

Morrill Elementary School Parent-Student Handbook



2023-24

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Foreward

Morrill Public Schools Student-Parent Handbook 2023-24 School Year

Principal's Message:

Dear Parents, Guardians, and Students,

Welcome to a new school year at Morrill Elementary! I am excited to have each and every one of you as a part of our school community. Our school is a place where we value kindness, respect, and academic excellence. Our teachers, staff, administrators, and school board look forward to working with you to provide the best educational experience possible.

In this handbook, you will find important information about our school policies, procedures, and expectations. Please take the time to familiarize yourself with its contents as it will be a valuable resource throughout the year. If you have any questions or concerns, please do not hesitate to call, email or stop by and I will be happy to discuss it with you.

Thank you for being part of our team! We look forward to creating a safe and fun environment for all of our kids to learn and grow.

Sincerely,

DeLinda Lackey, Principal

Section 1 Intent of Handbook

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. 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.

Foreward

Section 2 Members of the Board of Education

Art Frerichs – Board President
Bill Watson – Vice President
Courtney Schuler – Secretary
Shaun Hess – Treasurer
Dan Long – Member
Art Steiner – Member

Section 3 Administrative Staff

Name	Position	Contact Information
Barry Schaeffer	Superintendent	(308) 247-3414 barry.schaeffer@mpslions.org
DeLinda Lackey	Elementary Principal	(308) 247-2176 delinda.lackey@mpslions.org
Kristin Stauffer	Elementary Administrative Assistant	(308) 247-2176 kristin.stauffer@mpslions.org

Section 4 School Contact Information

Elementary Office Phone: (308) 247-2176 Fax: (308) 247-2491 Morrill Elementary School 505 Center Ave. Morrill, NE 69358
School Website: www.mpslions.org Download the App: Morrill Lions, NE

Section 5 Teaching Staff

Name	Position	Email
Jamie Martin	Kindergarten Teacher	jamie.martin@mpslions.org
Lauren Haag	Kindergarten Teacher	lauren.haag@mpslions.org
Erica Croft	1 st Grade Teacher	erica.croft@mpslions.org
Candace Muhr	1 st Grade Teacher	candace.muhr@mpslions.org
Amanda Smith	2 nd Grade Teacher	amanda.smith@mpslions.org
Sarah Walker	2 nd Grade Teacher	sarah.walker@mpslions.org
Whitnē Lofink	3 rd Grade Teacher	whitne.lofink@mpslions.org
Luanna Soto	3 rd Grade Teacher	luanna.soto@mpslions.org
Juliana Carlson	4 th Grade Teacher	juliana.carlson@mpslions.org
Whitney Peachey	4 th Grade Teacher	whitney.peachey@mpslions.org
Holly Marker	5 th Grade Teacher	holly.marker@mpslions.org
Sarah McCabe	5 th Grade Teacher	sarah.mccabe@mpslions.org
Robin Hoff	6 th Grade Teacher	robin.hoff@mpslions.org
Lauren Armstrong	Counselor	lauren.armstrong@mpslions.org
Terry Lofink	Physical Education Teacher	terry.lofink@mpslions.org
Cheyanna Stumpff	Music Teacher	cheyanna.stumpff@mpslions.org
Molly Weglin	Special Education Teacher	molly.weglin@mpslions.org
Sierra Frickey	District School Nurse	sierra.frickey@mpslions.org

Section 6 Support Staff

Name	Position	Email
Lacy Bernhardt	Paraprofessional	lacy.bernhardt@mpsliions.org
Vanessa Chapman	Library Paraprofessional	vanessa.chapman@mpsliions.org
Kayla Christensen	Paraprofessional	kayla.christensen@mpsliions.org
Bonnie Graham	Paraprofessional	bonnie.graham@mpsliions.org
Belinda Ingersoll	Paraprofessional	belinda.ingersoll@mpsliions.org
Jessi McLamb	Computers Paraprofessional	jessi.mclamb@mpsliions.org
Ashley Morgheim	Paraprofessional	ashley.morgheim@mpsliions.org
Alyssa Stone	Paraprofessional	alyssa.stone@mpsliions.org
Tara Wynne	Paraprofessional	tara.wynne@mpsliions.org
Julia Cullan	Food Director	julia.cullan@mpsliions.org
Sydney Steiner	Head Cook	sydney.steiner@mpsliions.org
Shanna Brown	Cook	shanna.brown@mpsliions.org
Toby Black	Custodian	toby.black@mpsliions.org
Shad Barnes	Custodian	shad.barnes@mpsliions.org

Foreward

Section 7 School Calendar

Morrill Public Schools																								2023-2024 Calendar														
2023						Monthly Notes August through December						2024						Monthly Notes January through May																				
AUGUST						August 2023						JANUARY						January 2024																				
S	M	T	W	Th	F	S	3 and 4 orientation at MELC 3- 6 PM						S	M	T	W	Th	F	S	January 1-5 No School Christmas Break																		
			1	2	3	4	5	7 - MELC Staff Training						1	2	3	4	5	6	Jan 3 -5 Care only at MELC																		
6	7	8	9	10	11	12	10,11,14,15 Teacher Inservice/work days						7	8	9	10	11	12	13	8 and 9 Teacher work days																		
13	14	15	16	17	18	19	15 - Head Start Training MELC Staff						14	15	16	17	18	19	20	10 - Start of Second Semester																		
20	21	22	23	24	25	26	16 - First day of School Infant - 12th						21	22	23	24	25	26	27	28 Head Start Training MELC Staff																		
27	28	29	30	31													28	29	30	31			28 MELC Closed for staff Training															
Aug Staff and Student Days						16	12							Jan. Staff and Student days						18	16																	
SEPTEMBER						September 2023						FEBRUARY						February 2024																				
S	M	T	W	Th	F	S	4 - Labor Day No School						S	M	T	W	Th	F	S	13 and 15 PT Conferences 3-7																		
					1	2	15 - All staff dismiss 2:00											1	2	3	16 No School, Infant - 12th Grade																	
3	4	5	6	7	8	9	26 and 28 FT Conferences 3-7						4	5	6	7	8	9	10	18 Midwinter Conf. NO School Infant - 12th																		
10	11	12	13	14	15	16	29 NO SCHOOL Infant -12th						11	12	13	14	15	16	17	23 - All staff Dismiss 2:00																		
17	18	19	20	21	22	23												18	19	20	21	22	23	24														
24	25	26	27	28	29	30												25	26	27	28	29																
Sept. Staff and Student days						20	18							Feb. Staff and Student Days						21	19																	
OCTOBER						October 2023						MARCH						March 2024																				
S	M	T	W	Th	F	S	2- Dismiss 2:00 Staff PD 2:30 -4:30						S	M	T	W	Th	F	S	7-8 Mid winter break No School																		
1	2	3	4	5	6	7	13 No School Teacher PD/work day											1	2	14 end of 3rd quarter																		
8	9	10	11	12	13	14	20 End of first quarter - ALL staff dismiss 2:00						3	4	5	6	7	8	9	11 start of 4th quarter																		
15	16	17	18	19	20	21	23 Start 2nd quarter						10	11	12	13	14	15	16	15 - No School Infant - 12th PD/Work day																		
22	23	24	25	26	27	28	27 No School Infant -12th - Fall Break						17	18	19	20	21	22	23	26 PAC Musio Contest																		
29	30	31															24	25	26	27	28	29	30	H8 Classes will be remote														
Oct. Staff and Student days						21	20							Mar. Staff and Student days						18	17																	
NOVEMBER						November 2023						APRIL						April 2024																				
S	M	T	W	Th	F	S	10 All Staff Dismiss 2:00						S	M	T	W	Th	F	S	1 - Spring/Easter Easter Break																		
			1	2	3	4	17 - Morrill JH Wrest. Toum.						1	2	3	4	5	6	19 - Host George Calvert Track Meet																			
5	6	7	8	9	10	11	No School infant -12th - Staff day						7	8	9	10	11	12	13	No School Staff report																		
12	13	14	15	16	17	18	22-24 Thanks Giving Break No School Infant -12th						14	15	16	17	18	19	20	26 PAC Track MEET - No School -Staff Report																		
19	20	21	22	23	24	25	Nov. 17 and 22 Care only at MELC						21	22	23	24	25	26	27	30 Morrill JH Track Invite - No School - Staff Report																		
26	27	28	29	30			MELC Closed 23 and 24						28	29	30				19, 26 and 30 - Care only at MELC																			
Nov. Staff and Student days						19	18							Apr. Staff and Student days						21	17																	
DECEMBER						December 2023						MAY						May 2024																				
S	M	T	W	Th	F	S	8- No School Staff PD/Work Day						S	M	T	W	Th	F	S	8 Last day for Seniors																		
					1	2	21-End of 2nd qb/1st Semester - All staff Dismiss at 2 pm											1	2	3	4	10 - All Staff Infant - 12th Dismiss 2PM																
3	4	5	6	7	8	9	22 MELC - Care only						5	6	7	8	9	10	11	11 Graduation																		
10	11	12	13	14	15	16	22 - 31 No School Christmas Break						12	13	14	15	16	17	18	17 Last student Day All staff dismiss at 2 pm																		
17	18	19	20	21	22	23	Dec 27-29 Care only at MELC						19	20	21	22	23	24	25	20-21 - Staff work days																		
24	25	26	27	28	29	30												26	27	28	29	30	31	22 MELC Start Summer Program														
31																																						
Dec. Staff and Student Days						15	14	Red Numbers						May Staff and Student days						15	13																	
1st Sem. Staff and Student days						91	82	No School/No Staff Days						2nd Sem. Staff and Student days						93	82																	
Last Day of Semester Dismiss 2:00						Blue Numbers						Yellow Dates																										
All Fndays will dismiss at 2:00						Teacher PD/Work days						Parent Teacher Conferences																										
PT Conference Days Dismiss 2:00						Green Dates						Red Dates																										
						Start of Qtr or semester						End of Quarter or Semester																										
						Purple Numbers																																
MELC = Morrill Early Learning Center						Home Tournaments or Meets - Staff Report																																
						Green Checker dates																																
						Care Only Days at MELC						Care days = Extra Contract days, for MELC contracted staff																										

Article 1 – Vision and Goals

Section 1 School Vision Statement

Morrill Public Schools works collaboratively with all stakeholders to educate and empower students to successfully navigate their future.

Section 2 Goals and Objectives

At Morrill Elementary, our goals are to:

- Provide a strong foundation of basic skills for all students
- Establish a positive culture of respect, lifelong learning, and working with others
- Instruct students to read fluently and comprehend at grade level
- Instruct students to perform math computation and application at grade level
- Instill interest and exploration in science, social studies, technology, fine arts and physical activity
- Teach and reinforce positive behavior and social skills
- Build meaningful relationships with adults and peers

The school recognizes each student as an individual, differing in ability and socio-economic background. The school will, therefore, attempt to provide an opportunity for each individual to reach his or her full potential as a student and member of a democratic society. (Reference Board Policy 102.00)

Section 3 Mutual Respect

Morrill Elementary expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 4 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter. (Reference Board Policy 504.01)

Steps of Complaint Procedure:

1. Schedule a conference with the staff person most immediately or directly involved in the matter.
2. Address the concern to the Principal if the matter is not resolved in Step 1.
3. Address the concern to the Superintendent if the matter is not resolved in Step 2.
4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

All information to be considered at each step should be placed in writing in order to be most effective. The nature of the complaint often determines the amount of time needed to come to resolution. However, actions or decisions will be expedited as quickly as possible.

Criticism

If a parent is dissatisfied with the school or any specific aspect of the school, please do not

Article 1 – Mision and Goals

criticize the teacher in your child’s presence. Please use the procedure mentioned above to handle issues. Your disapproval will lower your child’s confidence in school and his/her teacher and weaken the student’s desire to do his/her best work. It is in the child’s best interest that we work together as a unified team.

Communication

Good Communication is imperative between the school, students and school families. Morrill Elementary will communicate with students and parents through a variety of methods including:

- Daily Announcements
- Monthly Calendars
- School Website
- School Facebook
- Staff Sites
- Email
- Automated Calls
- Notes or Letters sent home with students & posted digitally
- Phone Calls
- Home Visits
- Morning Meetings, Class Meetings, Parent Meetings

Please make communication a ‘two-way’ street by providing a **working phone number on file**. We need this to be current in case of an emergency. Please do not block the school’s number.

Article 2 – School Day

Section 1 School Day

Monday-Thursday	8:00 am – 3:20 pm
Friday	8:00 am – 1:50 pm
Supervision Hours	7:40 am – 3:30 pm (M-Th) 7:40 am – 2:00 pm (F)

For safety purposes, students are not allowed to arrive before 7:40 am and must leave school immediately, unless attending a school program or at the request of a teacher or the principal.

Elementary Arrival and Departure:

7:40 am – 8:00 am	Building Open Breakfast in the Cafeteria Soft Start in Classrooms (if not eating breakfast or when finished)
8:00 am	Bell Rings (arrival after 8:00 am is tardy)
3:20 pm	Dismissal time (M-Th)
1:50 pm	Dismissal time (F)

When arriving at school, students may enter the building at two locations:

1. The WEST parking lot double doors
Cafeteria doors for breakfast; Foyer doors for soft start

Article 2 – School Day

2. The EAST side is for bus drop off only
Cafeteria door for breakfast; Foyer doors for soft start
There is NO through traffic on the east side between 7:30 am to 4:30 pm

Morrill Elementary Hug & Go

For safety reasons, we have instituted a Hug and Go procedure to limit the amount of additional people in our building during arrival and dismissal times. If you must enter the building, please remain in the office/foyer area to give a hug before your child goes to class. If parents or guardians need to go past the wooden double doors to a classroom, please sign in at the office for a visitor's badge or lanyard. If you would like to plan a visit to your child's classroom, please schedule it with the classroom teacher. This helps us to monitor guests and keep our kids safe.

*Parents may walk their child to the classroom on the first day.

If you know your child will be absent, please call the school office and report his/her absence by 8:30 am. Please notify the bus driver(s) if possible. Parents/Guardians WILL BE CALLED if we have not been notified of the absence.

Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio, social media, etc.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.**

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and the MPS app. Parents should have a plan in place to accommodate these circumstances. If transportation is not available (for any reason), it is the parent's responsibility to transport the child to and from school.

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day.

What Not to Do: Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a**

Article 2 – School Day

tornado warning. Tornado safety procedures are practiced regularly by students and staff members.

Section 3 Open-Closed Campus

Students are not allowed to leave school grounds without school official and parent's permission. Parents can take their child to lunch, but we require that the child be back in school when their class resumes for the afternoon. Please confirm the time with the office or your child's teacher. Parents may also eat lunch with their child in the cafeteria.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school prior to 8:00 am every morning. The school provides supervision beginning at 7:40 am. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the principal determines it to be necessary due to inclement weather or other factors. Students are to enter through the cafeteria or main foyer doors on the west and east sides of the building.

Students are dismissed at 3:20 pm (M-TH) and 1:50 pm (F). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **After those times the school is not responsible for supervision of students. The school is not responsible once the students are to have left school grounds.**

Certain days on the calendar, such as Fridays, are shortened or early dismissal days. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. *Parents are not to go directly to the classrooms.* The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the principal and provide the principal with a copy of that order to maintain on file at the school. (Reference Board Policy 503.05)

Supervision at Dismissal

Parents or guardians of children in K-6, who do not use district-provided transportation after dismissal, may request the school not release the child to walk home after dismissal unless the child is released to the parent, legal guardian, or an escort designated by the parent or guardian. Parents must submit a completed written request with the principal to this effect.

Article 2 – School Day

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number on file in the event of an emergency closing or situation that requires the immediate presence of a parent or guardian. It is recommended that parents inform the school office of any alternate destinations or arrangements

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 – Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. **There is a 30-minute limitation to classroom visitations to limit disruptions to the learning environment. All visits must be prearranged with the classroom teacher or Mrs. Lackey.**

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-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 abide by our District's policy.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Items at School

The school is not responsible for lost or stolen items or money at school. We ask that students do not bring toys to school unless required for a special activity. No pets of any kind are allowed at school without the permission from the classroom teacher or principal. Teachers and the principal may give special permission for pets to be brought to school for special events or activities. Students are not to bring excessive amounts of money to school.

Article 3 – Use of Building and Grounds

Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. (Reference Board Policy 504.09)

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. (Reference Board Policy 504.16)

Section 6 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 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program (IEP) meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Phones

Students may use the school phone if given permission by the teacher or principal.

Article 3 – Use of Building and Grounds

Students may not use cell phones during the school day. All cell phones will be turned into the classroom teacher at the start of the day and will be returned at the end of the day.

Section 9 Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. The lost and found area is in the foyer near the office. All lost and found items that are not claimed by the end of the quarter will be given to the MES clothing closet or Morrill Mall.

Section 12 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal, school nurse, or any school personnel. An accident report will be completed by all parties involved.

Section 13 Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier.

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 by the Principal's office. 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 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Article 3 – Use of Building and Grounds

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. (Reference Board Policies 606.08 and 606.08R1)

Article 4 – Attendance

Section 1 Attendance Policy

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age. (Refer to Nebraska Statute 79-201)

Admission

A student must be five (5) years of age on or before July 31 to be enrolled in Kindergarten. Kindergarten students and any other students entering Morrill Public Schools for the first time from out of state, must present a valid birth certificate, a complete record of immunizations, a physical, and eye examination, which are all requirements as specified by Nebraska School Law. Students will be required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, hepatitis B, tetanus, and varicella (chicken pox). This must be taken care of prior to enrollment and any students not in compliance shall not be permitted to continue in school. (Refer to Nebraska Statute 79-214)

Early Entrance

Morrill Elementary does offer “early entrance” that meets the following criteria set forth below. Parents seeking early entrance to Kindergarten (birthdays from August 1-October 15) are asked to inform the principal by May 1 of the upcoming school year.

“The board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board. Each school board shall, for purposes of this subdivision, approve and make

Article 4 – Attendance

available a recognized assessment procedure for determining if a child is capable of carrying the work of kindergarten. The school board shall update approved procedures as the board deems appropriate.” (Refer to Nebraska Statute 79-214)

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence. (Reference Board Policy 503.03)

1. Excused Absences: Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval.

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

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any in-person activities that are not possible to replicate and for any class work not completed from the absence.

Tardy to School

Students will be considered tardy to school if they are not present when school begins at 8:00 am.

Leaving School or Class

Students who 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 school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant. (Reference Board Policy 503.03)

Excessive Absences

Students who accumulate five (5) absences in a quarter or 20 or more days in the school year shall be considered to have excessive absences. The accumulation of one-half days of absence are counted in total days missed. When a student has excessive absences, the following procedures will be implemented (Reference Board Policy 503.04):

- The principal will notify the parent in writing of excessive absences.
- Meeting(s) shall be held with the school attendance officer, school counselor, and parents/guardians to develop a plan to reduce barriers and improve attendance. Refusal to meet will be documented.

Article 4 – Attendance

- The collaborative plan shall consider, but is not limited to, review of illness or medical conditions, educational counseling, educational evaluation, referral to community agencies, family or individual counseling, or other services.
- A report will be filed with the County Attorney that Nebraska truancy laws have been violated, which may result in legal action against the parent or guardian. Parents will receive written notification of this action.
- A student that misses 20 or more days may be considered for disciplinary action such as suspension and expulsion. Students may also be considered for retention. Cases are handled on an individual basis.

Section 3 Make-up Work

The student and/or parent has the responsibility to contact teachers regarding make-up assignments and their specific classroom policy. Generally for excused absences, two school days will be allowed to make up the work for each day missed. Special circumstances (long illness, injury, etc.) will be considered by both the teaching staff and principal concerning an extended absence.

Section 4 Attendance is Required to Participate in Activities

Students must attend school one-half of the day of any scheduled school activity in order to participate in the activity. This includes music concerts, athletic contests, and practices. Failure to attend school will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. (Reference Board Policy 503.04)

Article 5 – Scholastic Achievement

Section 1 Grading System

The following grading system is used in grades K-2:

- 1-Beginning
- 2-Progressing
- 3-Proficient
- 4-Advanced

The following grading system is used in grades 3-6:

90-100	A	Excellent
80-89	B	Good-Above Average
70-79	C	Satisfactory-Average
60-69	D	Needs Improvement-Below Average
0-59	F	Failing

Report Cards are issued every 9 weeks (4 times a year).

Grades K-1 uses a skills-based report card.

Grade 2 uses a combination of skill-based and percentage/letter grades system.

Grades 3-6 use the percentage/letter grades system on report cards.

Computers, Music, Library, and Physical Education classes are graded.

Section 2 Placement, Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. 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 professional staff to be appropriate for the educational interests of the student and the educational program.

Teachers will notify parents following the third quarter reporting period if retention is being considered. All available data will be considered by the teacher, administrator and parents in reaching a decision about retention.

Section 3 Report Cards

It is very important for students and parents to be informed about the student's progress in school.

- Report cards are issued at the end of each nine-week period. The school calendar included in the handbook designates these dates.
- Report cards will be given to parents at the 1st and 3rd parent-teacher conferences.
- Report cards will be sent home with students at the end of the 2nd and 4th quarter period.

Article 5 – Scholastic Achievement

- Mid-quarter progress reports will be sent home with students in grades 3-6 at the conclusion of the fifth week in each quarter IF a student is failing or near failing in a subject area.

Section 4 Parent-Teacher Conferences

Please make every attempt to attend parent-teacher conferences. Students benefit when parents, teachers and the school work together and support each other.

- K-6 will have two parent-teacher conferences during the school year.
- Conferences are held near the sixth week of the first and third quarters of school.
- Parents will be notified by teachers to schedule their preferred conference time, or they may call the school office for assistance.
- Individual conferences may be requested by teachers or parents as needs arise. Please contact the teacher or school office to schedule.

Section 5 Assessments

Morrill Elementary uses the following assessment schedule to monitor student progress and meet the requirements of the Nebraska Department of Education:

Assessment	Subject	Grade Levels	Time of Year
NWEA Growth & NSCAS State Testing	Math Reading Language Usage Science	Grades 3-6	September December April/May
Acadience-DIBELS	Phonemic Awareness (K-1) Reading Fluency (1-6) Math Computation Math Application	Grades K-6	August December May
Curriculum Based Testing Examples: ARC Reading- IRLA Really Great Reading iReady Diagnostic	All Subjects	K-6	On-going

Section 6 Individualized Reading Plan

The Nebraska Reading Improvement Act LB-2601 requires reading assessment of K-3 students and the development of an individualized plan for students with potential reading deficiencies. Morrill Elementary uses Acadience Reading (DIBELS) to measure reading progress. This assessment is approved by the Nebraska Department of Education and is administered three times a year. At Morrill Elementary,

- Teachers complete the first assessment within the first 30 days of school to identify students who may have a reading deficiency.

Article 5 – Scholastic Achievement

- Teachers develop an individualized reading plan (IRP) for students with identified reading deficiencies.
- Parents or guardians are notified in writing or electronically of a student’s IRP within 15 days of the identification.
- Teachers monitor progress on reading skills such as phonological awareness, sound-symbol correspondence, decoding, fluency, and comprehension.
(Reference Board Policy 604.14)

Article 6 - Support Services

Section 1 Title I

Morrill Elementary School is a school-wide Title I school. The Title I program provides remedial help for students in the areas of math and reading. Any student can receive assistance through the Title I program because of the school-wide status.

Section 2 Special Education Services

Special Education services are available to all students that qualify through the criteria set by the Nebraska Department of Education.

What Does Special Education Mean

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student’s placement in a special education program is dependent on the student’s educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student’s educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change

Article 6 – Support Services

the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child. (Reference Board Policy 612.05)

Anyone interested in obtaining a copy of the District’s special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education, are also available at the Nebraska Department of Education’s website: <http://www.nde.state.ne.us/SPED/sped.html>.

Section 3 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. For more information: [Section 504 Fact Sheet](#).

Section 4 Guidance & Counseling Services

Morrill Public Schools employs counselor(s) to develop and teach social-emotional skills, help students to discuss problems and resolve conflicts. The elementary counselor provides individual and group counseling, developmental guidance activities and support based on individual and school needs. If you wish to see the counselor, stop by the counselor’s office and/or call to make arrangements for an appointment.

Section 5 English Language Learners (ELL) Program

A home language survey will be completed to identify students who may qualify as an English Language Learner. Students who qualify receive additional language support services. Reference Nebraska Department of Education Rule 15.

Section 6 School Nurse

School Nurse	Sierra Frickey	308-247-2176	sierra.frickey@mpslions.org
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The Morrill Public School nurse is available to all students K-12. She shares her time between 3 school buildings. The school nurse provides health screenings in accordance with the Nebraska Department of Health and Human Services, maintains permanent health records, communicates with families regarding student health, and assists with the health education curriculum.

An Annual Health Update form will be sent home at the beginning of the school year or upon enrollment. Please list any health conditions at that time. If your child has severe allergies that require an Epi-pen, diet modification, asthma, diabetes, seizures, or any other medical concerns, please contact the school nurse for any additional paperwork that may need to be completed.

When a student is too ill to attend classes, it is expected that the parents make arrangements for the child to recuperate at home or elsewhere outside of the school. The school cannot care for sick children, they must be taken home.

Article 6 – Support Services

Occasional colds and upset stomachs are a common experience in a student's life. Many times when these conditions are minor, the child can and should continue to attend classes using good health practices.

If a student is not to participate for more than 3 days in physical education due to a health condition, please provide the school with a note from your healthcare provider.

Section 7 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include **working** emergency daytime phone numbers on your child's student emergency information 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.

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 your 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 child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a 30-day supply.

School Health Screenings

Children in kindergarten through fourth grades, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months

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prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician’s assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations For 2023-24 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district’s entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 01/26/2018

Article 6 – Support Services

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

Continence, Toilet and Vomiting Occurrences

When a child becomes ill at school, vomiting and soiling are often an unfortunate result. Although most classroom teachers and/or the school nurse would assist in an emergency situation, there is no expectation that routine and predictable incidents are dealt with by school staff. Parents will be contacted and expected to pick up their child as soon as possible.

When regular wetting and soiling occurs, notified parents are expected to pick up their child as soon as possible. We ask that the child be showered, dressed in fresh clothing, and returned to school if possible. In extreme cases, a need for spare clothing, to be provided by the parent, will be requested.

It is of course recognized that students are allowed adequate bathroom breaks during the school day and that all staff members are respectful of student bathroom requests.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at your child's school.

Article 6 – Support Services

Emergency Response to Life-threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

Morrill Public Schools will follow the emergency response protocol outlined by Nebraska Department of Education Rule 59 in the case of life-threatening asthma or systemic allergic reactions.

EDUCATION PLAN FOR ASTHMA/ANAPHYLAXIS EMERGENCY RESPONSE TEAMS

PROTOCOL

Emergency Response To Life-Threatening Asthma Or Systemic Allergic Reactions (Anaphylaxis)

DEFINITION: Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.*

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or *medication*, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. **CALL 911**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen® and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

Source: <http://www.airenebraska.org/rule-59-protocol.html>. Complete Rule 59: http://www.education.ne.gov/wp-content/uploads/2017/10/Rule59_2006.pdf

Article 6 – Support Services

Section 8 Food Services

Morrill Public Schools operates a school breakfast and lunch program. Children may eat school lunch, bring a sack lunch and purchase milk, or go home for lunch. Please do not send pop, energy drinks, etc. with your child's lunch. Please let the office know in advance if you will be eating with your child.

The lunch program accounting system is a prepay system, which means that you deposit money into your student's individual lunch account and as your student(s) eat at school, the meal charge is deducted from their individual account balance. Payments can be made on the district's website, at the elementary school office or by sending the payment with your child to school.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals". The student will only be able to be provided the "courtesy meal", no extra sides or additional items will be provided. Thereafter, if a student has no funds available to pay for a meal, no food will be provided. School staff may prohibit any student from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. (Reference Board Policy 3012)

Lunch statements will be sent home twice a month if the student's individual lunch account balance is low or falls to a zero or negative balance. The statement will provide the account status and the amount owed. It is necessary to keep money in the student's individual account so your child(ren) can continue to purchase school lunch.

Meal Type	Cost	Time Served
Elementary Student Breakfast	\$2.60	7:40 am-8:00 am
Elementary Student Reduced Breakfast	\$0.30	
Adult Breakfast	\$3.00	
Elementary Student Lunch	\$3.75	K-1 11:15 am
Elementary Student Reduced Lunch	\$0.40	Grades 2-3 11:40 am
Adult Lunch	\$5.00	Grades 4-6 12:00 pm
Extra Milk	\$0.50	
Seconds (Main Entrée)	\$1.50	

**Prices are subject to change based on availability of product(s).

Section 9 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. (Reference Board Policy 801.01)

Article 6 – Support Services
Behavior on School Buses

I. General Conduct Rules Apply: While riding school buses, you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. Special Conduct Rules for Riding School Buses

Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraprofessional or adult on the bus.
 2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 3. Talk quietly and use appropriate language.
 4. Keep all parts of your body inside the bus.
 5. Keep your arms, legs and belongings to yourself.
 6. No fighting, harassment, bullying, intimidation or horseplay.
 7. Do not throw any objects.
 8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
 9. Do not bring any weapons (real or imitation) or dangerous objects on the school bus.
 10. Do not damage the school bus.
- ** (Reference Board Policy 504.04)

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Safe and Drug-Free Schools—Parental Notice

Pursuant to the provisions of federal law, 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 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. (Reference Board Policy 504.15)

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

***Please refer to Student Conduct and Discipline Handbook for additional information.**

At Morrill Elementary School, our goal is to provide a positive learning environment. When a student is keeping a teacher from teaching and other students from learning, that student will be removed from the classroom. The amount of out of class time and further consequence will be determined by the building principal and classroom teacher.

Morrill Elementary utilizes Positive Behavioral Interventions and Supports (PBIS) in our approach to school discipline. Students are taught expectations for appropriate behavior and held accountable for both their positive and negative actions. It is always the goal of Morrill Elementary Staff to keep students in class and learning. However, when necessary, Morrill Elementary will use the following guideline in addressing negative behaviors:

1. Teachers or staff members will warn or redirect students within the classroom.

Article 8 – Student Conduct Rules

2. Three or more warnings within one school day will result in a behavior incident note or “blue note” to be sent home. The note will explain the events that lead to the blue note.
3. Student takes form home to parent or guardian. We request that parents or guardians sign and return the form. The student must bring the signed form back to school on the next school day.
4. Further disciplinary action will be taken when a student fails to bring the form back to school. The teacher or staff member will make one attempt to contact the parent or guardian when the form is not returned to school (phone call, email, etc.)
5. More serious behaviors or repeated behaviors will result in an Office Referral or “yellow note”. Students will be sent to the principal to initiate the discipline process.
6. A student that receives blue and/or yellow notes in one quarter is ineligible for certain rewards or incentives.

Section 2 Behavior Consequence Ladder

Morrill Elementary Behavior Consequence Ladder 2023-2024

There are several categories of inappropriate student actions listed in the table below. The behaviors range from minor offenses, those not typically associated with disrupting the learning process, to major offenses that may result in automatic suspension. The list is not meant to be totally inclusive. The principal will decide the appropriate consequence for behavior or situations not specifically addressed.

Behavior	Expected Behavior	First Offense	Second Offense	Third Offense	Fourth or Subsequent Offenses
Disrespect *Defiance *Classroom Disruption *Refusing to obey or follow a request or rule given by an adult *Talking back to an adult *Disrespect to staff or students *Excessive talking in class *Inappropriate classroom behavior *Inappropriate cafeteria behavior *Disruption of assemblies or programs *Insubordination or disobedience *Open or persistent defiance of authority *Severity of the disrespect may result in more immediate and severe consequences	<i>Morrill Elementary students are expected to respect and obey rules and instructions of staff members.</i>	Lunch/recess detention Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	3 days lunch/recess or after school detention Principal contacts parents	ISS -- 1 full day Parent, teacher, principal, counselor meeting must occur before student can return to the classroom	ISS -- 3 days Possible OSS, depending on severity or repetitive nature
Disrespect of Morrill Elementary Staff One of the most important things we can teach our children is how to treat others, adults included. Morrill Elementary works to provide a safe, kind and respectful learning environment for all. Disrespect to staff will not be tolerated and will be handled accordingly.					

Article 8 – Student Conduct Rules

Academic Integrity *Using notes or other materials and/or students to complete the work or test without approval of the teacher. *Cheating *Missing or lack of homework *Late work *Lack of effort *Academic dishonesty	Morrill Elementary students will act with integrity when doing their work and/or tests.	Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	Lunch/Recess or after school detention Principal contacts parents Student will complete or redo assignment(s)	3 days of lunch/recess or after school detention Student will complete or redo assignment(s) Parent, teacher, principal, counselor meeting scheduled	ISS -- 1 or more days (depending on situation) Student will complete or redo assignment(s) Review of academic performance, create behavior plan
Technology Use *Possession of cell phone or electronic device during school day *Use of cell phone during school day without permission *Inappropriate use of technology *Searching for topics unsuitable for school *Cyberbullying *Sexting	Morrill Elementary students are expected to be respectful and responsible when using technology & devices at school.	Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	Loss of device privileges for 1 week (if appropriate) Principal contacts parents	Loss of device privileges for 1 month (if appropriate) Parent, teacher, principal, counselor meeting scheduled	ISS -- 1 or more days (depending on situation) Review of incidents, create a behavior plan

Minor Verbal Aggression *Profanity/vulgarity *Inappropriate language *Low-level name calling *Name calling related to academic ability, body shape or appearance, family income or characteristics *Comments related to exclusion	Morrill Elementary students are expected to respect each person's right to a safe environment. They are also expected to use language acceptable for the time, place, and manner.	Lunch/recess detention Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	3 days lunch/recess or after school detention Principal contacts parents	ISS -- 1 day Parent, teacher, principal, counselor meeting scheduled	ISS -- 3 or more days to be determined by severity or repeated offenses Possible OSS
Major Verbal Aggression *Threatening comments or gestures *Making false reports *Use of words relating to sexual orientation, race, or gender *Starting or spreading rumors or slander *Attempting to get a group to exclude an individual *Sexual comments or propositions *Harassment, intimidation, bullying	Morrill Elementary students are expected to respect each person's right to a safe environment. They are also expected to use language acceptable for the time, place, and manner.	2 days lunch/recess or after school detention Principal contacts parents	ISS -- 1 day Principal contacts parents	ISS -- 3 days Parent, teacher, principal, counselor meeting must occur before return to regular classroom	ISS -- number of days to be determined by severity or repeated offenses Possible OSS

Article 8 – Student Conduct Rules

Verbal Assault *One-sided, extreme verbal aggression toward another person or group of people. *Terroristic threats *May include written language *Depending on the nature of the threat and findings from a threat assessment, authorities may be involved at any time.	<i>Morrill Elementary students will comply to all rules and respect students and staff members. Students will speak in a manner that does not threaten others.</i>	ISS -- 1 full day Principal contacts parents Possible Threat Assessment	ISS -- 3 days Parent, teacher, principal, counselor meeting must occur before the student is allowed back into the classroom Possible Threat Assessment	ISS or OSS -- number of days dependent on severity of incident Possible Threat Assessment Parent, teacher, principal, counselor meeting must occur before the student is allowed back to school	OSS -- number of days dependent on severity of incident Possible Threat Assessment Parent, teacher, principal, counselor meeting must occur before the student is allowed back to school
Theft & Stealing *Taking something without permission that does not belong to you	<i>Morrill Elementary students are expected to respect the property of the school, the staff, and other students.</i>	Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed) Restitution is made by the student (cleaning, fixing, returning item, monetary compensation, or loss of privileges)	ISS -- 1 day Principal contacts parents Restitution made by student Authorities may be called	ISS -- 3 days Parent, teacher, principal, counselor meeting scheduled Restitution made by student Authorities called	OSS -- number of days dependent on incident or repetition Parent, teacher, principal, counselor meeting scheduled Restitution made by student Authorities called

Minor Physical Aggression *Shoving *Shouldering *Running into others roughly *Endangering behavior on school grounds (throwing rocks, snowballs, etc.) *Excessively rough play	<i>Morrill Elementary students are expected to be respectful to others by keeping hands, feet, body, and objects to self.</i>	Lunch/recess detention Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	ISS -- 1 day Principal contacts parents	ISS -- 3 days depending on severity or repetition Parent, teacher, principal, counselor meeting scheduled	ISS or OSS -- depending on severity or repetition Parent, teacher, principal, counselor meeting scheduled
Major Physical Aggression/Fighting *Slapping *Grabbing *Pushing *Punching *Choking *Kicking *Throwing or kicking an object at another person *Touching or grabbing private parts of others *Physical altercation between 2 or more students *Harassment, intimidation, bullying	<i>Morrill Elementary students are expected to be respectful by keeping hands, feet, body, and objects to self.</i>	ISS -- 1 day Principal contacts parents	ISS -- 3 days Parent, teacher, principal, counselor meeting scheduled	ISS -- 3 to 5 days depending on severity or repetition Parent, teacher, principal, counselor meeting scheduled Authorities may be called	OSS -- number of days to be determined by severity and repetition Parent, teacher, principal, counselor meeting scheduled Authorities may be called

Physical Assault *One sided physical aggression toward other students or staff members	<i>Morrill Elementary students will comply to all rules and respect students and staff members. They will keep hands and feet to themselves.</i>	ISS -- 1 day Principal contacts parents	ISS -- 3 days Parent, teacher, principal, counselor meeting must occur before the student is allowed back into the classroom Authorities called.	OSS -- 1 to 3 days depending on severity of incident Parent, teacher, principal, counselor meeting must occur before the student is allowed back to school Authorities called.	OSS -- 3 to 5 days depending on severity of incident Parent, teacher, principal, counselor meeting must occur before the student is allowed back to school Authorities called.
Vandalism *Deliberate, mischievous, malicious destruction of property *Unlawful entry	<i>Morrill Elementary students are expected to respect the property of the school, the staff, and other students.</i>	Restitution is made by the student (cleaning, fixing, or loss of privileges) Parents contacted by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	ISS -- 1 day Restitution made by student Principal contacts parents	OSS -- 3 days Restitution made by student Parent, teacher, principal, counselor meeting scheduled Authorities may be called	OSS -- number of days depending on severity of incident Restitution made by student Parent, teacher, principal, counselor meeting scheduled Authorities contacted
Other Major Incident *Leaving school grounds without permission *Indecent exposure *False fire alarm *Possession of weapons *Consequences determined by severity of offense, at administrator's discretion	<i>Morrill Elementary students are expected to be safe, respectful, and responsible at all times.</i>	ISS -- 1 day Principal contacts parents Authorities may be contacted.	ISS -- 2 or more days Parent, teacher, principal, counselor meeting scheduled Authorities contacted	OSS -- 1 day Parent, teacher, principal, counselor meeting scheduled Authorities contacted	OSS -- number of days depending on severity of incident Review incidents. Behavior plan created Authorities contacted

Bus *Inappropriate bus behavior *Out of seat *Destruction of property *Not keeping hands/feet to self *Disrespect *See Bus Conduct Contract for full list of rules, expectations, and procedures	<i>Morrill Elementary students are expected to be safe, respectful, and responsible at all times.</i>	Verbal warning Possible change in seating Bus driver will contact parents	Behavioral Incident Report and/or bus referral filled out & given to principal Principal will make parent contact Student suspended from bus for 5 days Restitution may be applicable	Behavioral Incident Report and/or bus referral filled out & given to principal Principal will make parent contact Student suspended from bus for 20 days Individual bus behavior plan will be made Parent, driver, principal meeting to be held before student is allowed back on the bus Restitution may be applicable	Behavioral Incident Report and/or bus referral filled out & given to principal Principal will make parent contact Student suspended from bus for the remainder of semester or year Restitution may be applicable
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Additional information regarding the Behavior Consequence Ladder:

- Consequence Ladder is generally geared toward 2-6 grades. K-1 teachers will work with the principal and parents to teach the correct expectations and determine when the use of the Consequence Ladder is appropriate.
- Consequences are subject to administrator's discretion. Mitigating circumstances may exist which influence a particular adjustment to the consequences outlined.

Article 8 – Student Conduct Rules

- Behavioral Incident Reports and formal Office Referrals must be signed and returned the next day. Failure to do so will result in lunch/recess detention until the paper is returned.
- The nature of some repeated offenses may constitute bullying.
- Behavior plans may be created and implemented at any point on the ladder.
- Students on an Individualized Behavior Plan will have clear guidelines and consequences that will be outlined in the IEP
- Students who move beyond a 3rd offense may have differentiated consequences depending on the type of offense. Administrative discretion will be applied.
- Offenses on the Consequence Ladder are accumulated per semester.

Section 3 Forms of School Discipline

Forms of School Discipline that may be utilized, but is not limited to, warning or redirection, lunch or recess detention, after school detention, short-term (1-5 days) suspension, long-term suspension (6-20 days), expulsion.

Section 4 Other Forms of School Discipline

Administrative and teaching staff may take actions regarding student behavior, other than removal of students from school, what are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity or requirements that a student receive counseling, psychological evaluation or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further disciplines, up to expulsion from school.

Section 5 Student Conduct Expectations

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

Section 6 Student Dress Code

Students at Morrill Public Schools are expected to dress in a way that is appropriate for the school setting. Student dress and grooming should reflect consideration for safety, health precautions and academic endeavors. Students should come to school and activities dressed in clean, neat and appropriate clothing. Following is a list of examples of items that are not appropriate for the school setting. Other items not listed are subject to administrative consideration and/or approval.

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans.
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance.

Article 8 – Student Conduct Rules

3. Hats, caps, stocking hats, bandanas or hoods are not to be worn in the building without special permission.
4. Bare feet (some type of footwear must be worn).
5. Clothing that could be used as a weapon (chains, spikes, spurs).
6. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, see-through or low-cut shirts, short shorts or skirts, sagging pants).
7. Clothing with tears or holes that show any inappropriate area of bare skin or undergarments.

Section 7 Cell Phones and Electronic Devices

Morrill Public Schools and staff are not responsible for any lost, damaged or stolen electronic devices including cell phones, iPads, etc. Any such device that is brought to school needs to be given to the classroom teacher in the morning before class begins. It will be given back to students at the end of the day. Students are not to have these items in their possession or in their locker during the school day.

Section 8 Anti-Bullying Policy

One of the missions of the District is to provide safe and secure environments for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. (Reference Board Policy 504.20)

Section 9 Network, E-Mail, Internet and Other Computer Use Rules

General Rules:

- The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- Individual users of the district network are responsible for their behavior, actions, problems and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the

network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

- Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

Etiquette and Rules for Use of Computers and the Network

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others.

Penalties for Violation of Rules

All of the policies, rules and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Student and Parent Agreements

Students and parents will be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment. (Reference Board Policy 606.06)

Section 10 Morrill Elementary Next Level Incentive

Morrill Elementary's Philosophy is to reward and acknowledge students for doing the right thing. Students receive recognition in several ways including verbal and written acknowledgement, Roar Awards, in-class recognition, Lions of the Month and Next Level events.

- Next Level events are held at the end of each quarter.
- Next Level activities may include: bowling, skating, hiking, movies, etc.
- All students are eligible for Next Level days if they meet the following requirements:
 1. 70% or higher in all core classes OR ALL work is turned in and on time.

Article 8 – Student Conduct Rules

2. No blue or yellow behavior notes per quarter
3. Does not have excessive absenteeism (5 or more absences per quarter)

Article 9 – Extra-Curricular Activities

Section 1 Student Fees Policy

The Board of Education of Morrill Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District. (Reference Board Policy 504.19)

Section 2 Attendance at Jr. High and High School Extra-Curricular Activities

Morrill Elementary Students are to abide by all school rules when attending any activity at Morrill Junior or Senior High School. The following consequences will take place if a student is not following school rules at a school activity:

- Student will be warned and corrected concerning behavior
- Student will be seated with parent or guardian
- Student will be sent home
- Further consequence/action may take place when a student returns to school.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

Morrill Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment or employment. Any person having concerns or needing information about the District's compliance to these policies should contact the Superintendent.

Article 10 – State and Federal Programs

Section 2 Anti-Discrimination & Harassment Policy

Elimination of Discrimination

Morrill Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students

Purpose: Morrill Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Morrill Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, is prohibited. (Reference Board Policy 504.18)

Section 3 Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the principal would be the next or alternative person to contact. (Reference Board Policy 504.18R1)

Section 4 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

A description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the

Article 10 – State and Federal Programs

decisions about your child and to inform you of your rights if you disagree with any of these decisions. For more complete information: [Section 504 Fact Sheet](#)

Section 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. (Reference Board Policy 507.01 E1)

Section 7 Notice Concerning Directory Information

The District may disclose directory information. A parent has the right to refuse to let the District designate information about the student as directory information. The parent will receive a permission notice annually or upon enrollment. (Reference Board Policy 507.02 and 507.02E1)

Section 8 Combined District and School Title I Parent and Family Involvement

Morrill Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA (Every Student Succeeds Act) of 2015. (Reference Board Policy 1005.12)

Section 9 Student Privacy Protection Policy

It is the policy of Morrill Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws.

Section 10 Parental Involvement

General - Parental/Community Involvement in Schools

Morrill Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students. (Reference Board Policy 1005.03)

Section 11 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. (Reference Board Policy 503.09)

**RECEIPT OF 2023-2024 STUDENT - PARENT HANDBOOK
OF MORRILL PUBLIC SCHOOLS**

This signed form acknowledges receipt of the 2023-2024 Student-Parent Handbook of Morrill Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. 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 respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:
Classroom Teacher or Morrill Elementary School Office

AVAILABILITY OF HANDBOOKS

The 2023-2024 Student-Parent Handbook of Morrill Public Schools is available on the internet at mpslions.org.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2023-2024 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this use of technology to improve school-home communication.

Please return to the Principal's Office by **September 1, 2023**. This will allow us time to get the Handbook to all students and parents while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2023-2024 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

****If you prefer a printed copy of the handbook, please contact the elementary office at (308) 247-2176.**

Name