

# LITCHFIELD PUBLIC SCHOOLS

## ELEMENTARY HANDBOOK

2023-2024

Contained in this document are certain policies that are specific to Litchfield Elementary School. The *district* handbook located on the school website and [here](#) covers district-wide policies and, if any policies unintentionally contradict each other, supersedes the elementary handbook.

## TO THE PARENTS

Welcome to Litchfield Elementary School. It is important to read this handbook very thoroughly. The information presented is to help ensure that every student has the best opportunity for success. It is the purpose of this handbook to help familiarize you with the school, since cooperation between the home and the teacher is more easily achieved as we become better acquainted. Without your cooperation it is impossible for the school to reach the goals and expectations it has in mind for your children.

Handbook changes are made on a yearly basis. It is important to note those changes from year to year.

If an elementary student is to achieve, systematic preparation and study is required. As parents, it is crucial that you provide a place and opportunity for this concentration within the home.

Regular and prompt attendance is indispensable. Unless a student is in school every day he or she loses interest in the school. Teaching follows an orderly sequence, and students who miss classes lose the order of lessons and assignments.

We encourage all parents to attend and participate in the Parent/Teacher Conferences. Please check current schedules for times/dates.

Report cards are designed to keep you informed, and as such, invite your interest and cooperation. You are asked to examine the cards when they are brought home. Do not be satisfied with a poor report card, please contact your child's teacher.

It is just as important that a child be praised for their accomplishments. Positive reinforcement can promote continuous efforts, on the part of the child, to remain focused and interested in school and at home.

Please feel free to call or visit the school at any time. A short phone call will establish a conference at a time convenient to both parents and teachers. The school board, administration, and staff are hoping for an outstanding school year.

## **Administration, Faculty, Staff, Board Members**

### **Administration:**

Mr. Matt Drew Superintendent, Varsity Head Boys Basketball, Activities Director  
Mr. Brian Moser PK-12 Principal, LAN Manager

### **Secondary Faculty**

Mrs. Susan Poland PK-12 Guidance Counselor, Math, TADA, Honor Society, ASP, Sr. Sponsor  
Mrs. Allison Varah PK-12 Art, Yearbook  
Mr. Mark Hiebner PK-12 Music, Pep Band, Choir,  
Ms. Kaitlin Goff 7-12 Business, FBLA, Newsletter, Asst. One-Act  
Mrs. Makaleigh Kohlscheen K-12 Special Education, Head JH Volleyball, Asst. Varsity Volleyball  
Mrs. Amanda Slocum 7-12 Science, 11th Grade Class Sponsor, One-Act Play Director  
Mr. Brian Johnson 9-12 Ag./Industrial Tech, FFA, Varsity Track  
Mr. Cody Franzen 7-12 Math, Varsity Track  
Mr. Neil Kaslon 7-12 Social Studies, HS Quiz Bowl, Asst. Varsity FB, Asst. JH BB, Head JH Track  
Mrs. Jeralynn Moser Librarian, LAN Manager, Title I, Head Speech  
Mrs. Bevin Drew 6th-11th Grade English, JH Quiz Bowl  
Mr. Dave Shields PK-12 PE/Health, Head GBB, Asst. Varsity FB, Head JH GBB, JH FB, Asst. JH Tra

### **Elementary Faculty**

Mrs. Katherine Miller Pre-Kindergarten  
Mrs. Barb Kratzer Kindergarten  
Mrs. Jenny Ritchie 1<sup>st</sup> & 2<sup>nd</sup> Grade  
Mrs. Rebecca Vega 3<sup>rd</sup> & 4<sup>th</sup> Grade  
Mr. Lance Ellison 5<sup>th</sup> & 6<sup>th</sup> Grade, Asst. HS Wrestling & Head JH Wrestling  
Mrs. Carissa Pierce Elementary Math & ELA Teacher

### **Classified Staff**

Mrs. Tasha Fletcher Business Manager/Bookkeeping  
Mrs. Danielle McAuliff Administrative Assistant, Rifle Club, Dance/Cheer Sponsor  
Mrs. Terryn Siegel Paraprofessional  
Ms. Erin Taylor Paraprofessional  
Ms. Melisa Klentz Paraprofessional  
Mr. Mark Joedeman Head Custodian/Buildings and Grounds  
Mrs. Jennifer Mostek Food Service  
Mrs. Hannah Joedeman Kitchen, Custodian  
Mr. George Reitz Bus Driver  
Mr. Brent Wilson Van Driver  
Mr. Dave Siegel Transportation  
Ms. Pam Chamberlain Transportation  
Mrs. Dawn Heapy School Nurse

### **BOARD MEMBERS**

Mr. Mitchell Feldman	Board President	Mrs. April Gross	Board Treasurer
Mr. Jim Holm	Board Vice President	Mr. Cole Lewandowski	Board Member
Mrs. Marie Sweley	Board Secretary	Mrs. Alyssa Reynolds	Board Member

## **SCHOOL PROCEDURES**

Rules are guidelines to better living for the benefit of all, not just for the individual. Smile and adjust so that they may be easy to follow. It depends upon you and your attitude toward them. A very fundamental lesson which must be learned by all of us is the lesson of self-discipline. Life constantly demands that we be responsible for our actions and attitudes. Following the school procedure outlined in this section will help you become a better citizen.

**Litchfield Public Schools mission statement is:**

**To provide a safe, caring environment to motivate and educate ALL students with the essential foundations for achieving success in our changing society.**

### **A. General Conduct**

It is expected that all students conduct themselves as young ladies and gentlemen. This implies that you should maintain attitudes of respect for the rights and property of teachers, other students, and the school building at all times. All faculty members have the authority and responsibility to supervise or discipline at all times during the school day or at activities in which the school is participating.

### **B. School Day**

We ask that students do not arrive at school prior to 7:30 a.m. unless special arrangements have been made in advance. There is no faculty supervision prior to 7:30 a.m. Regular classes begin at 8:00 a.m. and dismiss at 3:32 p.m. On Fridays school will end at 2:30 for the 2019-20 school year.

### **C. Opening of School Buildings**

Breakfast will be served from 7:30a.m. until 8:00 a.m. If your child is eating breakfast at school, please allow time for them to eat before classes begin. At the end of the school day all students should leave the school buildings unless they are supervised by a teacher for a specific purpose or activity.

### **D. Respect for Property**

Students are to refrain from marking desks, tables, walls, etc. Students, who mark, deface or damage school property will be expected to pay for the damage along with punishment for the act.

In order to avoid accidents, there will be no running or shoving on the stairs or in halls or classrooms or to and from the other buildings.

Please use school property in the manner for which it is intended. Do not sit on desks or write in books or magazines.

**E**     **Snacks, Candy and Gum**

Possessing, chewing or eating snacks, candy, sunflower seeds, potato chips or similar food items is not permitted in school. (Careless disposal of wrappers in the past has made the custodian work-load greater, presented a hazard to the well-being of the student body, and in general given a trashy appearance to the school). This includes before and after school in the halls or on school grounds. (Exceptions: birthday treats and holiday parties.)

**Litchfield Public Schools is a NUT-FREE school. Nuts or any products containing tree nuts and/or peanuts onto school facilities or transportation is prohibited.**

**F.**     **School Discipline**

Every student entering school should be there for his or her personal benefit. He/she should at no time be any problem to his or her teacher, administration, or fellow students. Students may be kept after school for disciplinary reasons. Students riding the bus will be given one day to arrange transportation. Under no circumstances is this the responsibility of the teacher. The suspension of pupils is governed by Board Policy and State Law, LB503.

**ATTENDANCE**

**A.**     **Regular Attendance**

Attendance must comply with Nebraska Statutes 79-201. Namely: All students not less than seven or more than sixteen years of age must attend regularly each day school is in session. This same rule shall apply to all students regardless of age, unless special arrangements have been made with the principal and approved by the Board of Education. **(ABSENCE FROM SCHOOL IS THE GREATEST SINGLE CAUSE FOR LACK OF ACHIEVEMENT IN SCHOOL.)**

**B.**     **Tardiness**

Tardiness between classes is inexcusable unless you are detained by a teacher or some other real emergency occurs. In this case, be sure to obtain a pass from the teacher who detained you, tardiness will be enforced by the classroom teacher.

**C.**     **Leaving School**

In case of illness or injury in which it does not seem advisable for the child to remain in the classroom, the parents will be contacted by telephone to come to school and pick up their child. In cases where parents are not available by

telephone, emergency numbers which parents have given to the school will be used and these people will be asked to come to school to pick up the child. If parents are contacted, but for some reason they are unable to pick up their child or to authorize someone to do so, the school will provide transportation as permitted by available personnel and equipment.

If not available, the child will remain at school during school hours and will return home by his regular means (bus or walk).

In cases where in our opinion medical aid is needed immediately, and ambulance will be called at the parents' expense and the child will be sent to the emergency room at one of the hospitals. Students will be sent home in the case of fever of over 100 degrees, vomiting, diarrhea, or unidentified rash. Students must be fever free without the aid of medication following an illness before returning to school.

**D. Leaving School for Other Reasons:**

- a) Students will be permitted to leave school upon request of parents during school hours by either of the two following procedures:
  1. By sending a written signed request, on the part of the parents by the child as he/she comes to school on that morning, for the child to be excused at a certain time of the day.
  2. Parents may pick up their child at school by checking through the office. If anyone other than the parents is to pick up their child, a written statement, signed by the parents, must be sent designating who is to pick up the child. Telephone calls making such requests should be handled through the administration.
- b) Parental Permission will be required for many of the organized trips taken. A note will be sent home by your teachers for this.
- c) If your child has after school plans and will NOT be leaving school in the usual manner (Example: your child will not be riding his/her usual bus route but will be walking home with a friend) please send a note or call the school indicating the change of plans.

**ACTIVITIES AND CURRICULUM**

**A. Parties**

Holidays such as Halloween, Christmas, and Valentine's Day etc. activities may be celebrated with classroom parties.

**B. Other Procedures**

All activities must be scheduled through the Principal at least 10 days prior.

**C. P.E. and Recess**

K-6 students are to bring clean non-marking tennis shoes for use in physical education class and indoor recess time.

**D. Music**

Students may use the school's band instruments if available.

**ADMISSION TO SCHOOL**

**A. Health History Required**

1. Before a child, age 5-12, is admitted for the first time to School District #15, it is required by Nebraska State Statutes 79-444.01 that the child receive immunization shots for diphtheria, whooping cough, tetanus, polio, measles, rubella, chicken pox, and hepatitis.

2. It is also required that a child be given a physical and vision examination by a qualified physician within six months prior to entrance of the Preschool.

3. Children entering kindergarten are required to have three documents before entering school.

- a) Birth certificate
- b) Immunization shots records
- c) Physical/vision examination papers

**B. Testing**

1. Any student entering the Litchfield Public Schools may be required to take a grade level placement test.

**School Buses**

**A. General Rules**

1. The bus driver has authority over the children on his/her bus.  
He/she has the same authority as a teacher under the Nebraska School law.  
Drivers are expected to maintain proper discipline on board the buses.
2. The student may select a seat on the bus, subject to the approval of the driver.  
The driver may at any time request a student to move or exchange seats with another student, or assign seats for all students.
3. The pupil should be on time for the bus. The driver may wait past his/her regular scheduled time if he/she feels there might be a special reason for the delay but it should not become a habit because other children will be waiting.  
In the event the bus is late to school, the students will not be required to report the tardiness to the Superintendent's office.
4. Students should stay in their seat at all times until the bus stops to unload.

5. Students should not put arms, hands, etc., outside the window.
6. Students should not shout or scream on the bus.
7. If any glass jars or containers are brought on the bus, they must be carried in a case or heavy cardboard.
8. If live insects, salamanders, snakes, mice, etc. for class exhibition are to be carried on the bus they must be in a container with a lid securely fastened. The box then must be left with the driver.
9. After leaving the bus, if necessary to cross the road, the students should cross in front of the bus, check traffic both ways, listen for warnings from the driver and if the way is clear, cross the road without delay.
10. In the event a child will not be riding the bus, the **parents should phone the driver in advance**, so that he/she will not wait for the child.
11. Cooperation between parents and the bus driver is essential. Weather conditions may cause the parent to have to bring children to the nearest point the bus can travel. Buses are not expected to travel routes made impassable by weather conditions.
12. If a student damages bus property they will be held liable for this damage and may lose their privilege to ride the bus.

**B. Assertive Bus/Van Riding Rules**

1. Rules will post in each bus; drivers should review these rules with students at the beginning of the school year.
2. All Students are required to wear seatbelts while riding in the Vans and follow car seat requirements.
3. Coaches and sponsors are asked to help police the behavior and litter on buses. What you take on, take off. Sponsors or coaches sit in back area of bus to maintain control, release students, check on litter and administer punishment as required.
4. The front two seats on the right side of the bus will be used for students that disobey rules. Positive rewards may be established by each driver providing they are not in conflict with Board Policy or sound educational practices.
5. Each bus driver may adjust the assertive plan to accommodate individual



student's behavior. Drivers may be asked by the administration to fill out a weekly incident log concerning student behavior on all school buses.

6. To assure that students are transported in a safe manner the following will be applied to children who are causing problems on a bus or van:
  - a) All major discipline issues will be reported to the office of the principal. First offense and may result in detention in the principal's office. The parents will also be expected to make transportation arrangements
  - b) Second offenses the student will lose their ability to ride the bus for one day, and will also serve a one hour detention. Parents will be asked to meet with the principal when they come to pick up their child.
  - c) Third offenses will result in a longer suspension of bus/van services. The parents will have to transport their child to and from school.
  - d.) Fourth offenses may result in a loss of transportation services.
  - e) There will be a severe clause whereby all warnings will be waived. Such examples may be: defy bus driver, fighting, break or damage anything on bus, or for other incidents that the bus driver feels are out of line.

### **STUDENT APPEARANCE**

- A. Every student must come to school clean and neat in his/her person and suitable dress and with his clothes properly repaired. The administration may send students home to be suitably prepared for school or may require them to use school facilities.
- B. Students may not wear hats in the school during school hours, except on special occasions with the Principal's permission.
- C. Students may not wear tank tops or shirts that are low cut and/or show the wearers midriff or excessive skins.
- D. We encourage parents to help their elementary aged child to dress appropriately, and to make sure that they approve the dress of their child prior to their arrival at school.
- E. No clothing which promotes profanity, drugs or alcohol or a message with sexual content will be allowed.

### **"NO SCHOOL" ANNOUNCEMENTS**

“No School” Announcements will be aired over KRVN in Lexington, KRGI in Grand Island, and KRNY-AM & FM in Kearney. Cooperating television stations such as 10/11 and 13 may also be used. Please listen and watch the radio and TV stations for closings. Parents may also receive a “One Call Now” message with details about school closings and messages will be posted on Facebook and Twitter.

## **GRADING SYSTEM**

The uniform grading system is by percent:

A	Superior work	100-93
B	Excellent work	92-86
C	Average work	85-78
D	Below Average work	77-70
F	Failing work	Below 70
I	Incomplete work	
+ or S	Satisfactory	
- or N	Needs improvement	

### **A. Report Cards**

1. Will be given out one week after the end of the grading period.
2. Reports may be withheld from students/parents with outstanding fines and/or bills.
3. Parents need to pay outstanding bills on the last day of school or soon thereafter. Students will not receive their report card and class credits until bills are paid. Report cards are to be picked up in the office.
4. Students need to check out with all school personnel before leaving the last day of school.

## **HOT LUNCH PROGRAM**

Breakfast will be served in the cafeteria from 7:30 a.m. to 8:00 a.m. Prices will be determined at the beginning of the school year and students will be informed of lunch and milk prices on the first day of school.

The cost for meals provided through the lunch program are reviewed annually by the board of education and published in the school newsletter. Families who qualify and wish to participate in the free/reduced lunch program are encouraged to fill out the application form in our newsletter or contact the school. Students who are eligible to receive free or reduced lunches are also eligible to receive free or reduced breakfast. In order for our school to qualify for food commodities and federal funds, it is necessary for us to follow federal and state guidelines. We do recognize some will want to bring their lunch and will want to eat with their friends in the lunchroom. However, we are not

permitted to have soft drinks, bottled or canned pop, etc.; in the lunchroom when the lunchroom is in operation so we must insist that pop not be included in your lunch. All students bringing their lunch to school will eat their lunch in the lunchroom. We also ask that no food or drink of any kind be removed from the lunchroom. This includes items off the salad bar, as well as styrofoam cups for the water. Breakfast items may be taken out of the lunch room for a grab and go meal but need to be eaten before the start of school at 8:00 a.m. or during the Second Chance Breakfast Program.

**Litchfield Public Schools is a NUT-FREE school. Nuts or any products containing tree nuts and/or peanuts onto school facilities or transportation is prohibited.**

## **INSURANCE**

The School Board makes available a student accident insurance program, covering accidents occurring during the time the student is under the jurisdiction of the school, or as stipulated by specific contract and policy. This insurance is voluntary on the part of students and parents/guardians, and the nominal premium is to be paid by them. Athletes are required to have insurance, but it is the responsibility of the parents to determine what coverage is wanted even if none is desired.

## **LIBRARY**

A. Since very few have abused the library at the expense of the majority, the following rules apply to each and every student:

1. Do not take a book or any material from the library without checking the book out using the Destiny checkout kiosk.
2. Books you have checked out are to be returned to the library cart, unless otherwise stated by the librarian. In the event you leave the book elsewhere or return the book to the shelf you must accept full responsibility for the replacement of the book if it becomes lost or damaged.
3. Books are checked out for two weeks. At the end of the first two-week period you may check the book out for one more week.
4. After three weeks, a notice of lost book fees will be sent home. The amount will be equivalent to the price of purchasing a new copy of the same title. The book is more important than the fine money, though.
5. Damaged book fees will be sent home upon return of a book that has faced water damage, significant rips/tears, or other damage. The amount will be equivalent to the price of purchasing a new copy of the same title.

- B. Students have access to the entire physical library collection, as well as online resources including OverDrive, TumbleBooks, and World Book Online.
- C. Should you need materials not available in the library, please have no hesitation in contacting the librarian. Many times these items can be purchased or borrowed from another library.

## **TEXTBOOKS**

Each teacher will record the number of your assigned book and its condition. You are responsible to keep your textbooks in the best possible condition. At the close of the school year, a fine schedule will be used and you will be asked to pay for any damage beyond normal wear of the book. Should you lose a book; the fine will be equal to the replacement cost as per company price lists.

## **USE OF THE GYM**

The gyms are not to be used after school hours for any type of activity unless approval is obtained. No student is to use the gym to play in before school starts or after school has been dismissed. Students or persons not directly involved in an activity in the gym should not be in the gym at these times.

## **MEDICATION**

No medication will be administered to a student without a signed MEDICATION PERMISSION FORM. This form is available through the classroom teacher or school office and provides necessary information such as amount of dosage, time to be administered, time last administered, etc. This policy applies to ALL medications (prescription and over-the-counter drugs). A form is sent home the first day of school in a separate packet. Please use this form.

## **VISITORS**

All visitors must report to the front office. Any person other than a school employee who comes to school to talk to a student must obtain permission from the Superintendent or the Principal prior to contacting the pupil. The Superintendent or Principal shall not grant such permission unless the person has a clearly valid and proper reason for the request. Ordinarily, such contacts shall be restricted to parents of the student, a close friend of the family, an emergency or a law enforcement official. Law enforcement officers are urged to contact pupils outside of school.

Students who request having visitors attend school with them are required prior permission from the administration. They are welcome to visit for a 1/2 day of school and not exceed 1 day. If for some reason you would like a person to visit school for an entire day please ask Mr. Drew for permission.

## **GUIDELINES FOR ELEMENTARY NOON DUTY**

Students are to be sent back to their classroom after a twenty minute recess. Recess is held after lunch.

### **GENERAL PLAYGROUND RULES:**

- students will get permission from the supervising teacher to leave the playground
- no unnecessary roughness
- no playing with sticks will be allowed
- be courteous

### **RULES FOR SWINGS:**

- no swinging in a standing position
- no flips allowed
- no jumping out

### **RULES FOR SLIDE:**

- no bumping
- one at a time

### **Weather/Temperature Guidelines- Temperatures are with Windchill**

- a. Below 50 - Long sleeve shirt and pants...NO SHORTS!
- b. Below 40 - Jacket/sweatshirt and pants
- c. Below 30 - Sweatshirt, pants, & hats
- d. Below 20 - Coat, hat, gloves, and shortened recess
- e. Below 10 - Rain at any temp. - Inside Recess
- f. To play in snow, students must have snow boots, snow pants, gloves!

## **NOTICE OF NONDISCRIMINATION**

Litchfield Public Schools does not discriminate on the basis of race, color, national, origin, sex, disability, marital status, or age in admission or access to or treatment of employment in, its programs or activities.

It is the intent of Litchfield Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Litchfield Public Schools.

Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Wade Finley, Superintendent of Schools, PO Box 167, Litchfield, NE 68852-Phone 308-446-2244 for Title IX, Title VI, and Sections 504.

### **1. Guidelines for Clothing Required for Specific Courses and Activities**

Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

### **2. Safety Equipment and Attire**

The District will provide students with all of the safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

### **3. Personal or Consumable Items**

Students are responsible for furnishing personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. The District will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

### **4. Materials Required for Course Projects**

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

### **5. Charges for Food Consumed by Students**

The District will charge for items that students purchase for the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for a field trip lunches and similar activities.

### **D. Distribution of Policy**

This policy will be published in the Student Handbook or its equivalent. One copy of the Student Handbook will be provided to each student at no cost.

## **RECEIPT OF HANDBOOK**

One common concern expressed by parents is that they have not received information or are not aware of the various school rules, regulations, procedures, and course offerings. The handbook is an attempt to inform both the parent and student. Please sign the receipt below, detach it from the handbook, and send the receipt back to the school with your child. **Signed receipts should be returned by September 1st.**

\_\_\_\_\_  
Date

I, the undersigned, have received the Litchfield Elementary Student Handbook.

\_\_\_\_\_  
Parent(s) Signature