

Morrill Early Childhood Center Parent Handbook



2023-2024

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Morrill Public Schools- Morrill Early Learning Center - Parent Handbook

2023-2024 School Year

Foreword

Dear Families,

The Morrill Early Learning Center believes that a parent is the child's first primary teacher. By supporting parents, Morrill Early Learning Center will allow children to learn in a play-oriented learning environment. Cognitive, physical, social and emotional development will be enhanced in a child based setting. The center, along with input from families, will meet each child at his or her developmental level and provide activities to meet those individual needs.

As a child's first and most important teacher, parents are a vital part to the success of Morrill Early Learning Center. Parents are encouraged to participate in their child's education as fully as possible. Parents are always welcome to visit the Center at any time. Parent Teacher Conferences are held twice a year. Parents will be invited to the school to discuss each child's progress and development. Parents may also request a meeting with the teachers at any time,

Morrill Early Learning Center also provides support and resource information to help strengthen families. A resource bulletin board is available for all families. Parents are also encouraged to participate in the Parent/Teacher Committee Meetings/Gatherings to network with other parents and to assist in the success of the center. The topics and presentations are planned by the parents with the support of the staff.

We are looking forward to working alongside you on this parenting journey.

Sincerely,

Sunny Edwards, Morrill Early Learning Center Principal

Section 1 Intent of Handbook

This handbook is intended to be used by parents, and staff as a guide to the rules, regulations, and general information about Morrill Public Schools. Parents are encouraged to use this handbook as a resource and to assist their child in following the expectations contained in this handbook.

Although the information found in this handbook is detailed and specific to many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during the 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 education 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 administrator will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 Members of the Board of Education

Art Frerichs- Board President
Bill Watson- Vice President
Cortney 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
Sunny Edwards	Early Childhood Principal	(308) 247-3412 sunny.edwards@mpslions.org
Brooklyn Clyncke	Early Childhood Building Coordinator	(308) 247-3412 brooklyn.clyncke@mpslions.org

Section 4 School Contact Information

Morrill Early Learning Center Phone: (308) 247-3412 Fax: (308) 247-2196 Morrill Early Learning Center 508 Jefferson Avenue Morrill, NE 69358
School Website: www.mpslions.org Download the App: Morrill Lions, NE

Section 5 Teaching Staff

Name	Position	Email
Elisha Barron	Infant Teacher	elisha.barron@mpslions.org
Ashley Kessler	Toddler Teacher	ashley.kessler@mpslions.org
Kyla Odermann	Preschool Teacher	kyla.odermann@mpslions.org
Yesenia Ramirez	Preschool Teacher	yesenia.ramirez@mpslions.org
Nikita Anderson	Preschool Teacher	nikita.anderson@mpslions.org
Janelle Anderson	Afterschool Teacher	janell.anderson@mpslions.org
Becky Jo Wylie	Early Childhood Resource Teacher	becky.wylie@mpslions.org
Kristen Skavdahl	District Licensed Mental Health Professional	kristen.skavdahl@mpslions.org
Sierra Frickey	District School Nurse	sierra.frickey@mpslions.org

Section 6 Support Staff & Head Start Personnel

Name	Position	Email
Maribelle Rodriguez	Infant Co-Teacher	maribelle.rodriguez@mpslions.org
Kendra Morehead	Toddler Co-Teacher	kendra.morehead@mpslions.org
Dylan Gardner	Infant/Toddler Paraprofessional	dylan.gardner@mpslions.org
Joanna Campbell	Preschool Co-Teacher	joanna.campbell@mpslions.org
Kyla Boardman	Preschool Co-Teacher	kyla.brugemann@mpslions.org
	Preschool Co-Teacher	
	Preschool Paraprofessional	
	Preschool Paraprofessional	
	Floating/Afterschool Paraprofessional	
Krystie Hohnstein	Head Start Director	308-635-3696
Kerry Mehling	Head Start Assistant Director	308-635-3696
Roxanne Humphries	Partnership Education and Special Services Manager	308-635-3696
Elise Gurrola	Partnership Liaison	egurrola@esu13.org
	Head Start Family Advocate	

<div> <div>Morrill Public Schools</div> <div>Infant- Grade12</div> </div>										<div> <div>2023-2024 Calendar</div> </div>															
<div> <div>2023</div> <div>Monthly Notes August through December</div> </div>										<div> <div>2024</div> <div>Monthly Notes January through May</div> </div>															
<div> <div>AUGUST</div> <div>August 2023</div> </div>										<div> <div>JANUARY</div> <div>January 2024</div> </div>															
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	26 Head Start Training MELC Staff								
27	28	29	30	31						28	29	30	31				26 MELC Closed for staff Training								
Aug Staff and Student Days 16 12										Jan. Staff and Student days 18 16															
<div> <div>SEPTEMBER</div> <div>September 2023</div> </div>										<div> <div>FEBRUARY</div> <div>February 2024</div> </div>															
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 PT Conferences 3-7			4	5	6	7	8	9	10	19 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															
<div> <div>OCTOBER</div> <div>October 2023</div> </div>										<div> <div>MARCH</div> <div>March 2024</div> </div>															
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																		

Article 1- Mission and Goals

Section 1 School Mission & Vision Statement

Mission Statement

At MPS, every student matters and every moment counts!

Vision Statement

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

Morrill Early Learning Center Mission Statement

#ALL Cubs ALL Prides ALL the time.

We believe that all young children should have access to a quality early learning childhood program that will promote success at every level.

Section 2 Goals and Objectives

Morrill Early Learning Center believes that a parent is the child's first teacher. By supporting parents, Morrill Early Learning Center will allow children to learn in a play-oriented learning environment. Cognitive, physical, social and emotional development will be enhanced in a child based setting. The Center, along with input from the families, will meet each child at his or her developmental level and provide activities and support to meet those individual needs.

Morrill Early Learning Center is A Collaboration between Morrill Public Schools, Educational Services Unit #13 Head Start, and DHHS

Morrill Early Learning Center is a partnership between Morrill Public Schools, ESU#13 Head Start, and DHHS. Our purpose is to provide the highest quality care and school experience for all children in our communities.

Morrill Early Learning Center is governed by the Morrill Board of Education, ESU#13 Board of Directors, ESU#13 Head Start Policy Council and NDE's Rule 11. Morrill Early Learning Center follows all federal, state, and local regulations and the Head Start Performance Standards.

Morrill Early Learning Center is licensed through the Department of Health and Human Services (DHHS). Our license # is CCC9665. A copy of DHHS licensing requirements will be provided upon written request.

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 Early Learning Center expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member will not be tolerated.

Section 4 Complaint Procedures

The proper procedure for a parent 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 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 a resolution. However, action 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 criticize the teacher in your child's presence. Please use the protocol mentioned above to handle issues. Your disapproval will lower your child's confidence in school and his/her teacher. 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 Early Learning Center will communicate with parents and caregivers through a variety of methods including:

BrightWheel
Weekly Classroom Newsletters
School Website
Morrill Early Learning Center Facebook page
Automated calls
Email
Phone Calls

Home Visits

Notes or letters sent home with your child in their backpack

Parent/Teacher Committee Meetings

Family Gatherings

Please make communication bi-directional by providing a working phone number to be kept on file. We need this to be current in case of an emergency.

Article 2- School Day

Section 1 School Day & Extended Hours

Monday-Thursday 7:40 a.m.- 3:20 p.m.

Friday- 7:40 a.m.- 1:50 p.m.

Before school 7:00 a.m. - 7:40 a.m.

After school 3:30 p.m.- 6:00 p.m.

*****Friday's Infant-12 grade dismissal at 2:00- NO CARE PROVIDED*****

If you know your child will be absent, please call the school office and report his/her absence before 9 a.m. Please notify the bus driver(s) if possible.

Parents/Guardians of all students Infant, Toddler, and Preschool WILL BE CALLED if we have not been notified of the absence.

Arrival and Departure

Parents need to sign their child in on the Brightwheel App upon arrival and out upon departure. It is important that you check your child in accurately, as this information is used to generate monthly billing statements. It is the parents responsibility to notify the early childhood building if your child's pick up plans, or bus riding plans change. If your child normally rides the bus, we will put them on the bus unless we hear from the parent about a change of plans. Students will not be permitted to leave the building unless someone authorized comes to pick them up. All parents will be required to complete an Emergency card for their child, this card will be kept on file at the center. Unfamiliar individuals that arrive to pick up a child will have their ID checked and a phone call will be made to the parent before the child is released from our care. We encourage parents to come into the classroom and join your child in the activity they are participating in at drop off and pick up.

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 a file at the school. (Reference Board Policy 503.05)

Security Door

For your child's safety, the Early Childhood building has a security system on all external doors. When you are dropping off and picking up your child you will need to press the button at the front door and someone will unlock the door for you.

Section 2 Severe Weather and School Cancellations

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 the 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 through Brightwheel, Facebook, and the MPS app. Parent 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. 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 tornado warning.** Tornado safety procedures are practiced regularly by students and staff members.

Center Calendar/Center Closings

The center is closed occasionally for staff development, and national holidays these days will be communicated to parents as quickly and effectively as possible.

Clothing for School

It is important to dress your child appropriately for school and for existing weather conditions. **The children will go outside EVERY DAY, so please dress them accordingly,** providing gloves, hats, boots and coats when necessary. Remember that weather can change quickly. Extra socks and shoes are a good idea for wet and snowy

weather. There is no such thing as bad weather, just bad clothing. **Open toed shoes such as sandals and flip flops are dangerous on the playground and should not be worn to school.**

The children will engage in messy activities such as cooking, painting, playing in the sand and water, so it is important they are dressed in clothing which allows them to participate in these activities. Children will wear their paint shirts when participating in messy activities, but accidents do happen.

The extra set of clothing provided by each family will be used in the event of a blood, toilet, or other accident. Soiled clothes will be bagged and sent home. Please send a clean extra set of clothes as soon as possible if this happens.

Section 3 Open-Closed Campus

Students are not allowed to leave school grounds without a parent, guardian or designated individuals noted on the emergency pickup card. Parent's are welcome to join their child in the classroom during the day or in the cafeteria at meal time.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

The Early Learning Center opens at 7am every morning. The school provides before school care for Morrill Early Learning Center students only from 7:00 a.m. - 7:40 a.m.

Students are dismissed from school at 3:20 pm (M-TH) and 1:50 pm (F). Upon dismissal students will be walked to their designated busses and harnessed into the 5 point harness for the bus ride home. If your student does not ride the bus home they will join the afterschool program until they are picked up. The afterschool program is only available to actively enrolled Preschool age students.

Certain days on the calendar are care only days, meaning the buses will not run on this day. The Early Learning Center will be open following the normal schedule. Parents are strongly encouraged to be aware of these days and to plan accordingly.

Emergency Closing Procedures

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

If a parent or guardian has not arrived to pick up the child at normal closing 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/Volunteers

Visitors

All visitors must report to the front desk upon entering the building. Each visitor will sign in and receive a visitor's pass. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the program, individual students, or create a safety concern.

Volunteering

There are many opportunities for you to volunteer in the program, both in and out of the center, and during a variety of time frames. Volunteering is a great way to support the Morrill Early Learning Center program, and enhance your own learning and skills.

Some ways parents can volunteer are to serve as an officer of the parent group, become a policy council representative, help in the classroom, assist with field trips or special events, prepare classroom materials, and help with center repairs or maintenance. Visit with the teacher or other staff members if you have a special interest or would like to help.

Families are encouraged to volunteer at the preschool at least once a month. Although volunteering is not a requirement of your child's enrollment, it is very beneficial to your child and yourself. While in the center, a volunteer can participate in center activities, observe children's interactions with others or assist with other tasks as needed by center staff.

Volunteering for tasks outside of center time is just as important and counts in the same way as volunteering during center time. If your schedule does not allow you to spend time at the center, please visit with the teacher for some ideas on ways to volunteer service during other time frames.

Morrill Early Learning Center will be working on community projects during the year. If you enjoy leadership roles, please consider assisting with community projects.

All volunteers working with children at the preschool must complete a felony form. In the interest of children's safety, regular volunteers must also complete volunteer training

with the teacher or family advocate, and sign a release form allowing us to check the Central Registry.

Our program staff deeply appreciates the time and experience that you offer as a volunteer. We hope to see you often.

School Meal Policy for Volunteers

Morrill Early Learning Center welcomes volunteers, but must limit those adults eating with the children to a reasonable number. Our center can serve meals to an **average** of two volunteers per day. By notifying the teacher and adding your name to the center calendar for lunch, you can assist staff members in planning. Please let a staff member know, as soon as possible, if you plan to stay for lunch, so appropriate accommodations can be made.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke free 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 family engagements, school events, please abide by our District's policy.

Section 3 Care of School Property

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 requested for a special activity. No pets of any kind are allowed at the 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 should not bring money to school, especially coins as they can create a choking hazard.

Section 4 Cubbies

Each student will be assigned a cubby. The child's cubby will be labeled with their name and letter link to allow children to put away their own materials. Parents need to make sure they remove all paperwork and extra items nightly at pick-up. Blankets, pillows, stuffed animals, etc that the child would like to use at rest time need to fit neatly in the bottom section of the cubby without falling onto the floor. If the items sent are too large they will be sent home. Excess materials that spill out of the cubby will be sent home, or disposed of at school.

Section 5 Searches of Cubbies and Other Types of Searches

Student cubbies are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding use 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 cubbies 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 camera 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 someone violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the individual or build 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 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 causes 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 context of the image of 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), Individual Family Service Plan (IFSP), meeting if the recording is necessary to ensure that the parent understand the IEP, IFSP or the process to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring money or items of value to school. If it is necessary to bring valuable items, leave the valuables with the child's classroom teacher or the building coordinator for safekeeping. 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. Please label all of your child's belongings to assist us in returning them to the proper place, this includes clothing, diapers, wipes, blankets, water bottles, sunscreen, etc.

Section 9 Lost and Found

Items that are found will have pictures of the items taken and sent out on Brightwheel to ask for parents to claim. All lost and found items that are not claimed will be added to the Morrill Early Learning Center closet.

Section 10 Accidents

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the principal, school nurse or any other school personnel. An accident report will be completed by all parties involved and the documentation kept in the Early Learning Center building. Any daily “ouch” reports will be sent via Brightwheel to families throughout the day. If there are any injuries that raise concern for the child’s health the parents will be called and informed of the incident immediately.

Section 11 Insurance

Under Nebraska Law the District may not use school funds to provide general student accident or athletic insurance. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier.

Section 12 Bulletins and Announcements

Bulletin boards are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials of distribution will need to be approved by the Principal’s office. The person or organization responsible for distributing posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13 Copyright and Fair Use Policy

It is the school’s policy to follow the federal copyright law. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital work and work transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction or copyrighted works for education 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, new reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. (Reference Board Policies 606.08 and 606.08R 1)

Article 4- Attendance

Section 1 Admissions Procedures and Requirements

Preschool

Any child that turns three years old on or before July 31 of the current school year is eligible for enrollment in the current school year.

Any child turning 5 on or before July 31 of the current school year is eligible for Kindergarten and not Preschool.

For information regarding Early Kindergarten entry view the Morrill Public School policy 0503.01 Compulsory Attendance and Nebraska State Statute 79-214 for further information.

Parents complete the Enrollment and Health forms which must include the following:

Proof of immunizations

Birth Certificate

Permission Request forms for pictures, newspaper articles, etc

Children who are attending another preschool are in-eligible to attend the Morrill Early Learning Center Preschool programming, including before and after school programming.

Section 2 Admissions Procedures and Requirements

Morrill Early Learning Center- Infant/Toddler Classrooms

Parents complete the Enrollment and Health forms which must include the following:

Proof of immunizations

Birth Certificate

Permission Request forms for pictures, newspaper articles, etc

DHHS Licensing paperwork

If your child turns three years old during the school year your child will transition from the Toddler room into a Preschool classroom. Conversations about transitions will take place with your child's classroom teacher. Your child's developmental level and enrollment numbers in the center will be factored into the transitional discussion.

Section 3 Application Acceptance Policy Preschool

In-district children who will be 4 years old on or before July 31 of the upcoming school year

In-district 3 or 4 year old children on an IEP, or IFSP, or possible services required. Any applications received after a classroom is at capacity will be placed on a waiting list and dated upon arrival. The applications will be re-visited at a later time based on available openings.

Section 4 Attendance Policy

During childhood, children are learning a number of skills that will serve them for a lifetime. By having your child in the center as consistently as possible you are teaching the value of learning, and are increasing the chance of your child's success in school. Please contact the center if your child is going to be absent. Also, notify the teacher if the child is going to be absent for extenuating circumstances (like a death in the family).

Section 5 Absences

As a federally funded program, we are required to track attendance, and therefore must have an attendance policy. Attendance concerns will be addressed with the following steps:

1. Please call the school and inform us when students will be absent.
2. If we do not hear from parents, we will make phone calls to ensure student safety.
3. We will document and make a plan with families as appropriate.

If no contact is made by 9am parents will receive a call from the school about the absence. This is to ensure the safety/wellbeing of the child and family.

Article 5- Scholastic Achievement

Section 1 Teaching Strategies GOLD/Nebraska Early Learning Guidelines

The Morrill Early Learning Center uses Teaching Strategies GOLD measuring 38 objectives to ensure whole child growth and development. Each Infant through Preschool in the building has a profile where the teacher enters anecdotal notes and evidence of the child's work. Teachers share evidence of your child's development during home visits, parent teacher conferences or at the request of the parent or caregiver. Teaching Strategies GOLD and the Nebraska Early Learning Guidelines are used together to enhance each child's educational experience.

Section 2 Placement

Once your child is enrolled in the Morrill Early Learning Center they will be placed in a classroom based on their age. Our Infant room educates and cares for children 6 weeks-18 months of age with a ratio of 1 adult to 4 infants. Our Toddler room educates and cares for children 18 months 36 months of age with a ratio of 1 adult to 6 children. Our Preschool rooms educate and care for children 3, 4, and 5 years of age. Students with an IEP can attend an additional year of Preschool on a case by case basis. Families wanting their children to attend another year of Preschool need to contact the Principal as early as possible to discuss options. Students who will turn 6 years of age after December of their enrollment year will need to attend Kindergarten.

Section 3 Educational Goals

Morrill Early Learning Center uses Creative Curriculum, Second Step, and other tools and resources for whole child education. We know that children learn best when they are actively engaged and involved in interaction with people and materials in their environment.

The objectives for children and/or parents in our program are:

- To develop a positive self-image.
- To introduce children to children their own age.
- To gradually expand from a family circle to a wider school circle.
- To have a wide range of experiences.
- To become a secure and independent person.
- To take responsibility for their own well-being
- To respect and care for our classroom
- To communicate his/her ideas to both adults and other children using words and expanded sentences
- To develop and coordinate large and small muscles.

- To apply knowledge or experiences to new situations
- To express themselves in a variety of creative areas including art, dramatic, music & literature.
- To develop visual perception and auditory discrimination skills
- To enjoy and value reading
- To demonstrate knowledge of the alphabet
- To understand the purpose of writing
- To be excited about learning
- To learn through PLAY

Section 4 Parent-Teacher Conferences and Home Visits for Preschool

Parent-Teacher Conferences

Please make every effort to attend parent-teacher conferences. We all benefit when we work together and support the growth and development of each child.

- Infant, Toddler and Preschool will have two parent-teacher conferences during the school year.
- Conferences are held during the same time period as the K-12 parent-teacher conferences

Home Visits

Home visits are a requirement of the Morrill Early Learning Center. Each family will receive a minimum of two visits from the teacher during the school year. The visits will last approximately 30 minutes.

Please notify your teacher or family advocate of changes or cancellations of visits. Should you be unable to keep a scheduled visit due to an emergency, please contact the teacher to cancel the visit. If you do not have a phone available, please leave a note on your door, with an alternative meeting time or way to contact you.

By working together we can make home visits a learning experience that is beneficial to your family and to staff.

Section 5 Newsletters

A classroom newsletter will be sent home weekly. The newsletter will include activities and upcoming events, social emotional information, important dates, reminders and information on substitute teachers in the classroom. **Please be sure to check your child's backpack or bookbag nightly.**

Section 6 Label Possessions

Please write your child's name on his/her possessions. It is also helpful to label your child's clothing, as it can easily be misplaced between cubbies or while doing laundry. **Morrill Early Learning Center is not responsible for lost items.**

Section 7 Photo Release

The photo release form enables the center to photograph and/or videotape individuals or groups of children. These photos are used for educational purposes and/or promotion of the center's activities and program. Parents may revoke their permission at any time, by updating their paperwork with the Building Coordinator.

Article 6- Support Services

Section 1 Special Education Services-

Special Education services are available to all children that qualify through the criteria set by the Nebraska Department of Education and The Department of Health and Human Services. The Morrill Early Learning Center serves children Birth-5 years of age.

What Does Special Education Mean

Special education means specially designed instruction and related services adapted as appropriate to meet the needs of eligible students. 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) Individual Family Service Plan (IFSP)

The Ages & Stages screening tool looks at the child's development in the areas of communication, gross motor, fine motor, problem solving and personal social emotional skills will be conducted within 45 calendar days of enrollment.

Speech and hearing screenings will be done within 45 calendar days of enrollment.

Upon a child being verified as qualifying, a conference will be held with the parents and/or caregiver. At the conference, an Individualized Education Program (IEP) for children ages 3 and up or Individual Family Service Plan (IFSP) for children birth through 3 years of age 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 the 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. Once in place, the IFSP is reviewed every six months.

Special Education Placement

The child's placement in a special education program is dependent on the student's education needs as outlined in the Individual Education Program (IEP) or Individualized Family Service Plan (IFSP). To the maximum extent appropriate students with disabilities are educated with students who are not disabled. Determination of a student's education placement will be made by the IEP or IFSP 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
2. Refuses to initiate or change the identification, evaluation, or education 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 regulation and complaint procedures) Education Rule 52 or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parent rights, Rules 51, 52 and 55 and more information about special education are also available at the Nebraska Department of Education's website : <https://www.education.ne.gov/sped/> or the Nebraska Early Development Network website: <https://edn.ne.gov/cms/#:~:text=The%20Nebraska%20Early%20Development%20Network,connects%20families%20to%20needed%20services.>

Section 2 Child Find

Child Find is a state-wide effort to provide opportunities for children with disabilities. Parents, educators and members of the medical community take part in the program to locate children who may have a disability.

Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech/language skills
- Motor skills
- Cognitive skills
- Emotional/social skills

Child Find provides developmental screenings and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to age 18.

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:

<https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-factsheet.pdf>

Section 4 Behavioral/Mental Health Services

Behavioral/Mental Health

- Behavioral/mental health, or social-emotional development, refers to how children get along with others and how they learn to express their emotions in healthy ways.
- Morrill Early Learning Center utilizes the Pyramid Framework for Positive Social Emotional support for our Early Learners. This framework is designed to build positive relationships, and explicitly teach developmentally appropriate social and emotional skills.
- Morrill Early Learning Center is a neuroscience and trauma-informed school, implementing best practices for social-emotional health and wellbeing for students, staff and families.
- Morrill Public Schools employs an on-site licensed mental health professional (LMHP), Kristen Skavdahl, and contracts with ESU#13 to provide the District with access to a School Psychologist. Both mental health professionals provide direct and indirect services to students and families. If you believe your child would benefit from working with either professional, please speak with your child's teacher, the Principal, or Kristen Skavdahl directly at 308-247-3412.
 - o Direct services are provided by observing children in classrooms, (at the request of the teacher or parent), consulting with parents, speaking to parent groups, and providing crisis intervention.
 - o Indirect services are provided by consulting with staff and staff then provide information to parents.
- The behavioral/mental health screening, or Social-Emotional Questionnaire, is completed within 45 days of the child's enrollment. Parents are asked to answer questions about their child's behavior, or social-emotional development.
- If parents are concerned about their child's behavior, please contact the child's teacher, District LMHP, Principal, or family advocate. The staff will contact the District LMHP as needed, for consultation and/or to meet with parents and staff.
- A safe classroom is a must for learning to take place. Therefore, if a child is hurting other children or staff, or threatens to hurt others, the parent/s will be asked to meet with the staff, District LMHP, and/or School Psychologist, and create a behavior plan. We use the Prevent Teach Reinforce for Young Children (PTR-YC) model to create behavior plans. These plans are created with families and school staff as a team.
- The school team, family advocates, and behavioral/mental health professionals will work with parents who request behavioral/mental health services.

Section 5 English Language Learners (ELL) Program

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 Infant - 12th grade. 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.

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.

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, 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 contact 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 two-week supply.

School Health Screenings

Preschool age children (3yr to 5yr) are screened for vision, hearing, dental defects, height and weight at school. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office and building coordinator at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a dental screening is required within 90 days of enrollment into preschool. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the dental screening is to be completed by any of the foregoing or a dentist. A parent or guardian who objects to the physical examination and/or dental screening may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office.

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. Required Immunizations Based on Age (Provided by Nebraska Dept of Health and Human Services)

EFFECTIVE
2/6/08

NEBRASKA DEPARTMENT OF HEALTH
AND HUMAN SERVICES

173 NAC 4
Attachment 1

CHILDHOOD IMMUNIZATION SCHEDULE

Child's Age At Entrance or At Time of Record Review	<<<<Minimum>>>> Number of Doses Required of Each Vaccine						
	DTaP/DT/ Td/Tdap Vaccine	Polio Vaccine	MMR/ MMRV Vaccine	Hib Vaccine	Hep B Vaccine	VZV Vaccine	PCV Vaccine
0 but not yet 3 Months	None	None	None	None	None	None	None
3 months but not yet 5 Months	1 Dose	1 Dose	None	1 Dose	1 Dose	None	1 Dose
5 months but not yet 7 Months	2 Doses	2 Doses	None	2 Doses	2 Doses	None	2 Doses
7 months but not yet 16 Months	3 Doses	2 Doses	None	2 Doses **	3 Doses	None	3 Doses ****
16 months but not yet 19 Months	3 Doses	2 Doses	1 Dose *	3 Doses **	3 Doses	1 Dose or Documented History of Disease	4 Doses ****
19 Months to School Entry	4 Doses	3 Doses	1 Dose *	3 Doses **	3 Doses	1 Dose or Documented History of Disease	4 Doses ****
At School Entry	4 Doses	3 Doses	2 Doses *	None ***	3 Doses	2 Doses or Documented History of Disease	None

* First dose must be given no earlier than 4 days before the 1st birthday.

** Hib vaccine is recommended to be given in a multiple dose schedule beginning in infancy. However, any child who has received a single dose of Hib vaccine at or after 15 months of age is appropriately immunized.

*** Hib vaccine is not required after child reaches 5 years of age.

**** If a child is 7 months of age or older when they start the PCV series, they do not need all 4 doses of PCV. Unvaccinated children who begin the PCV series between 7-11 months of age should receive 2 doses 4 weeks apart with a booster at 12-15 months. Unvaccinated children who begin the PCV series between 12-23 months of age should receive 2 doses 8 weeks apart. Unvaccinated children 24-59 months of age need 1 dose of PCV. Children with high-risk conditions age 24-59 months should follow their physician's advice.

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.

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.. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
2. A child who is sent home from school for head lice should miss no more than two (2) school days.
3. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
4. 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.
5. 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.

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

Morrill 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>.

Rule 59:

Section 8 Food Service

Our program receives federal cash assistance to serve healthy meals to your children. Meals/snacks served must meet nutrition requirements established by the National School Lunch Program (NSLP) and the Child and Adult Food Program (CACFP).

- Facilities utilizing these food programs:
 - *Care about good nutrition for children.
 - *Plan nutritious meals and snacks.
 - *Help children learn and feel positive about food and eating.
- A variety of food is served
- Food is not used as a punishment or reward
- Sufficient time is allowed to eat
- Children and staff eat family style and share the same menu.
- The children will receive nutritious meals and snacks. The menus will follow the *Dietary Guidelines for Americans*, *CACFP guidelines* and *Head Start Performance Standards* that say that the foods must be high in nutrients and low in fat, sugar and salt. Menus at parent activities will follow the same guidelines.
- Foods served to the children must be commercially prepared or inspected. The only foods which may be donated to the program are raw fruits and vegetables, and prepared foods. This is to assure the health and safety of children and staff in the center.
- Dietary restrictions for food allergies, milk intolerance or other special diets are required to be **submitted before** the child attends preschool or enters childcare. In addition, when an enrolled child is placed on a diet in the middle of the school year, a written diet prescription signed by a physician is also required. The dietary restriction **should include** the diagnosis and symptoms, along with suggested acceptable foods. The parents are encouraged to work closely with the staff to find acceptable substitutes for problem foods. If a child is allergic to peanuts, he/she is required to have a doctor's note and Epi-Pen prior to admission at the center.
- Food experiences are used throughout the year to introduce new foods to the children, along with familiar foods served in a different way. Through cooking, children learn many concepts, including science, math, language, social and motor skills. Good nutrition is discussed using the "My Plate" food pyramid.
- Effective dental hygiene is practiced after meals/snacks at the preschool.

- Physical activity is encouraged each day.
- Parents will be provided through parent meetings, community meetings and newsletters various nutritional information for the family. Information may include nutrition and how it affects health, menu planning and preparation, wise use of your food budget, gardening and sanitation.
- A Registered Dietitian is available to the program for consultation.

Section 9 Breast Milk Policy

Breast Milk must be labeled with the child's name and with both the Expression Date (E) and a Frozen Date (F). Unfrozen (fresh) Milk can be in the center refrigerator for up to 48 hours, if the milk is unused it may be given back to the family or discarded with family permission. Frozen milk can be in the freezer for up to 3 months. Thawed breast milk must be discarded, or given back to the family within 24 hours of thawing. Please see the attached information sheet in the back of the handbook regarding the Infant feeding plan and Breastfeeding questionnaire and our breastfeeding policy.

Section 10 Transportation Services

Transportation to and from school is provided to students 3 years of age and older in accordance with law and Board policy. Students may also be provided transportation on field trips. Students are expected to remain seated and buckled into a 5 point harness while being transported.

Behavior on School Buses

- I. **General Conduct Rules Apply:** While these students are young and learning how to navigate a larger social circle the safety of each child is important. While riding school buses the students are expected to follow the same student conduct rules which apply when you are on school property or attending school 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**
 - A. Getting and On and Off the Bus
 - a. Be on time to be picked up. As a general rule, get to your bus stop (5) minutes before your scheduled pick up time. If you miss the bus please try and contact your bus driver to make arrangements.
 - b. Parents need to walk their child to the bus, and assist them into the 5 point harness if requested by the bus driver.

- c. The Early Childhood students who ride the bus will get off the bus at the Elementary building, where Early Childhood staff will meet them and walk them across the street for school.
- d. When your student is dropped off at the end of the day please have a parent, guardian, or older sibling assist them off of the bus and into the house.
 - i. **We will NOT drop a student off at a house if we do not see an adult!**

B. Safety on the Bus

- a. Students will need to be respectful of the bus driver, bus paraprofessional and follow the directions provided.
- b. Students will need to sit in their designated seat, facing forward, with the 5 point harness buckled at all times.
- c. Talk quality and use appropriate language.
- d. Keep items stored in backpacks until arriving at their destination.
 - i. This helps keep items from being thrown or lost on the bus.
 - ii. The Early Childhood Center and transportation professionals are not responsible for lost or stolen items on the bus.
- e. Keep arms, legs, and belongings to themselves.
(Reference Board Policy 504.04)

Article 7- Drugs, Alcohol, 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 regulation 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 the law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

Article 8- Safety Procedures

Section 1 Safety Procedures

Morrill Public Schools, including the Morrill Early Learning Center will be following SRP (Standard Response Protocol).

During evacuations, students will be taken to another district building or the Methodist Church in Morrill. Parents will be notified at the appropriate time in this situation.

Section 2 Reporting Child Abuse/Neglect

The Morrill Early Learning Center procedure in reporting child abuse and neglect is based on the Nebraska Statute 28-711 Reporting Law. In the case of suspected child abuse or neglect, staff members are to follow the procedure by reporting to the Child Abuse Hotline (1-800-652-1999), or to the appropriate Law Enforcement agency. Our primary concern is the safety of children, and the well-being of their families.

Our policy is that staff will not discuss child abuse reports with parents. Morrill Early Learning Center can make referrals to help families struggling with abuse/neglect issues and/or to provide support as the family works with other systems.

Applicable Nebraska Statutes regarding child abuse and neglect are as follows:

1. Any person who has reasonable cause to believe that a child is being subjected to conditions which would result in neglect or abuse is required by law (Nebraska Rev. Stat. 28-711, Reissue 1989) to report such an incident to the proper law enforcement agency, i.e. the police department, sheriff's office, or the Nebraska Department of Social Services.
2. Any person reporting a child who is being subjected to abuse or neglect is immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements (Neb. Rev. Stat. 28-716, reissue 1989), and will also be immune from discharge, retaliation, or other disciplinary action solely on the basis of having made a child abuse report.

If you know of a child that is being harmed in any way, please remember that all Nebraska residents are to report suspected child abuse and neglect. You can report suspected abuse/neglect to the Child Abuse Hotline (1-800-652-1999) or to the appropriate law enforcement agency. Please remember that we are all responsible for the safety of our nation's children

[Article 9- Orientation and Enrollment](#)

Section 1 Preschool Orientation & Screening

One of our first opportunities to meet Preschool parents is at the Preschool orientation and screening. The parent orientation is **MANDATORY** before your child can begin Preschool. As a parent, you have valuable information to share with us about your child and your family so that we can better serve you. Your center teacher or family advocate will visit with you about the scheduled date and the specific time for you to come. This event will take place with other parents at the Morrill Early Learning Center building. A substitute (grandparent, babysitter, other relative, etc.) will probably **NOT** be able to answer some of the questions. You will be asked many questions including information

about your child's health history, things that your child likes to do, activities that you would like to volunteer for, and your child's favorite foods. You will also give information for emergency contacts for the center and develop a better understanding of the program and what you can expect from the program as well as how you can be involved as a parent. The time needed to complete the orientation is approximately **1½ hours**. **If your child has a special need, health condition, or food allergy, please let your center teacher know immediately so that an individual health plan can be put into place for the safety of your child. This must be completed and signed by your healthcare provider before the child can begin in the classroom.** We really appreciate your time and patience in helping us gather important and required information.

Immunizations: Every child is required to be up-to-date in his/her immunization series. If your child is not up-to-date on immunizations, **within 30 days of enrollment**, he/she will not be able to attend the center unless the immunizations are in the process of being updated. **Morrill Early Learning Center requires that a copy of the immunization record be submitted prior to enrollment in the program.** If you need assistance in scheduling immunizations for your child please contact the teacher as soon as possible. If your child does not receive immunizations for personal or religious practices please notify the teacher to complete all necessary paperwork.

Birth Certificate: Every child is required to have an official state birth certificate on file. This document must be issued by the state in which the child was born. If you need assistance in obtaining the birth certificate, contact the school as soon as possible. **Morrill Early Learning Center requires that a copy of the birth certificate be submitted prior to enrollment in the program.**

Vision Screening Preschool Age: Every child will complete a visual acuity screening within 45 days of the start of the program. A nurse will be conducting this screening. Your child may be referred to a local eye doctor of your choice for follow-up treatment depending on the results of the completed screening.

Growth Assessments Preschool Age: Every child will complete a height and weight measurement within 45 days of the start of the program and periodically throughout his/her enrollment. A nurse will be conducting this screening. This information will help us monitor your child's growth pattern throughout his/her participation in the program.

Lead Testing Preschool Age:

Any child can be poisoned by lead with no symptoms at all until the poisoning is severe. Lead screening is typically completed in conjunction with your child's well child exam at 12 and 24 months of age. A copy of those results needs to be included in your child's file with the preschool. You can obtain a copy from your doctor. If the test has never been done, ask your doctor to do the test now. Your child is required to be tested at least one time after 24 months of age.

Re-Enrollment

All children will need a physical upon re-enrollment in the program. Parents will notify the school of their desire to re-enroll their child each spring by completing the appropriate form and returning it to the school.

In Kind: Preschool

Every year Morrill Early Learning Center- Preschool classrooms receive grant money from the Federal Government. Twenty-five percent of what we receive must be matched with in-kind or donations from parents and other community people. Some things that count toward in-kind are:

- Completing and submitting a Family Activity Calendar
- Volunteering in the center
- Preparing classroom materials
- Working on community projects as a parent group
- Attending Policy Council meetings
- Donated items

Check with your teacher about other ways you can help with In-Kind

Section 2 Pricing/Tuition

The fees/tuition to attend Morrill Early Learning Center **will be determined by a child's acceptance into Head Start, DHHS Subsidy, and the free and reduced lunch program.** The necessary paperwork is included in your child's enrollment packet. This packet needs to be completed and returned before your child can be enrolled and attend school. If you need to start a tuition payment plan the Building Coordinator has the necessary paperwork. It is important that you stay current on your child's tuition, or complete the necessary paperwork to ensure your account does not get sent to collections.

Section 3 Head Start Policy Council

Policy Council is a decision-making board composed of Head Start parents from each school district, and Head Start staff members. Policy Council members participate in budget planning, program planning, problem solving, and other functions described in the Performance Standards. Every Head Start program is required to have a Policy Council in place; a foundation of the program that supports parent engagement in the decision making process.

1. Morrill Early Learning Center will be represented on the Policy Council.

2. Our representative will attend monthly Policy Council meetings in Scottsbluff. Childcare, mileage reimbursement and a meal is provided for council members during the meeting time. If unable to attend a meeting, the representative may arrange for a proxy to attend in his or her place.
3. The Morrill Early Learning Center representative will report back at monthly Parent/Teacher Collaboration meetings about the Policy Council.

Article 10- State and Federal Programs

Section 1 Notice of Non-Discrimination

Morrill Early Learning Center 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.

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 workplace 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 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 the student, the principal would be the next alternative person to contact. (Reference Board Policy 504.18R1)

Section 4 Multicultural

The Morrill Early Learning Center introduces diverse cultures, races, age, disabilities, and socioeconomic status, etc., through literature, dramatic play, daily activities, and family gathering and activities. We encourage families to share traditions and experiences with our staff and students. Parents can reach out to their child's teacher to plan these experiences.

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 decisions about your child and to inform you of your rights if you disagree with any of these decisions. For more information reference the 504 fact sheet referenced in Article 6- Section 1.

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 Family Involvement

General- Parental/Community Involvement in Schools

As a child's first and most important teacher, parents are a vital part to the success of Morrill Early Learning Center. Parents are encouraged to participate in their child's care and education as fully as possible. Parents are always welcome to visit the school at any time.

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 regulation are established to protect the emotional, physical and social well-being of all students. (Reference Board Policy 1005.03)

Parent/Teacher Collaborative

Morrill Early Learning Center has organized a parent group with the help of Head Start. The parent group is run by parents with the purpose of supporting the center and families that are enrolled in it.

- 1) The Morrill Early Learning Center Parent/Teacher Committee will elect the following officers for their parent group:
 - a) Parent Group Chairperson
 - b) Parent Group Vice-Chairperson
 - c) Parent Group Secretary and Treasurer (may be two different offices)
 - d) Policy Council Representative

*The responsibilities of each of the elected positions will be explained prior to elections.

Section 8 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. Families have the right to protection of personal information. Morrill Early Learning Center operates under the following principles.

1. Parents should be the primary source of information about themselves, and information sought from them should be limited to that which is essential for services.
2. Parents and other volunteers are prohibited from reviewing records other than those of their own children
3. Health, education, and social service records for children/families are open only to staff and consultants on a "need to know" basis to the extent necessary to provide services, or assess the effectiveness of the services that are being offered.
4. Information is not to be released to anyone outside the program without written consent from the family.
5. Other agencies and individuals are to be consulted only with the family's consent and within the limits of that consent.
6. Information recorded and records maintained are to be limited to those essential for providing services. Children's files and other information will be stored in locked files to ensure confidentiality at each site.

* Exceptions to the above policy include child abuse/neglect reporting, and persons at risk of harming self or others.

Please note that **confidentiality also applies to you**. While volunteering in the center, you may hear or see something regarding the child of another family. If you have specific concerns, please address them appropriately with staff. Respect the rights of families served in our program and do not discuss information with others.

Section 9 Homeless Students

The District shall ensure that homeless children and youth 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 PARENT HANDBOOK OF MORRILL PUBLIC SCHOOLS

This signed form acknowledges receipt of the 2023- 2024 Parent Handbook of Morrill Public Schools, Morrill Early Learning Center. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and the undersigned parent understands these 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: _____

Parent or Legal Guardian's Signature

Return to:

Morrill Early Learning Center Building Coordinator
Morrill Public Schools

AVAILABILITY OF HANDBOOKS

The 2023-2024 Parent Handbook of Morrill Public Schools, Morrill Early Learning Center is available on the internet at mpslions.org

Because of the expense of printing handbooks, we are asking that you consider using the internet to access and review the 2023-2024 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 new use of technology to improve school-home communication.

Please return to the Early Childhood Principal's Office by August 31, 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 handbook than necessary.

Please select **ONE** choice from below

- ☐ **Thank you for providing the 2023-2024 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.**
- ☐ **I prefer a printed copy of the handbook, and will contact the Morrill Early Learning Center at (308) 247-3412**

Printed Name and Date