

Springfield Platteview Community Schools

**Westmont Elementary School
Operations Guide
2023-2024**



**Westmont Elementary School
13210 Glenn Street
Omaha, NE 68138
(402)-895-9602**

Springfield Platteview Community Schools

Board of Education

Mr. Brian Wichman, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mrs. Lisa Roseland
Mr. Lee Smith

Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders
Mrs. Nichole Baugh
Mrs. Jacci Lucas
Mr. Frank Staskiewicz, Jr.
Mrs. Heidi Zierott

Superintendent
Director of Public Relations
Director of Special Services
Director of Technology
Director of Learning

Elementary Schools

Springfield Elementary

940 Main Street
Springfield, NE 68059
402-253-2245
Dr. Kaela Heneger, Principal

Westmont Elementary

13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Secondary Schools

Platteview Central Junior High

14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High

14801 S. 108th Street
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

Springfield Platteview Community Schools
Mission Statement

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this Operations Guide carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this operations guide. The operations guide is an extension of school policies and has the force and effect of board policy when approved by the Board of Education.

This Operations Guide contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, contact the school office, or speak with me.

Sincerely,

Melissa Hasty, Principal
Westmont Elementary School
melissa.hasty@spcsne.org
(402) 895-9602

TABLE OF CONTENTS
(Topic Titles are linked)

SCHOOL DAY	5
Arrival and Dismissal Times	5
Arrival and Dismissal Safety Practices	5
Dismissal and Pick Up of Students	6
Attendance	6
Tardies	7
Make-up Work	7
Band	7
Before and After-School Care	7
Birthday Treats/Prizes/Invitations	8
Bus Regulations	8
Candy and Gum	10
Controlled Access Entry	10
Dens	10
Transportation to School	10
Lost and Found	10
Lunch & Breakfast Procedures	10
Media Center	11
Outdoor Education	12
Pets at School	12
Physical Education	12
Pictures	12
Student Appearance	12
Textbook, Material, and Technology Fines/Fees	13
SAFETY	14
Bicycles, Skateboards, Rollerblades, Scooters, Anything With Wheels	14
Bullying	15
Cell Phones and Smart Watches (Students')	15
Emergency Protocol	16
Emergency Protocol Drills (Fire, Intruder, and Tornado)	17
Field Trips	18
Lockers and Other School Property	18
Personal Items	18
Playground/Outside	18
Playground Expectations	19
Safety Patrol	19
Watch D.O.G.S. (Dads of Great Students)	20
Weapons or Perceived Weapons	20

SUPPORT SERVICES	21
Allergies	21
Counseling Services	21
Health, Accidents, Illnesses, and Medications	21
Medications	21
Prescription Medication	22
Non-prescription Medication	22
Health Screenings	22
HOME/SCHOOL COMMUNICATION	23
Change of Address, Phone Numbers, Work, etc.	23
Communicating Student Progress with Parents	23
Homework	23
Learning and Building Skills Time (L.A.B.S.)	24
Parent Concern Procedure	24
Parent/Teacher Conferences	24
Parent-Teacher Organizations	24
School News	25
Student Placement	25
Student Use of Telephone	25
Visitors	25
Weather Emergencies	26
Weather or Emergency Two Hour Late Start Schedule	26
2023-2024 SPCS School Calendar	28
2023-2024 Preschool Calendar	29
School Supply Lists	30
Transportation Form	32

SCHOOL DAY

Arrival and Dismissal Times

Monday: <ul style="list-style-type: none">● 9:00 Students enter the building● 9:10 Tardy bell rings● 3:05 K-1st Grades dismiss● 3:10 2nd-6th Grades dismiss
Tuesday-Friday: <ul style="list-style-type: none">● 8:00 Students enter the building● 8:10 Tardy bell rings● 3:05 K-1st Grades dismiss● 3:10 2nd-6th Grades dismiss
Breakfast Served: <ul style="list-style-type: none">● Monday 8:45-9:05● Tuesday- Friday 7:45-8:05

There is no supervision for students before 7:45 a.m. as teachers are preparing for the school day. We encourage students to arrive no earlier than 8:00 a.m. unless the student is eating breakfast. Students should enter the building through the front entrance.. Thank you for your cooperation on this arrival time.

Arrival and Dismissal Safety Practices

To provide safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

1. Parents are encouraged to plan with their children the shortest and safest route to/from school.
2. Students should cross streets using the designated crosswalks where safety patrol is present.

3. Parents should instruct their children to cross at corners or areas where school crossing signs are posted and should assist students in understanding safety procedures.
4. For the safety of all and to model proper crossing for students, all adults and students need to follow the guidance and directions of the safety patrol on duty. Including only crossing at designated patrolled crosswalks.
5. If students are transported by motor vehicle to school, please follow the procedure outlined below:
 - a. Instruct your child to enter and leave your vehicle from the curbside. Never enter or leave on the street side of a vehicle. A serious accident could result from a child darting across the street or coming out between two parked cars.
 - b. If you choose to meet your child along streets not adjacent to the school, instruct your child to use proper crosswalks or to cross at the proper intersection.
 - c. Please do not drop off students in any of our parking areas/lots.

Dismissal and Pick Up of Students

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the day is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Students should go directly home or to a school-sanctioned activity after dismissal. It is important that all adults serve as good role models for safety. Please utilize the marked crosswalk and safety patrol personnel while crossing streets and driveways. Students should not play on school grounds after school unless supervised by a parent. Please talk with your child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:00 p.m. if there is a change in pick up routine for the child. The office will notify the student's teacher. Please do not email staff about departure plans after the day has started. We don't always have time to check email and the information may not get where it needs to go if it is emailed. Students who are not picked up 10 minutes after dismissal should go to the office to call parents and/or wait for parents. If parents cannot be reached, emergency contacts or other adults authorized to pick up will be called to come to pick up the student. If picking up your student(s) late becomes a pattern, a meeting with the building administration may be called in order to develop a plan. Action steps could include sending the student to the afterschool program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan.

Additional Information:

- Parents have a few options for pick up and drop off. Parents can use the car lane in the front loop, park in one of the designated parking spots in the front parking area, or pick a designated location on Richland Drive where students can walk out to their car. If you choose to use the loop and your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. When you see your student, please pull your car as far forward in the loop as you can get and over to the side. Please have them enter/exit your car on the curbside of the car for their safety.
- We respectfully ask you not to park your car in the loop at any time. If you need to leave your car, please park in the designated spots or on Richland Drive.

- Kindergarten and first grade students will be walked out of the building by staff for pick-up. Each parent is asked to complete a form indicating the child's after-school plan. Parents should keep the teachers informed of this plan or any deviation in routine.

Attendance

It is our goal to have every student in school as many school days as possible and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or if parents request, the student may miss school for a family emergency or special family need. We encourage students who are not feeling well or are running a fever to stay home and get healthy.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. Please include the reason so that we can properly document the absences. As a building, we keep track of the illnesses that are affecting our students, so we are better able to respond to students' needs. Students may also be excused from school to participate in a school-approved activity. Unless the school is notified, a call will be made to the student's home or parents' place of work to verify the absence.

Required Attendance

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

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian.

- Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
- Severe weather
- Medical appointments for the student or for a child whom the student is parenting
- Death or serious illness of the student's family member
- Attending a funeral, wedding or graduation
- Appearance at court or for other legal matters
- Observance of religious holidays of the student's own faith

Tardies

Students not in class on time will be counted as tardy. Many times parents do not know that their child has been tardy to school, parents will be provided official notice after 4 tardies. If deemed necessary, a conference may be requested. We hope that by keeping you informed, we can work together to help your child get to school on time.

Make-up Work

We appreciate parents'/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.

- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for the completion of work. Students receive a minimum of two days for each day missed to complete make-up work.

Please call the school or email the child's classroom teacher in the morning to request homework to be picked up after school or sent home with a sibling.

Band

Students may participate in the elementary band and begin taking band lessons in 6th grade. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Before and After-School Care

Springfield Platteview Educational Foundation is proud to offer a before and after school program for K-6 students at Springfield Elementary School. Students from Westmont Elementary will be provided transportation to Springfield Elementary. If you are interested in the program and have additional questions, please contact Kids Care Program Director, Katrin Bishop, at kidscare@spcsne.org or 402-657-8125.

Birthday Treats/Prizes/Invitations

Bringing birthday treats or prizes is optional for parents/students. We request that any foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The District will provide or make available to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards and provide a [list of alternative ways to celebrate children](#) to be used as guidelines and resources when deciding how to celebrate your child's birthday.

The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as spatulas, eating utensils, plates, bowls, napkins, etc.

If you are having a birthday party for your child, please mail or email the invitations or phone parents unless you are inviting the whole class (all the boys or all the girls is also acceptable). Sending invites to only select students is not acceptable. This is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. It also keeps distractions from learning to a minimum. Invitations are not the responsibility of the school or school staff.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus. See page 33 of this document for the transportation request form.

Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Transportation Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Controlled Access Entry

All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the school days. To enter any of the buildings, visitors will have to identify themselves to office staff or other designated staff members who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building or school grounds, all parents and visitors are required to sign in at the office and wear a visitor badge for the duration of their visit. Visitors are asked to check out at the conclusion of their visit.

Dens

We believe building strong relationships with students is vital to their success. One of the ways we do this is by having one or two staff members build strong relationships with students over the course of the seven years they could attend Westmont Elementary in Dens. The students have these people consistent in their lives throughout the entire time they attend here and if they have any problems they know they can go to their Den leader for help. Our Dens are held one day per month for 30 minutes. Students get a Den shirt and come together to learn social skills and practice good character traits.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule. Student Transportation of America at 402-884-4025.

Lost and Found

To help prevent lost articles, put your child's name on his/her belongings. If an article belonging to your child is missing, he/she should look in the lost and found area/box. All lost and found articles are to be taken to the lost and found area/box. Students may claim lost articles there.

Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester. **Students are asked not to bring expensive or fragile possessions to school.** It is important for the school and home to stress to our children the importance of being responsible with one's personal belongings. Please know that the school cannot be responsible for lost, stolen, or broken personal items.

Lunch & Breakfast Procedures

All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches, treats brought in by parents or celebrations. Please refer to the guidelines as you plan to join your student for lunch at school.

Students may choose to eat a hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch they may:
 - a. bring cash or check (\$3.35 per lunch).
 - b. purchase an extra milk for \$.70.
2. Parents may apply for free or reduced-cost lunch for their child. [Free or Reduced Lunch Applications](#) are available online at springfieldplatteview.org. Please complete a new application available at the beginning of each year. Paper applications are available for families to complete or pick up at the district office or at Westmont/Springfield Elementary Office. (Eligibility for the free/reduced lunch program is determined by federal guidelines.)
3. Parents may attend the lunch with their child at any time, and are encouraged to let the office know by 9:30 a.m. if purchasing a hot lunch. Adult lunches cost \$5.00/meal and adult breakfasts cost \$3.00 each.

If you are planning to join us for lunch you are welcome to order lunch through the cafeteria or bring your own meal. When bringing your own lunch or bringing lunch for your child we are asking you to bring healthy items that meet the federal guidelines for healthy snacks or meals. You may be asked to dine in a separate location due to available space in the cafeteria. Please call the office prior to arriving at school so we can ensure there is space reserved for you during the lunch period. **Due to health concerns and diet restrictions you are only allowed to bring in food for your child. Please do not bring food in for other students or to share.** It is important that any food brought into school meets health standards and is encouraging students to make healthy choices. If you choose to bring your lunch, we would ask you to bring your lunch in an unmarked container/bag so as not to advertise or promote an outside company. This request is due to Federal Lunch Program Guidelines. Those guidelines prohibit the advertising or encouragement of competition for the federally subsidized lunch program. Thank you for understanding. We look forward to you joining us for lunch.

Cafeteria Expectations:

- All food must be consumed in the areas designated by the school.
- After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the garbage cans provided. Forks and spoons should be placed in the pan with water, not thrown away.
- Students are to use proper manners, including eating quietly.
- Students may not throw food or other items.
- Second servings may be available to those who have made an effort to clean their trays and have requisite funds as required by board policy.

- Students should remain at their tables until they are dismissed.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be subject to disciplinary action.

Westmont Elementary School offers an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is \$1.95. Children of families whose income falls within federal guidelines may eat breakfast at a reduced cost or free.

Media Center

Students must check out material from the staff on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found, the student must pay for it or replace it. Students must also pay for any damage they cause to library books.

Outdoor Education

Sixth graders have the opportunity to attend our outdoor education program each spring. They have the opportunity to bond with students from Springfield Elementary and meet the Platteview Central staff in attendance. The cost is between \$60-\$100 per student. Our PTO pays for half of this cost.

Pets at School

Pets are an important part of many students' lives and can provide many good learning experiences. The school administration must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. The administration will ask for verification that the pet is up to date on vaccinations. (See Allergies)

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E. Students are not allowed to wear anything that may cause injury to themselves or to their classmates. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Pictures will be taken on August 31st and retakes are scheduled for October 12th. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Student Appearance

It is everyone's responsibility to promote a school atmosphere in which all SPCS students make the most of their learning opportunities. Students are asked to dress comfortably and appropriately for the weather and are reminded that items that disrupt the learning environment, including inappropriate clothing, will not be permitted. If a student's dress results in a disruption to the educational process, parents will be notified and a change of clothing required or a disruptive item removed.

Students are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is:

- dangerous to the student’s health and safety or to the health and safety of others.
- distracting or indecent to the extent that it interferes with the learning and teaching process.

The following are examples of attire that are not considered appropriate. Such list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage “horse-play,” or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.
- Headwear including hats, caps, bandanas, hoods, and scarves (except during designated times or for religious reasons).
- Clothing that shows an inappropriate amount of bare skin or underwear (no “sagging” pants).
- Students may color their hair or wear their hair however they choose. If their hair color or style becomes a distraction to the learning environment, they will be asked to change it.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the administration or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the administration for approval.

Textbook, Material, and Technology Fines/Fees

It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to the destruction or loss of equipment or materials beyond normal use, the student and parent should make appropriate restitution.

A fee must be paid in order for students to use an iPad from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. **The current fee is \$10/student or max \$30/family annually. This fee is applicable for one academic school year.**

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee		Additional Items	Replacement Cost
Lost or Stolen iPad	\$300	\$350 (full replacement cost)		Sync Cable Only	\$10
Non-Repairable or Destroyed iPads	\$50	\$350 (full replacement cost)		Puck (Plug-In)	\$10

Cracked iPad Screen (Remains Usable)	\$30	\$350 (full replacement cost)		Puck and Sync Cable	\$20
iPads Repairs	covered	50% of total repair bill		School Issued Case (K-3)	\$20
				School Issued Case (4-12)	\$30

SAFETY

Springfield Platteview Elementary Expectations

• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL • BE KIND

Be Safe

Keep their bodies and objects to themselves. Always walk in the building.

Be Responsible

Follow the directions of all adults the first time. Take good care of all property. Listen actively and be ready to learn. Do your personal best.

Be Respectful

Use appropriate language and tone of voice. Treat everyone as you would like to be treated.

No bullying.

Be Kind

Help others, include others, work to cheer others up.

Students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Teachers will establish classroom conduct rules that students must obey. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others. Good social skills are equally important for strong academic development. The following social skills are taught throughout the year in all classrooms. Parents are urged to practice these skills with their children at home as well.

- 1) How to greet someone.
- 2) How to follow instructions.
- 3) How to accept criticism.
- 4) How to accept no for an answer.
- 5) How to get the teacher's attention. (Asking permission)
- 6) How to make a request.
- 7) How to disagree appropriately.
- 8) How to give negative feedback.
- 9) How to resist peer pressure (or say no).
- 10) How to apologize.
- 11) How to engage in a conversation.
- 12) How to give a compliment.
- 13) How to accept a compliment.
- 14) How to volunteer.
- 15) How to report peer behavior.
- 16) How to introduce yourself.

Bicycles, Skateboards, Rollerblades, Scooters, Anything With Wheels

Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes, skateboards, rollerblades, and scooters must be walked on and off the school grounds on the sidewalks. Bicycle racks are provided for bikes to be parked during the school day. We recommend your child lock the bicycle while in the rack.

Rollerblades, scooters, skateboards, and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Storing these items during the school day is a concern. Students are responsible for storing their own items within the personal space allotted in the classroom or locker area.

Bike racks are located at the front of the building near the flagpole.

Bullying

SPCS is proactive in educating all students with good social skills and behaviors through our counseling courses, all-school assemblies, and programming. Bullying is not acceptable and will be dealt with on a case-by-case basis under the prohibited student conduct and procedures outlined within the district handbook.

The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, unwanted attention, or excluding someone on purpose.

Cell Phones and Smart Watches (Students’)

We understand parents want their students to have cell devices for after-school communication. If you want your student to have a cellular device (phones, watches, rings, tablets, or any device that can send and receive messages or connect to the internet), it must be turned off during the school day. Students may not use cell phones or other electronic devices while at school, except as permitted by supervising adults.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. All devices need to be stored and out of sight from the late bell at 8:10 a.m., until the end of the day. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Each teacher will designate a safe place to store cellular devices within the classroom. Teachers will give students an opportunity to check their devices for messages from parents prior to being dismissed in order to confirm. Students are not to use their personal cellular devices throughout the day.

Students must comply with each teacher’s classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle’s driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Any unauthorized or inappropriate use of a cellular device during the day will lead the teacher to confiscate and store the device in the office. On the first offense, the student will pick up the phone in the office after the bell rings with a warning. The second offense, the student will come to the office and call their parents (on the school phone) to explain that the phone was taken away and why before the phone is returned to the student at the end of the day. The third offense, the device will be stored in the office until parents can come and pick up the student's device. Additional consequences may be put in place as needed. The school is not responsible for electronic devices brought from home.

Emergency Protocol

In the interest of creating the safest environment possible for all our students and staff, Springfield Platteview Public Schools has adopted a consistent district-wide vocabulary, protocol, and practice for defining our response to various school incidents. The ability to effectively respond to natural or manmade emergencies and disasters is an essential component of any emergency operations/response plan in our schools – and a critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

SPCS has adopted a school district's safety program utilizing the Standard Response Protocol. There are four specific actions that can be performed during a critical incident or emergency:

- Hold (In your room or area)
- Secure (Get inside, lock outside doors. Secure the perimeter)
- Lockdown (locks, lights, out of sight)
- Evacuate (to the announced location)
- Shelter (using announced type and method).



Hold is followed by the Directive: **“In Your Room or Area”** and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: **“Get Inside. Lock Outside Doors”** and is the protocol used to safeguard people within the building.



Lockdown is followed by **“Locks, Lights, Out of Sight”** and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

Emergency Protocol Drills (Fire, Intruder, and Tornado)

All schools will hold routine safety drills throughout the year, so students know what to do in case of an emergency, fire, or tornado in order to be safe. The safety of students is a top priority. Classroom teachers will provide students with detailed instructions on all safety drills and protocols. All schools cooperate with the local authorities to make sure the most effective safety procedures are followed.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. These forms are filled out during enrollment and are kept on file for the entire school year. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Some field trips may benefit from parent participation. The need for chaperones will be determined on an individual basis. At times chaperones will be asked to meet the students at the field trip location. School buses are primarily used to transport students on field trips. Students will ride to field trips with their classmates on school-sponsored transportation. If a parent wants to have their child ride home with them from a school-sponsored trip, they must fill out a release form. Teachers and sponsors will have the release forms with them. Parents/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. Parents will be notified before each field trip as to the destination, date, and time of the trip. Students are expected to demonstrate appropriate conduct as a basis for participation on field trips.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment. If items of this nature do come to school, they may, upon the request of teachers or administrators, be stored in the office, or parents may be contacted to pick them up. SPCS does not provide insurance for personal items, nor is it responsible for lost or stolen items or money.

We discourage students from bringing electronic devices to school. If brought, it is the student's responsibility to secure and must be turned off during the school day.

Playground/Outside

When weather permits, every attempt will be made to use the playground for recess. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from a parent is required if a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately attired for the conditions (outdoor boots, snow pants, etc.) will be asked to remain on the hard-surfaced play area for recess. Students must be able to put on their snow gear independently.

We will be going outside for recess or lining up in the morning outside if the temperature (actual, feels like, and wind chill) is **above 10 degrees**.

- Precipitation may cause us to stay indoors even if the temperature is above 10 degrees.
- Boots, snow pants, and a pair of dry shoes to change into are required for any student wishing to leave the blacktop area when snow is present.
- When the temperature drops students may be asked to add an additional layer of clothing to what they are wearing while in the building. (Coats, hats, and gloves are the best attire to keep students' skin covered while playing outside.) When the temperature (actual, feels like, and wind chill) is below 35 degrees, students will need to add an extra layer (hoodie, coat, jacket, sweatpants). Ultimately, supervising staff will decide when coats are required for recess.

Recess serves two purposes - a brain break from learning and a time to build good social skills. Students will be supervised at play and must stay in designated play areas away from the roads, parking lots or hidden areas on the playground (not behind the tree line or between the school and storage shed, etc.)

Playground Expectations

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using their areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment and surrounding areas.

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

- Students must obey the playground supervisor at all times.
- Students may not enter the street/highway/parking lot to retrieve a ball unless given permission by the playground supervisor.
- Students must play away from the school windows.
- Any game that includes tackling, shoving, or rough physical contact is prohibited.
- Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
- Students must use the playground equipment properly and in a safe manner.
- Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with an alternative recess activity or loss of other privileges, detention and/or other consequences.

Safety Patrol

Our safety patrol personnel help students cross the street safely at two locations as they walk to and from school. Safety patrol staff and students are on duty starting at 8:00-8:10 a.m. in the morning and from 3:05-3:15 p.m. in the afternoon. There are two spots where we cross students. The first one is on Glenn Street just west of the exit to our front drop off loop and the

second crossing is on Richland Drive just north of the entrance to the staff parking lot. All walking students are required to use one of these two locations unless a parent or guardian is present and walking their student to school.

Watch D.O.G.S. (Dads of Great Students)

The WATCH D.O.G.S.® program is one of the nation's largest and most respected school-based, family, and community engagement organizations and is designed and developed by educators, experts and parent & guardian volunteers over more than two decades.

The program helps provide positive male role models for the students, demonstrating by their presence that education is important. It also provides extra sets of eyes and ears to enhance school security, reduce bullying and provide a greater sense of campus safety allowing students and teachers to focus on learning and instruction.

Dads are encouraged to volunteer. You could sign up for any amount of time you are available. No amount of time is too little. It is completely up to you and your availability. It could be one day per school week/month/year or an hour per day. If you are interested in volunteering here at school, please contact the school office.

Weapons or Perceived Weapons

Knives or any other item that might be considered a weapon (including toys that resemble a weapon) are strictly prohibited and should NEVER be brought to school.

According to state law, school personnel have the right at any time to search desks, school space assigned to students, or other school property such as computers or iPads. Students' personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

SUPPORT SERVICES

Allergies

Due to the increasing number of students with allergies to certain foods, animals, or other materials, parents must get approval from the classroom teacher or building administration prior to bringing in any snack, treats, or pets into the building. The administration has the authority to restrict any foods, pets, or items allowed into the building if they believe the risk to other students warrants such restrictions.

If your child has an allergy or health concern, please set up an appointment to meet with our school district nurse, Mrs. Kelli Haynes, at (402) 339-3606 and turn in the appropriate paperwork. The safety and health of our students is our utmost concern. Having their action plans on file helps us care for their individual needs.

Counseling Services

SPCS is proud to be able to offer elementary counseling services. Our counselor provides classroom lessons to help students see the many ways social skills can be used to communicate more effectively. The school counselor is also available for private counseling for any student needing his/her assistance. Parents/guardians are welcome to call the counselor, Ms. Kathleen Susman, at (402) 895-9602 to answer any questions you might have in this area of development.

Health, Accidents, Illnesses, and Medications

The health of all students is one of our primary concerns. We encourage children to be in regular attendance at school. However, if a child has signs of illness or fever over 100 degrees within the last 24 hours, he/she should stay home. Parents are required to contact the school office by 9:00 a.m. to report the child's illness or absence. All children are expected to participate in recess and outdoor activities unless they have a signed excuse from a medical professional or it is part of an individual health plan.

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of injury. If a child is injured or becomes ill while at school, the school will make every effort to notify the parent or person to be contacted in case of an emergency. No child will be sent home unless contact is made with the parent or guardian. In the case of an accident or illness of a serious nature, a rescue unit will be called immediately.

The school district provides a school nurse who has various hours in each of the schools. This person is, however, on-call to any building at any time during school hours.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription Medication

(1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription Medication

(1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Health Screenings

During the first quarter of each school year, health screenings will be conducted as per the Department of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision, dental, height, and weight. Parents/Guardians shall be notified in writing of any concerns and encouraged to seek a professional evaluation. If a Parent/Guardian wishes to refuse school health screening, they must submit a written statement(s) from a qualified examiner annually that the child has received the minimum required screenings within the previous six months and there are no concerns, or the child will be screened at school.

For additional information, please, see the district website at <https://www.springfieldplatteview.org/Health-Services>.

HOME/SCHOOL COMMUNICATION

Change of Address, Phone Numbers, Work, etc.

Parents are requested to notify the school office staff whenever there is an address, a home telephone or a work telephone number change. Also, please report any changes in emergency numbers. This information is vital for the safety and well-being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link is found on our district website www.springfieldplatteview.org. In order to receive emergency information or important notices from the district please opt into receiving communication through [School Messenger](#)

Communicating Student Progress with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Report cards and progress reports will be sent home throughout the school year. Although teacher conferences with parents are scheduled twice a year, parents with questions about their child's academic progress should feel free to contact the teacher through email or by phone before or after the school day. In addition, you are also welcome to utilize school provided communication tools such as Schoology, SeeSaw, SPCSNE.org email, PowerSchool to ask questions or gain information about your student's progress. If you wish to meet with a staff member in person, please schedule those appointments in advance.

Homework

Homework refers to the tasks that a student is given to do on his/her own time after school hours. A student should experience a regularly scheduled time at home, free of distractions or interruptions, where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words or math facts, or write a story.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers..

At the beginning of the year, classroom teachers will send home homework expectations appropriate to the age of the students.

Learning and Building Skills Time (L.A.B.S.)

Sometimes fifth and sixth grade students get behind in their work or have trouble understanding certain concepts that have been taught in the classroom. L.A.B.S. was created to give students the opportunity to get help with organization, prioritization, make up work and homework. We also reteach concepts that have been challenging for students. We meet from 3:15-3:45 p.m. Monday-Wednesday or during lunch times.

If a student meets the criteria of having three missing or late assignments in the last week or is earning a “D” or “F” in a subject, he or she will be assigned to L.A.B.S. for the next week. This opportunity is ongoing.

All of your child’s assignments are tracked in Schoology. If you need to verify your student’s assignments for the day, you can check Schoology. You will need to communicate with your child to learn their username and password for Schoology. This will allow you to track this information on your own iPad, phone, etc.

Parent Concern Procedure

If parents have a concern regarding a situation in their child’s school, as outlined by the Board of Education policy, they should first contact the student’s teacher to discuss the problem and possible solutions. Teachers are available for telephone calls between 7:45 a.m. - 8:00 a.m. or 3:15 p.m. - 3:25 p.m. at Westmont Elementary. If the matter cannot be resolved, the parent should then request a conference with the building administration. If the parent still believes their concern has not received favorable consideration, they may appeal to the Superintendent of Schools and Board of Education.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year, once during the first semester and once during the second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note that we will only be able to provide one conference time per child. A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. Having both parents or guardians present at the same conference ensures that each parent hears the same information at the same time. Parents are encouraged at any time to contact their child’s teacher(s) in the event of questions or concerns about their child’s progress. Parent Teacher Conferences will be held October 18th/19th and February 14th/15th from 2 p.m. - 7 p.m. each night. You will be sent an email from PTC Fast to select a time to sign up for your students’ conferences.

Parent-Teacher Organizations

The Parent/Teacher Organization (PTO) is organized to foster a better understanding and cooperation between the home and school. Since its beginning, the PTO has been giving its support to our schools in many ways. Parents are urged to participate and support this excellent organization. Information concerning your school’s PTO scheduled activities is published throughout the year within our school’s newsletters.

School News

Announcements are published in the school Newsletter and Website. To access the website enter <https://www.springfieldplatteview.org/School-Info> click on Schools and Westmont Elementary. The newsletters will be published throughout the year and will be available both online and sent through email. Another way that we will be sharing school updates and news will be through our schools' official Twitter accounts and Facebook Pages. The links to these accounts are on the websites. Please check your child's weekly Friday folder for news items.

Student Placement

All teachers work as a professional learning community at SPCS. As a team we collaborate regarding all students in their grade levels to discuss the best approaches to meet the needs of the students academically, behaviorally, socially, and emotionally. Many components are considered when developing a class list. The teachers at each grade level, specialists, and building administration begin building class lists for the next year using the following criteria:

- Academic Needs
- Learning Styles
- Classroom Dynamics (behavior, social, emotional, and personality considerations among students)

A great deal of thought and effort goes into making these class lists. Granting every request would undo the long process that has been carefully put together and jeopardize the integrity of that work. In addition, children need to work in and with a variety of circumstances now and in the future, both in terms of personnel and environment.

If you feel you have some circumstances that you feel you must address, please do the following:

- Make a formal request in writing addressing your child's learning style and the type, not the name, of the teacher that would benefit your child.
- If there has been a request made in a previous year that still applies, such as not placing your child with another particular student, please make sure we are aware of the necessary details again for placement.

The building administration has the final say when developing a class list. We appreciate your understanding of the process, and we look forward to another terrific school year.

Student Use of Telephone

Parents who need to contact or visit with their child during the school day will be asked to leave their messages with the secretaries. Families should make arrangements for after-school pick up prior to each day so as to eliminate the need to use the telephone after school. Permission for students' use of the phone will be determined by staff.

Visitors

Parents or legal guardians are encouraged to visit the school. All visits, including lunch, playground, and classroom visits, need to be arranged with and are at the discretion of the administration. For the safety and security of students, staff and our guests, all visitors are required to check in at the main entrance and may be asked to provide identification. Office staff will issue a nametag to inform other building staff that permission has been given and that the visitor has checked in at the office.

- Children not enrolled at Westmont may visit the school during lunch period when accompanied by an adult.
- We know that children often have additional important people in their lives that may want to visit school. If someone besides a parent or legal guardian is planning to visit the school (grandparent, older sibling, adopted grandparent, etc.), parents or legal guardians must call prior to the guest arriving at school to give them permission for a visit and ensure that the visit can be accommodated. Please include the guest's name, the relationship, and the anticipated time frame. When they check-in at the office, they will be asked to provide identification.
- Visitors are encouraged to limit personal items brought into the building. Extra belongings can be hard to store or have with you.

When visiting the school, we hope you have a wonderful time interacting with your students, learning more about their school day, or helping them make memories. Some students are not allowed to be photographed. Please refrain from taking photos unless permission has been given by school personnel. When communicating with other people's children, interactions need to be positive. Any concerns need to be directed to school personnel. We want visits to be a positive experience for all.

Weather Emergencies

The decision to close schools or have a late start due to extreme weather is made as early as possible by the Superintendent of Schools. All weather-related announcements concerning the cancellation of school, late starts, early dismissals, as well as emergency closings are made on local television and radio stations. Notification will also be sent out to parents who are registered to receive [School Messenger Alerts](#). Every attempt will be made to avoid closing schools once classes are in session. Parents will be asked to complete an emergency plan for their child to follow if emergency closings during the school day should occur. The ultimate decision as to whether a child will attend school rests with the parents.

After three days of school cancellation for snow/severe weather or any other reason, students will be expected to participate in school remotely from home through eLearning or other schoolwork as communicated by the school's principal.

When a late start is called, the school will utilize the following schedule and buses will run accordingly if at all possible.

Weather or Emergency Two Hour Late Start Schedule

Monday-Friday:

- 10:00 Students enter the building
- 10:10 Tardy bell rings
- 3:05 K-1st Grades dismiss
- 3:10 2nd-6th Grades dismiss

Breakfast Served:

- Monday 9:45-10:05
- Tuesday-Friday 9:45-10:05

Supervision will be on duty at 9:45 when a two hour late start is needed due to weather or emergency-related late starts. Families needing to drop off students prior to 9:45, please see Kids Care for drop-in options.

2023-2024 SPCS School Calendar

Springfield Platteview Community Schools 2023-2024

<p>9 New Teacher Workshop</p> <p>10 All Certified Staff Report</p> <p>15 All Classified Staff Report</p> <p>16 First Day of Classes</p>	AUGUST 2023	JANUARY 2024	<p>1-2 Winter Break No School</p> <p>3 Teacher Work Day No School</p> <p>4 1st Day of 2nd Semester</p> <p>15 Martin Luther King Day No School</p>																																																																																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td style="background-color: #f08080;">9</td><td style="background-color: #ffff00;">10</td><td style="background-color: #ffff00;">11</td><td>12</td></tr> <tr><td>13</td><td style="background-color: #ffff00;">14</td><td style="background-color: #ffff00;">15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td style="background-color: #ffff00;">21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td style="background-color: #ffff00;">28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td style="background-color: #0000ff;">1</td><td style="background-color: #0000ff;">2</td><td style="background-color: #0000ff;">3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td style="background-color: #ffff00;">8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="background-color: #ffff00;">15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td style="background-color: #ffff00;">22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td style="background-color: #ffff00;">29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>14-15 Early Dismissal 1:25 PT Conferences</p> <p>16 Comp Day - No School</p> <p>19 President's Day No School</p>														
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
		1	2	3	4	5																																																																																															
6	7	8	9	10	11	12																																																																																															
13	14	15	16	17	18	19																																																																																															
20	21	22	23	24	25	26																																																																																															
27	28	29	30	31																																																																																																	
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
	1	2	3	4	5	6																																																																																															
7	8	9	10	11	12	13																																																																																															
14	15	16	17	18	19	20																																																																																															
21	22	23	24	25	26	27																																																																																															
28	29	30	31																																																																																																		
<p>4 Labor Day - No School</p> <p>29 Teacher In-Service No School</p>	SEPTEMBER 2023	FEBRUARY 2024																																																																																																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: #0000ff;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td style="background-color: #ffff00;">11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: #ffff00;">25</td><td>26</td><td>27</td><td>28</td><td style="background-color: #ffff00;">29</td><td>30</td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: #ffff00;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td style="background-color: #ffff00;">11</td><td>12</td><td>13</td><td style="background-color: #0000ff;">14</td><td style="background-color: #0000ff;">15</td><td style="background-color: #0000ff;">16</td></tr> <tr><td>17</td><td style="background-color: #0000ff;">18</td><td style="background-color: #0000ff;">19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: #ffff00;">25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		<p>14-15 Early Dismissal 1:25 PT Conferences</p> <p>16 Comp Day - No School</p> <p>19 President's Day No School</p>														
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
					1	2																																																																																															
3	4	5	6	7	8	9																																																																																															
10	11	12	13	14	15	16																																																																																															
17	18	19	20	21	22	23																																																																																															
24	25	26	27	28	29	30																																																																																															
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
					1	2																																																																																															
3	4	5	6	7	8	9																																																																																															
10	11	12	13	14	15	16																																																																																															
17	18	19	20	21	22	23																																																																																															
24	25	26	27	28	29																																																																																																
<p>13 End of 1st Quarter</p> <p>18-19 Early Dismissal 1:25 PT Conferences</p> <p>20 Comp Day - No School</p>	OCTOBER 2023	MARCH 2024	<p>8 End of 3rd Quarter</p> <p>11-15 Spring Break-No School</p> <p>29 No School</p>																																																																																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td>1</td><td style="background-color: #ffff00;">2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td style="background-color: #ffff00;">9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td style="background-color: #ffff00;">16</td><td>17</td><td style="background-color: #0000ff;">18</td><td style="background-color: #0000ff;">19</td><td style="background-color: #0000ff;">20</td><td>21</td></tr> <tr><td>22</td><td style="background-color: #ffff00;">23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td style="background-color: #ffff00;">30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: #ffff00;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td style="background-color: #0000ff;">11</td><td style="background-color: #0000ff;">12</td><td style="background-color: #0000ff;">13</td><td style="background-color: #0000ff;">14</td><td style="background-color: #0000ff;">15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: #ffff00;">18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: #ffff00;">25</td><td>26</td><td>27</td><td>28</td><td style="background-color: #0000ff;">29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>8 End of 3rd Quarter</p> <p>11-15 Spring Break-No School</p> <p>29 No School</p>							
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
1	2	3	4	5	6	7																																																																																															
8	9	10	11	12	13	14																																																																																															
15	16	17	18	19	20	21																																																																																															
22	23	24	25	26	27	28																																																																																															
29	30	31																																																																																																			
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
					1	2																																																																																															
3	4	5	6	7	8	9																																																																																															
10	11	12	13	14	15	16																																																																																															
17	18	19	20	21	22	23																																																																																															
24	25	26	27	28	29	30																																																																																															
31																																																																																																					
<p>22-24 Thanksgiving Break No School</p>	NOVEMBER 2023	APRIL 2024	<p>1 No School</p> <p>26 Teacher In-Service No School</p>																																																																																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td style="background-color: #ffff00;">5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td style="background-color: #ffff00;">12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td style="background-color: #ffff00;">19</td><td>20</td><td style="background-color: #0000ff;">21</td><td style="background-color: #0000ff;">22</td><td style="background-color: #0000ff;">23</td><td>24</td></tr> <tr><td>25</td><td style="background-color: #ffff00;">26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td style="background-color: #0000ff;">1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td style="background-color: #ffff00;">8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="background-color: #ffff00;">15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td style="background-color: #ffff00;">26</td><td>27</td></tr> <tr><td>28</td><td style="background-color: #ffff00;">29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>1 No School</p> <p>26 Teacher In-Service No School</p>														
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
				1	2	3																																																																																															
4	5	6	7	8	9	10																																																																																															
11	12	13	14	15	16	17																																																																																															
18	19	20	21	22	23	24																																																																																															
25	26	27	28	29	30																																																																																																
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
	1	2	3	4	5	6																																																																																															
7	8	9	10	11	12	13																																																																																															
14	15	16	17	18	19	20																																																																																															
21	22	23	24	25	26	27																																																																																															
28	29	30																																																																																																			
<p>18 NO LATE START <i>Non-Monday Start time</i></p> <p>18-19 Early Dismissal 1:25</p> <p>20 Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester</p> <p>21-29 Winter Break No School</p>	DECEMBER 2023	MAY 2024	<p>15 Last Day for Seniors</p> <p>19 Commencement</p> <p>20 NO LATE START <i>Non-Monday start time</i></p> <p>20-21 Early Dismissal 1:25</p> <p>22 Early Dismissal 11:25 Last Day for Students</p> <p>23 Teacher Work Day</p>																																																																																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: #ffff00;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td style="background-color: #ffff00;">11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: #0000ff;">18</td><td style="background-color: #0000ff;">19</td><td style="background-color: #0000ff;">20</td><td style="background-color: #0000ff;">21</td><td style="background-color: #0000ff;">22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: #ffff00;">25</td><td style="background-color: #ffff00;">26</td><td style="background-color: #ffff00;">27</td><td style="background-color: #ffff00;">28</td><td style="background-color: #ffff00;">29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f08080;"> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: #ffff00;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td style="background-color: #0000ff;">14</td><td style="background-color: #0000ff;">15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: #ffff00;">18</td><td style="background-color: #ffff00;">19</td><td style="background-color: #ffff00;">20</td><td style="background-color: #ffff00;">21</td><td style="background-color: #ffff00;">22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>15 Last Day for Seniors</p> <p>19 Commencement</p> <p>20 NO LATE START <i>Non-Monday start time</i></p> <p>20-21 Early Dismissal 1:25</p> <p>22 Early Dismissal 11:25 Last Day for Students</p> <p>23 Teacher Work Day</p>
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
					1	2																																																																																															
3	4	5	6	7	8	9																																																																																															
10	11	12	13	14	15	16																																																																																															
17	18	19	20	21	22	23																																																																																															
24	25	26	27	28	29	30																																																																																															
31																																																																																																					
Su	Mo	Tu	We	Th	Fr	Sa																																																																																															
					1	2																																																																																															
3	4	5	6	7	8	9																																																																																															
10	11	12	13	14	15	16																																																																																															
17	18	19	20	21	22	23																																																																																															
24	25	26	27	28	29	30																																																																																															
31																																																																																																					
<p style="text-align: center;">Color Code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="background-color: #f08080; width: 15px;"></td><td>New Teacher Workshop</td></tr> <tr><td style="background-color: #0000ff; width: 15px;"></td><td>No School</td></tr> <tr><td style="background-color: #ffff00; width: 15px;"></td><td>Early Dismissal</td></tr> <tr><td style="background-color: #0000ff; width: 15px;"></td><td>1 Hour Late Start</td></tr> <tr><td style="background-color: #ffff00; width: 15px;"></td><td>Teacher In-Service</td></tr> <tr><td style="background-color: #0000ff; width: 15px;"></td><td>Teacher Work Day</td></tr> <tr><td style="background-color: #f08080; width: 15px;"></td><td>Regular School Day</td></tr> </tbody> </table>		New Teacher Workshop		No School		Early Dismissal		1 Hour Late Start		Teacher In-Service		Teacher Work Day		Regular School Day			<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>1st Qtr</td><td>41 Student Days 46 Teacher Days</td></tr> <tr><td>2nd Qtr</td><td>44 Student Days 45 Teacher Days</td></tr> <tr><td>3rd Qtr</td><td>44 Student Days 46 Teacher Days</td></tr> <tr><td>4th Qtr</td><td>45 Student Days 47 Teacher Days</td></tr> <tr><td>TOTAL</td><td>174 Student Days 184 Teacher Days</td></tr> </tbody> </table>	1st Qtr	41 Student Days 46 Teacher Days	2nd Qtr	44 Student Days 45 Teacher Days	3rd Qtr	44 Student Days 46 Teacher Days	4th Qtr	45 Student Days 47 Teacher Days	TOTAL	174 Student Days 184 Teacher Days																																																																										
	New Teacher Workshop																																																																																																				
	No School																																																																																																				
	Early Dismissal																																																																																																				
	1 Hour Late Start																																																																																																				
	Teacher In-Service																																																																																																				
	Teacher Work Day																																																																																																				
	Regular School Day																																																																																																				
1st Qtr	41 Student Days 46 Teacher Days																																																																																																				
2nd Qtr	44 Student Days 45 Teacher Days																																																																																																				
3rd Qtr	44 Student Days 46 Teacher Days																																																																																																				
4th Qtr	45 Student Days 47 Teacher Days																																																																																																				
TOTAL	174 Student Days 184 Teacher Days																																																																																																				

2023-2024 Preschool Calendar

School Supply Lists

WESTMONT ELEMENTARY SCHOOL SUPPLY LIST FOR THE 2023-2024 SCHOOL YEAR

KINDERGARTEN

***Recommended Supplies**

6 Glue Sticks
1 Pack of Yellow #2 Ticonderoga Pencils
2 Large Pink Erasers
6 24- Count Box of Crayola Crayons- No Jumbo Crayons

****Optional Supplies**

Backpack Labeled with Full Name
2 Boxes of Classic Color Crayola Washable Markers
1 Large Container of Clorox Wipes
1 Beach Towel for Rest Time (no blankets)
1 16-Count Crayola Watercolor Paint Set
1 16 oz. Bottle of Hand Sanitizer

FIRST GRADE

***Recommended Supplies**

4 Boxes of 24 Crayola Crayons
1 Dry Erase Marker
2 Glue Sticks
2 Pink Erasers
2 Boxes of Crayola Colored Pencils (12 ct.)
1 Plastic Pencil Box
1 Fiskars Scissors (Children's)
2 Boxes of Ticonderoga Pencils (15 or more)

****Optional Supplies**

Backpack
3 Boxes of Kleenex
1 Box of Gallon Bags
1 Yellow Highlighter
2 Containers of Clorox Wipes
1 Box of Crayola Markers (10 ct.)
1 Pair of Child Headphones for iPad

SECOND GRADE

***Recommended Supplies**

1 Box of 24 ct. Crayons
1 Children's Scissors
2 Packs of Ticonderoga Pencils
1 Box of Markers
5 Glue Sticks
1 Pack of Black Dry Erase Markers
1 Wide Ruled Composition Notebook
1 Wide Ruled Spiral Notebook
3 Two Pocket Folders- **yellow, green, blue**
2 Two "Fun" Pocket Folders - of your own choice

****Optional Supplies**

Backpack or Bookbag
1 Pencil Box or Bag
1 Pack of Pencil Top Erasers
1 Pack of Wide Ruled Loose-Leaf Paper
3 Boxes of Kleenex
Clorox Wipes
1 pair of Child Headphones for Ipad

THIRD GRADE

***Recommended Supplies**

1 Box Markers
1 Box of 24 Crayons
1 Pencil Box
2 Highlighters
1 Ink Pen
1 Fiskars Scissors
10 Glue Sticks
30 Pencils-Sharpener
4 Pink Erasers
4 Two Pocket Folders (**red, green, blue, yellow**)
1 200 pg. Wide Ruled Composition Notebook
2 Clorox Wipes

****Optional Supplies**

Backpack or Bookbag
5 Dry Erase Markers
4 Boxes of Kleenex
1 Box of Ziploc Sandwich, Snack, Quart, or Gallon Size Bags
1 pair of headphones for iPad
1 Pack Wide Ruled Notebook Paper
1 16 oz. Bottle of Hand Sanitizer

FOURTH GRADE

***Recommended Supplies**

Pencils
1 Pencil Box
1 Small Box of Crayons
1 Box of Markers
1 Pencil box
1 Pair of Scissors
2 Red and Blue Pens
4 Glue Sticks
5 - Two Pocket Folders (1 yellow, 1 green,
1 blue, 1 red, 1 orange)
1 Composition Notebook
1 pair of Child Headphones for iPad
1 Hand Sanitizer
****Optional Supplies**
Backpack or Bookbag
1 Pack Loose Leaf Notebook Paper
2 Large Boxes of Kleenex
1 Magic Eraser
1 Box of Colored Pencils
5 Dry Erase Markers
Clorox Wipes
Pencil Top Erasers

FIFTH GRADE

***Recommended Supplies**

Backpack or Bookbag
Notebook Paper (adequate for the year)
5 3-prong Folders with pockets
Markers
1 Scissors
Glue Stick
Crayons or colored pencils
Pencils(adequate for the year)
Erasers
1 Pack of Dry Erase Markers
Headphones/earbuds
****Optional Supplies**
stylus pen
personal pencil sharpener
Clorox wipes

SIXTH GRADE

***Recommended Supplies**

5 - Two Pocket Folders
1 1" 3 ring binder
1 Set of Fine Point Markers
Enough Pencils for the Year
10 Dry Erase Markers
1 Scissors
1 Small Pack of Pencil Top Erasers
****Optional Supplies**
Backpack/Bookbag
Colored Pencils
1 Glue Bottle and 2 Glue Sticks
4 Highlighters
Headphones/earbuds
1 Red Pen
2 Blue Pens
1 Large Eraser
Calculator
1 Box of Crayons
2 Large boxes of Kleenex
Clorox Wipes
*****Outdoor Ed - TBD**

*Elementary supplies recommended for the school year as outlined in the student handbook.

** Supplies which are optional and left to the discretion of the parent/student

*** Field trip/Outdoor Ed fees will be collected before each outing.

COUNSELING/MEDIA

****Optional Supplies**

Any Donations of Kleenex would be greatly appreciated.

Please make out separate checks for lunches and money needed for optional classroom supplies.

**Westmont Elementary 402-895-9602
District Office 402- 592-1300
Bus Garage 402-884-4025**

