guardians, please assist us in this matter.
- Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents/guardians or school officials.
- When the playground area is muddy or wet, students should stay away from those areas. The students may be required to stay on the hard surface areas of the playground.
- Personal equipment (footballs, softballs, basketballs, etc.) will not be allowed at school.
- Students will line up and enter the building in an orderly manner.

### **Section 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 and nondisruptive to the educational process of themselves and others. If a style constitutes a threat to safety and health of self or others, or is in violation of a statute, it will not be permitted in school. Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence will not be accepted as appropriate school attire. Ideally, within these limits, the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents/guardians.

### **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:

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

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/guardians, drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students. If parents/guardians are notified of their child's misbehavior on the bus, they are urged to cooperate with the school by 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 privileges.

## **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. If the student fails to respond appropriately or repeats the behavior, the driver will report the matter to the school principal who will then either establish consequences and/or contact the parents/guardians.

**Section 16. Pets**

Students have been asked to see that their dogs or cats do not come to the school playgrounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents/guardians 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, school work, grades, etc.).
- Teachers will always take into account the ability of the individual student and the effort that is given by the student.

The classroom teacher or the building principal will notify parents/guardians and students as soon as possible when the eligibility of the student for the stated activities becomes questionable. This notice will serve as the only official warning to parents/guardians and 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 paraprofessional anywhere in the building (classroom, hallway, computer lab, etc).

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

### Independent Use:

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

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

## **Section 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 7:15 A.M., we ask that students not come before this time, unless they are participating in the school breakfast program. A teacher or principal may grant permission if early arrival is necessary.
2. Students may use the office phone only with permission from a teacher or the principal. The phone is for business or in case of illness.
3. 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, the student is to inform the teacher on duty. The custodian will remove it after school.
5. Students are not to play on the front lawn of the school or climb trees on the school grounds.
6. Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime.
7. Personal equipment (footballs, softballs, etc.) will not be allowed at school.
8. All students are to leave the school grounds immediately after school unless you have teacher permission.
9. There are to be no rocks, dirt clods, snowballs or any foreign objects thrown at any time.
10. No running or loud talk is permissible in the halls of the school.
11. 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, threats, and bullying 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 10 State, Federal Programs, and Additional District Policies**

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

- Section 1.** Notice of Nondiscrimination
- Section 2.** Designation of Coordinator(s)
- Section 3.** Anti-discrimination & Harassment Policy
- Section 4.** Notice to parents/guardians of Rights Afforded by Section 504 of the Rehabilitation Act of 1973
- Section 5.** Notification of Rights Under FERPA
- Section 6.** Notice Concerning Disclosure of Student Recruiting Information
- Section 7.** Notice Concerning Staff Qualifications
- Section 8 .** Student Privacy Protection Policy
- Section 9.** Parental Involvement Policies
- Section 10.** Homeless Students Policy
- Section 11.** Breakfast and Lunch Programs
- Section 12.** Elm Creek Public Schools Student Fee Policy
- Section 13.** Elm Creek Public Schools Internet Policy

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

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

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

**Students will:**

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

**Parents/guardians will:**

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

**Teachers will:**

- Provide weekly progress reports and communication regarding student progress.
- Provide homework that reinforces skills taught in the classroom.
- Provide a welcoming, developmentally appropriate atmosphere that is conducive to learning.
- Provide ongoing communication with parents/guardians through: Newsletters, Notes, and telephone calls.
- Continue to strive to meet and accommodate the needs of each student.
- Focus on enriched skills to promote academic growth.
- Dedicate time to receiving professional development to gain knowledge, which will ensure student achievement.
- Provide high quality curriculum and instruction that enables students to meet state academic standards.



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

Elm Creek Public School District

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

DATED: \_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian/Custodian

DATED: \_\_\_\_\_

\_\_\_\_\_

Signature of Physician

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

# Elm Creek Public Schools Little Buffs Preschool Handbook 2018-2019

(revised August 6, 2018)



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

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

Specified complaints of alleged discrimination should be referred to:

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

**Elm Creek “Little Buff” Preschool  
Parent/Student Handbook: 2018 - 2019 School Year**

**Intent of Handbook:**

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

**Members of the Board of Education:**

Mr. Marvion Reichert	Mr. Jeff Meads	Mrs. Suzanne Brodine
Mr. Morgan Fouts	Mr. JC Ourada	Mr. Morgan Meier

**Preschool Staff**

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

**District Mission Statement:**

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

**Enrollment**

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

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

**Preschool Format**

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

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

### **Attendance**

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

The Morning Session is 7:45 am - 11:15 am.

The Afternoon Session is 11:50 am - 3:20 pm.

### **Planned Absences**

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

### **Absences due to Illness**

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

### **Clothing and Attire**

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

### **Food Service**

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

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

### **Notice of Non-Discrimination**

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

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

**Drop-off Procedures**

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

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

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

**Dismissal Procedures**

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

**Payment**

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

**Website**

The handbook for the school, the school calendars, and lots of other information can be found on the school website [ecbuffs.com](http://ecbuffs.com).

**RECEIPT OF 2018-2019 PARENT-STUDENT  
LITTLE BUFF PRESCHOOL HANDBOOK**

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

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

Parent or Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: **Preschool School Teacher**

## Business Operations

### Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$250,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

### Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

### Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
  - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
  2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
  3. To place and confirm orders with vendors, or make plans to purchase the required items.
  4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
  5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
  9. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

# NASA/NASB 2018 Labor Relations

September 5-6, 2018  
Cornhusker Marriott- Lincoln

## Wednesday, September 5th

### Pre-Conference Workshop:

***The ABCs of Negotiations*** with Perry, Guthery, Haase & Gessford, P.C., L.L.O.

The single biggest part of a school district's budget is personnel costs. Salaries and benefits alone usually represent around 90% of a district's total expenses. Therefore, it is absolutely essential that a district understand the negotiation process and legal requirements in order to ensure that these expenses are reasonable and a good use of taxpayer dollars. In this session, Rex and Justin will walk through the negotiations process and offer practical suggestions heading into the 2018-2019 negotiations timeline.

### Memorial Stadium and More Tour

After the Pre-Conference, get pumped up for Husker Football season with a facilities tour. Osborne Athletic Complex (North Stadium) was built in 2006 and includes a beautiful 40' waterfall, Sullivan art mural, video kiosk, Husker Nation Championship Drive donor display, a peek at the Suh Strength Complex, National Championship and Bowl Trophy displays and the Nebraska Heisman Room. Conference championship trophies displayed are also visible from the Lobby. You will also see the major award winner hallway, Hawks indoor practice facility and tunnel walk onto the field.



## Thursday, September 6th

***The Relationship Comes First*** with Jason Lauritsen

Work has been defined in many ways over the years: a contract, a transaction, a value exchange. This led to describing humans as capital and designing systems that treat people like assets to be managed and optimized. To reverse this trend requires that we understand what work is for employees, a relationship, and a critically important one. Research has shown us that employees crave the same things from work that they do from other important relationships in their lives: appreciation, connection, acceptance, communication, and support. In this session, we will explore how designing the employee experience through the lens of a healthy relationship will focus your employee engagement efforts for greater impact.

### Concurrent Sessions topics include:

- ◆ Job Descriptions and Employee Contracts
- ◆ Millard's New Texting Policy
- ◆ Nebraska Case Study Review
- ◆ Contracts and Nepotism
- ◆ Bargaining Data Collection and Management
- ◆ Staff Dismissals: Tenured, Certified, Classified
- ◆ Docking and Recreational Liability
- ◆ EHA Update
- ◆ Public Relations
- ◆ Succession Planning
- ◆ Employee Hiring
- ◆ HR101
- ◆ School Finance
- ◆ And More!

# Conference At A Glance

## Wednesday, September 5th

- 12:30 p.m. Registration Open  
1:00 p.m. **The ABCs of Negotiations**  
*Perry, Guthery, Haase & Gessford, P.C., L.L.O.*  
5:00 p.m. Memorial Stadium and More Tour

## Thursday, September 6th

- 7:00 a.m. Registration & Continental Breakfast  
Exhibits Open  
8:30 a.m. Welcome & Opening Keynote  
**The Relationship Comes First** with Jason Lauritsen  
9:30 a.m. Break  
9:45 a.m. **Concurrent Sessions I**  
10:45 a.m. Break  
11:00 a.m. **Concurrent Sessions II**  
12:00 p.m. Luncheon  
1:00 p.m. **Concurrent Sessions III**  
2:00 p.m. Break  
2:15 p.m. **Concurrent Sessions IV**  
3:15 p.m. Adjourn

### Lodging Information

The Cornhusker Hotel  
Reservations: (866) 706-7706  
Code: NCSA/NASB Labor  
Relations Rate: \$105 + tax  
Book by August 17, 2018

# Registration

## Labor Relations Conference

Name \_\_\_\_\_  
School \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Pre-Conference Registration - September 5th

\*Please note pre-conference is a separate fee  
Pre-Conference \_\_\_\_\_ \$75  
Yes, I plan to attend the Tour \_\_\_\_\_

### Registration - September 6th

NCSA/NASB Member \_\_\_\_\_ \$140  
Non-Member \_\_\_\_\_ \$335

**Total Registration** \$ \_\_\_\_\_

Please mail or fax to:  
NCSA,  
455 S. 11th Street, Ste A  
Lincoln, NE 68508  
Fax: 402-476-7740

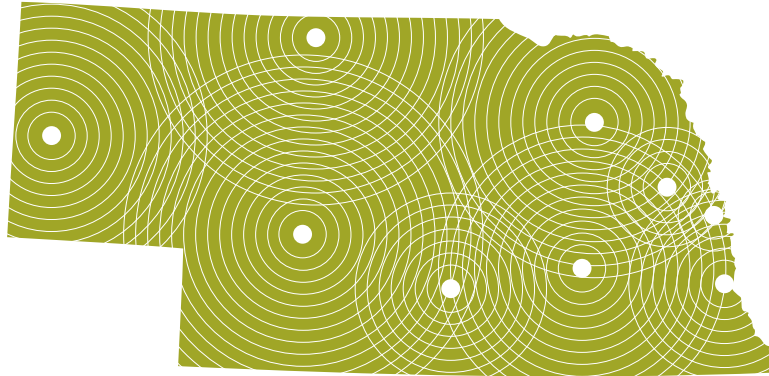
**Register online at**  
[www.ncsa.org](http://www.ncsa.org)

\*All Cancellation requests must be received no later than Friday, August 31, 2018.

# 2018 Area Membership Meetings

Training | Recognition | Networking | Vision

Valentine | Gering | Kearney | Nebraska City | York | North Platte | Norfolk | Omaha | Fremont



## VISION: ENGAGED



**ONE VISION - ONE STATE**



[www.NASBonline.org](http://www.NASBonline.org)

# REGISTRATION

## REGISTER NOW FOR THE MEETING NEAREST YOU

MONDAY, AUGUST 27	VALENTINE	REGISTER BY AUGUST 21
TUESDAY, AUGUST 28	GERING	REGISTER BY AUGUST 21
WEDNESDAY, AUGUST 29	KEARNEY	REGISTER BY AUGUST 21
WEDNESDAY, SEPTEMBER 12	NEBRASKA CITY	REGISTER BY SEPTEMBER 6
WEDNESDAY, SEPTEMBER 19	YORK	REGISTER BY SEPTEMBER 13
WEDNESDAY, SEPTEMBER 26	NORTH PLATTE	REGISTER BY SEPTEMBER 20
WEDNESDAY, OCTOBER 3	NORFOLK	REGISTER BY SEPTEMBER 27
WEDNESDAY, OCTOBER 10	OMAHA	REGISTER BY OCTOBER 4
WEDNESDAY, OCTOBER 17	FREMONT	REGISTER BY OCTOBER 11

### TO REGISTER:

- Go to [www.NASBonline.org](http://www.NASBonline.org), and log in using your username and password
- If you do not have a username and password or have forgotten it, please contact NASB at 800-422-4572 for assistance.
- \$20 cancellation fee by the registration deadline. No refunds after the deadline.

Registration fees for the meetings and dinner are as follows:

NASB MEMBER	\$72
CANCELLATION FEE	\$20

# AGENDA

REGISTRATION, NETWORKING & EXHIBITORS | 4:30 PM

VISION SESSION | 5:00 TO 5:45 PM

BREAK | 5:45 TO 6:00 PM

TRAINING SESSIONS #1 | 6:00 TO 6:35 PM

BREAK | 6:35 TO 6:45 PM

TRAINING SESSIONS #2 | 6:45 TO 7:20 PM

NETWORKING DINNER & AWARDS/RECOGNITION | 7:25 PM

15 AWARDS OF ACHIEVEMENT POINTS WILL BE EARNED FOR ATTENDING



# VISION & TRAINING SESSIONS

**5:00 PM**

## VISION: ENGAGED ..... ONE VISION – ONE STATE

From creating a vision, to continuing a vision, we've now reach the point of engaging our vision. With feedback from the past few years, see how we are now moving forward and putting items into action as we all work towards addressing Nebraska's reliance on property taxes for school funding.

**6:00 PM**

## GALLUP: TURNING TALENTS INTO STRENGTHS

Do you ever wonder why you make certain choices? Why you are better at some things than others? There's a reason. It's your talents. NASB Director of Search Service, Shari Becker, was recently licensed as a Gallup-Certified Strengths Coach. This session will provide an overview of Gallup's terminology and philosophies. We will discuss how understanding and maximizing your individual/team strengths can contribute to a quality environment and create the best opportunity for success as a board and leadership team. *Presented by Shari Becker, Director of Leadership Search Service*

## PROTECTING OUR PRECIOUS ASSETS FROM BELL TO BELL

It's no small feat, keeping students and staff safe at school. This session will share facts, tools, PR templates and data regarding active shooters, playgrounds, suicide, employee injuries, you name it. We can't cover them in bubble wrap but let's chat about what we can do and say, before, during, and after a school incident. *Presented by Megan Boldt, Director of ALICAP/Insurance*

## I DON'T KNOW, WHAT I DON'T KNOW!

What do you need to know about ESSA, AQuESST, and School Improvement? This session will provide you with a brief overview of how federal legislation and the Nebraska state accreditation system impact the work and planning at the board table. *Presented by Marcia Herring, Director of Board Leadership*

**6:45 PM**

## ROLLING DOWN THE ROAD TOWARDS DELEGATE ASSEMBLY

Delegate Assembly. NASB's official business meeting for the year. So much more than a few hours during State Conference. It is a commitment from each district to shape the gameplan for the next 364 days, specifically how you, locally elected school board members can lead and react to what will take place in the upcoming legislative session. Learn about your role the morning of, and from there on. See how you can assist and drive the conversation as we modify and create legislation, and advocate for your district, community, and all of Nebraska. Find ways to best utilize NASB's legislative team year-round to maximize efforts and learn about key timelines, processes, and ways you and your district can be heard, and make a true difference every day inside your buildings, and inside the Capitol as well. *Presented by Colby Coash, Associate Executive Director/Director of Government Relations, and Matt Belka, Director of Marketing, Communication & Advocacy*

## ORGANIZING THE CHAOS: SUPERINTENDENT EVALUATION AND BOARD SELF-ASSESSMENT

The one critical action of the Board is to evaluate the superintendent. This process requires the board to utilize the board adopted evaluation tool, purposeful planning, and effective execution. This session will provide the board with tools, tips, and techniques for conducting an effective superintendent evaluation. The Association then advocates for a board self-assessment to appraise the governance team success, board-superintendent relations, and a method by which to identify areas of growth of the board's roles and responsibilities. *Presented by Marcia Herring, Director of Board Leadership*

## COOL TOOLS FOR SCHOOL BOARDS IN DEVELOPING RESILIENT STUDENTS

More results are coming in from schools working to increase student resilience. It is obvious now that effective classrooms and supportive relationships are the most important components in developing resilience to adversity. We'll discuss several ways your board can prepare the way toward developing more resilient students and the benefits your students will gain. *Presented by Megan Boldt, Director of ALICAP/Insurance, and Jim Luebke, Director of Policy Service*



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# 2018 Area Membership Meetings

Training | Recognition | Networking | Vision

Valentine | Gering | Kearney | Nebraska City | York | North Platte | Norfolk | Omaha | Fremont

# VISION: ENGAGED

## ONE VISION - ONE STATE





# Elm Creek Beef in Schools Program

*Promoting local beef in our school; encouraging beef education, production and nutrition.*



Recently there has been a growing trend in Nebraska. More and more communities are connecting with their local school systems to provide great quality beef as an option for lunches. Nebraska Cattlemen state that Nebraska is one of the nation's leaders in cattle production and "for every ONE person in the state there are FOUR beef animals." That is clearly evident as you drive around our district. So in an effort to capitalize on such a great opportunity, local producers have partnered with school districts to expose kids to locally grown meat and to educate students about the cattle industry. We are aiming to start our program for the 2018-19 school year. If you are a local producer of cattle and would be interested in donating to Elm Creek Schools please fill out the information below. If you are not a producer but would like to be involved in this program you can also donate money towards the processing fees. There will be a display board in the cafeteria that honors those who become partners with the school and our Beef in Schools Program. Please return this sheet to the school.

Cattle Donor	
Name	
Address	
Phone	

Processing Fee Donor	
Name	
Address	
Phone	